RECEIVED
By Town Clerk/ksb at 4:27 pm, Feb 29, 2024

Select Board
Executive Session
January 2, 2024
Town Administrator Office, 17 Common St, Southborough, MA

Present: Andrew Dennington, Chair; Kathy Cook, Vice-Chair; Marguerite Landry; Sam Stivers; Al Hamilton; Town Administrator Mark Purple

Executive Session Minutes – December 5, 2023: The Board reviewed the minutes from the December 5, 2023 Executive Session. They discussed scrivener's revisions and changes to multiple lines. Mr. Stivers made a motion to approve the December 5, 2023 Executive Session minutes as amended. Ms. Cook seconded. The motion passed all in favor (5-0-0) by roll call vote: Cook, aye; Landry, Aye; Hamilton, aye; Stivers, aye; Dennington, aye.

Mr. Dennington made a motion to adjourn the meeting at 7:52 A.M. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote: Cook, aye; Landry, Aye; Hamilton, aye; Stivers, aye; Dennington, aye.

Respectfully submitted,

Mark Purple, Town Administrator

RECEIVED
By Town Clerk/ksb at 12:25 pm, Jan 18, 2024

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Tuesday, January 2, 2024 6:30 PM
Location: McAuliffe Hearing Room, Town House, 17 Common Street, Southborough, MA
Present: Kathryn Cook, Andrew Dennington, Al Hamilton, Marguerite Landry, Sam Stivers and Town Administrator Mark Purple

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Mr. Dennington called the meeting to order at 6:33 PM.

II. Public Comment

There was no public comment.

III. Scheduled Appointments *(Board may vote)*

a. Interview for committee appointments

i. Parul Sharma to the PILOT Committee; term to expire 6/30/2024

Ms. Sharma introduced herself to the Board and discussed her interest in the position. The Board interviewed Ms. Sharma. Mr. Stivers moved to appoint Parul Sharma to the PILOT Committee, term to expire 6/30/2024. Mr. Hamilton seconded the motion. The motion was unanimously approved (5-0-0).

ii. Khoi Nguyen to the Economic Development Committee; term to expire 6/30/2025

Mr. Nguyen introduced himself to the Board and discussed his interest in the position. The Board interviewed Mr. Nguyen. Mr. Dennington moved to appoint Khoi Nguyen to the Economic Development Committee, term to expire 6/30/2025. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

b. Leah Emerson, Economic Development Coordinator – EDC Update

Ms. Emerson did not appear before the Board due to illness.

IV. Reports

Mr. Dennington resumed the Agenda after Other Matters "e."

a. Chair's Report

Mr. Dennington reported that work on the St. Mark's Street Park has concluded for the season and will resume in the spring. He also stated that Belko has assumed liability for any plantings done in December that fail to thrive and will replant in the spring, if necessary. Mr. Dennington also reported that RZND has left the business location and the property is for lease.

b. Member's Report

There were no Member's Reports.

c. Town Administrator's Report

i. Update on Fire Chief search

Mr. Purple stated that the formal bid process has resulted in two quotes for services and he expects to have a third quote by the end of the week. He stated that he would move forward once he has reviewed all bids.

V. Consent Agenda

a. Approve Open Session meeting minutes: December 19, 2023

Mr. Dennington requested to hold Consent Agenda item "a." Mr. Dennington requested the following changes: Line 14: after provider, add "who accepts Aetna"; Line 27 after $1,000,000, add "in the slides presented." Mr. Stivers requested the following change: Line 104: change to DPW. Mr. Dennington moved to approve Consent Agenda item "a", as amended. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

b. Appoint Tony Schoener to the PILOT Committee (CIPC's representative)

c. Approve new Building Department fee schedule

Mr. Stivers requested to hold Consent Agenda item "c." The Board discussed the $50 fee to re-open permits and discussed that the Building Department would need to reach out to homeowners and contractors to inform them about the new process and corresponding fees. They also discussed that, going forward, the Building Department would inform homeowners and contractors about the process, fees and enforcement prior to issuing permits. Mr. Tim Litt, 146 Woodland Road, stated that the Building Department should not be concerned with the cost of fees in surrounding communities and that fees should be determined on a cost recovery basis, not as a revenue source. Ms. Cook stated that the Town has not determined fees on a cost recovery basis. Mr. Jim Colleary, Town Wiring Inspector, stated that, if a permit has lapsed for more than 365 days, a new permit must be issued and the project must come into compliance with current State code. He stated he is supportive of the new process, including fees, and feels the $50 fee would act as an incentive to contractors to complete the permit process. He also stated the revised permitting process benefits residents. He stated he is supportive of the Building Department's efforts towards compliance and stated it is a matter of public safety. The Board discussed the fees. Mr. Dennington moved to approve Consent Agenda item "c." Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

d. Accept Stephen Achilles' resignation from the Cultural Arts Council

e. Approve reduction in EDC membership from 7 to 5 seats

f. Fayville Athletic Association – Change of Manager approval

Mr. Dennington moved to approve Consent Agenda items "b", "d", "e" and "f." Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

VI. Other Matters *(Board may vote)*

a. Review of draft 3/23/2024 Town Meeting warrant

The Board reviewed the draft warrant. The Board discussed creating an article to transfer CPC affordable housing funds directly to the Affordable Housing Trust Fund (AHTF) and agreed to further investigate. The Board agreed to investigate former Select Board member Lisa Braccio's suggestion to reorganize the AHTF Committee. Mr. Stivers suggested reviewing and amending the charter of the AHTF Committee to include the management of projects. Ms. Cook suggested reviewing the appointment of members. The Board agreed any changes would likely be addressed in an article at a potential Fall Town Meeting. The Board agreed to hear citizen petitions prior to Town Meeting to consider potential support and to work collaboratively with sponsors to resolve any potential issues prior to Town Meeting.

b. Discussion of potential Select Board warrant article for Annual Town Meeting

i. Community Preservation Committee; potential super-majority requirement for expenditures involving improvements to private property

Mr. Stivers suggested that this matter deserves discussion and that voters should decide the following: 1) should there be a higher threshold for approvals of expenditures on private property? and, if so, 2) what should that threshold be? Ms. Cook stated that she is not supportive of this article and is not in favor of the Board's sponsorship of it. Mr. Hamilton stated he is supportive of a higher threshold for approval of the use of public funds on private property. All Board members stated

support for having voters weigh in on this matter at Town Meeting. Mr. Dennington stated that, in a discussion with Community Preservation Committee (CPC) chair Ben Smith, he learned that the CPC requires preservation restrictions before there is any use of public funds on private property. The Board discussed the matter. Ms. Patricia Burns-Fiore, 10 Winter Street, stated that she is in support of this potential article and urged Board support of it. She stated that spending public funds on private property is very concerning to her. Mr. Kevin Miller, 18 Latisquama Road and chair of the Historical Commission, stated the Historical Commission has not discussed this matter. He stated he is inclined to support a higher threshold for the use of public funds on private property but is not certain of the right number for approval and welcomes discussion on the matter. The Board agreed to discuss this matter with the CPC.

c. Budget Summit with Advisory Committee on January 6, 2024

Mr. Dennington reviewed the schedule for the Budget Summit.

d. Naming of St. Mark's Street park

Ms. Landry stated that the St. Mark's Street Park Working Group voted to recommend naming the park Heritage Park. Mr. Miller, member of the Working Group, suggested adding Southborough to the name. Ms. Landry moved that the Board support the name Southborough Heritage Park for the new park in the center of Town. Mr. Dennington seconded the motion. The motion was unanimously approved (5-0-0).

e. Request for use of engineering funds for Atwood Street site (old water tank) investigation

The Board discussed this matter after Scheduled Appointment a.ii. DPW Superintendent William Cundiff appeared before the Board on the matter. Superintendent Cundiff explained that he reached out to Pare Engineering to seek professional advice on the past use of lead paint in sandblasting/repainting the water tower. He also learned that paint and/or construction materials used at the water tower might have contained Polychlorinated biphenyls (PCBs). He reported that Pare Engineering has submitted a proposal for $3,000 for soil collection and lead analysis and $1,200 for PCB analysis. He stated that this request is for preliminary review and that, if lead or PCBs were found, a more comprehensive review would need to be done. Ms. Landry asked where samples would be taken from. Superintendent Cundiff stated that samples would be collected in areas where the construction and repainting processes occurred. Mr. Dennington moved to approve an expenditure not to exceed $4,200 from the Engineering Services Article to perform testing for lead paint and PCBs on the Atwood Street site of the former water tank. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

f. Consideration of IMA for Algonquin Athletic Complex Project

Ms. Cook stated that approval of this language is necessary because Southborough funded approximately $218,000 for the construction of the basketball courts, tennis courts and pickleball courts at the Algonquin Athletic Complex through Community Preservation Act (CPA) funds and Northborough funded their portion in a different manner. Ms. Cook moved to approve the proposed Intermunicipal Agreement (IMA) that deals with the issue of the funding of the Algonquin tennis courts, pickleball courts and basketball courts. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

VII. Public Comment

There was no public comment.

VIII. Executive Session

Mr. Dennington moved to enter the Board into Executive Session, per M.G.L. Chapter 30A, Section 21, at 7:45 PM and not return to Open Session for the following purpose: (1) to review and approve Executive Session minutes from December 5, 2023. Mr. Stivers seconded the motion. The motion

was approved by roll call vote: Mr. Dennington, aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye. (5-0-0).

Upcoming Meetings	
January 6, 2024	*January 16, 2024*

Respectfully submitted,

Bridgid Rubin, Recording Secretary

List of Documents referred to at the January 2, 2024 SB Meeting:

- Citizen Activity Form for Parul Sharma
- Board and Committee Activity for Khoi Nguyen
- Open Session Meeting Minutes for December 19, 2023
- Email from Jason Malinowski, dated December 12, 2023, RE: CIPC Appointment to PILOT Committee
- Memorandum from Casey Burlingame, dated December 12, 2023, RE: Building Department Schedule of Fees for 2024
- Email from Stephen Achilles, dated December 20, 2023, RE: Resignation from SCAC
- Email from Leah Emerson, dated December 21, 2023, RE: Committee Reduction
- Application for Amendment-Change of Manager for Fayville Athletic Association, with attachments
- Draft Annual Town Meeting Warrant
- Budget Summit Calendar
- Memorandum from Mark Purple, dated December 28, 2023, RE: Request to use funds from Engineering Services article
- Memorandum from Gregory L. Martineau, dated December 23, 2023, RE: Algonquin Regional High School (ARHS) Athletic Complex Project Intermunicipal Agreement (IMA), with attachments

Town of Southborough, MA
Meeting of the Select Board
January 2, 2024 6:30 PM
McAuliffe Hearing Room
Town House, 17 Common Street, Southborough, MA

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughma.gov/674/Virtual-Meetings

I. **Call Meeting to Order**

II. **Public Comment**

III. **Scheduled Appointments** ***(Board may vote)***
- a. Interview for committee appointments:
  - i. Parul Sharma to the PILOT Committee; term to expire 6/30/2024
  - ii. Khoi Nguyen to the Economic Development Committee; term to expire 6/30/2025
- b. Leah Emerson, Economic Development Coordinator – EDC Update

IV. **Reports**
- a. Chairman's Report
- b. Members' Reports
- c. Town Administrator Report
  - i. Update on Fire Chief search

V. **Consent Agenda**
- a. Approve Open Session Meeting Minutes: December 19, 2023
- b. Appoint Tony Schoener to the PILOT Committee [CIPC's representative].
- c. Approve new Building Department fee schedule
- d. Accept Steven Achilles' resignation from the Cultural Arts Council
- e. Approve reduction in EDC membership from 7 to 5 seats
- f. Fayville Athletic Association- Change of Manager approval

VI. **Other Matters** ***(Board may vote)***
- a. Review of draft 3/23/2024 Town Meeting warrant
- b. Discussion of potential Select Board warrant article for Annual Town Meeting
  - i. Community Preservation Committee; potential super-majority requirement for expenditures involving improvements to private property.
- c. Budget summit with Advisory Committee on January 6, 2024
- d. Naming of St. Mark's Street park
- e. Request for use of engineering funds for Atwood Street site (old water tank) investigation
- f. Consideration of IMA for Algonquin Athletic Complex Project

VII. **Public Comment**

VIII. **Executive Session**
The Board will be entering into Executive Session per M.G.L. Chapter 30A, Section 21, and not returning to Open Session for the following purpose: (1) to review and approve Executive Session minutes from December 5, 2023.

IX. **Adjournment**

Andrew R. Dennington, II, Chair

UPCOMING MEETINGS

January 6, 2024 *January 16, 2024*

Southborough, MA
17 Common Street

Phone: 508-485-0710

Citizen Activity Form

Good Government Starts with You

Date Submitted:	November 27, 2023
Name:	Parul Sharma
Home Address:	4 Winter Street FAYVILLE, MA 01745
Mailing Address:	4 Winter Street FAYVILLE, MA 01745
Phone Number(s):	[redacted]
Email Address:	[redacted]
Current Occupation/Employer:	Associate Director, Astellas Institute for Regenerative Medicine, Westborough
Narrative:	I am available for about 5 hours a week. My background is in Scientific Research and teaching in both academic and industrial settings. My experience in working at Harvard Medical School. UMASS Medical School systems and Astellas has given me a perspective on the workings of non-profit/for profit organizations.
Board(s) / Committee(s):	___AFFORDABLE HOUSING TRUST FUND COMMITTEE ___PILOT COMMITTEE

Katie Barry

From: noreply@civicplus.com
Sent: Sunday, December 17, 2023 8:53 PM
To: SelectmenOffice
Subject: Online Form Submittal: Board and Committee Volunteer Form

[EXTERNAL]

Board and Committee Volunteer Form

First Name	Khoi
Last Name	Nguyen
Address	6 Garrison Lane
City	Southborough
State	MA
Zip Code	01772
Phone Number	[redacted]
Email Address	[redacted]
To view a list of the Board and Committee and current membership as well as vacancies	Click here
Name of Board(s) or Committee(s) you would like to volunteer for?	Economic Development Committee
Have you previously served on a Board or Committee for the Town of Southborough?	No
Current Occupation / Current Employer	Data Governance Director /Liberty Mutual Insurance
Please tell us how much volunteer time you have available and any education, experience or	1-3 hours. Economics & Political Science major, MBA, understanding of data technologies technologies. Strong interest in understanding how to improve the town of Southborough for the general public.

special skills that may be relevant to the Committee(s) you are interested in.	
Upload resume preferred but not required	*Field not completed.*

Email not displaying correctly? View it in your browser.

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Tuesday, December 19, 2023 6:30 PM
Location: McAuliffe Hearing Room, Town House, 17 Common Street, Southborough, MA
Present: Kathryn Cook, Andrew Dennington, Al Hamilton, Marguerite Landry, Sam Stivers and Town Administrator Mark Purple and Assistant Town Administrator Vanessa Hale

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Mr. Dennington called the meeting to order at 6:30 PM.

II. Public Comment

Ms. Cynthia Foster (3 Aspenwood Lane) stated that Silver Sneaker is not accepted by the Town's new health plan for retirees and expressed her frustration that currently she has no primary care provider and no Silver Sneakers option.

Ms. Bonnie Phaneuf, 179 Middle Road, stated she is unclear whether she is covered by Aetna even though she has paid the premium. She stated that she is covered by Tufts until December 31, 2023.

III. Scheduled Appointments *(Board may vote)*

a. Interview/appoint Parul Sharma to the PILOT Committee; term to expire 6/30/2024

Ms. Sharma had not yet arrived so the Board agreed to table this matter until its January 2, 2024 meeting. Should Ms. Sharma arrive during this meeting, the Board will interview her at that time.

b. Update on RECC

i. Al Hamilton presentation

Mr. Hamilton stated that he and Select Board member Sam Stivers have been working with Town Administrator Purple, Police Chief Newell, and Fire Chief Achilles on this matter. Mr. Hamilton presented the Regional Emergency Communication Center (RECC) update to the Board and public. Mr. Dennington asked about the figure of $1,000,000. Mr. Hamilton stated total operating costs for Southborough's enhanced dispatch operations would be approximately $1,000,000 per year.

i. ii. Chief Achilles & Chief Newell recommendation for maintaining current model

Chief Newell and Chief Achilles shared their findings on enhancing the current dispatch operation system. The Chiefs stated that whether or not the Town chooses to regionalize, the immediate need is to add four full-time dispatchers to provide coverage 24/7. They suggested an interim solution would be to begin collaborating with a close neighbor (Westborough). Mr. Stivers stated he is interested in exploring the relationship with our mutual aid partner, Westborough and the potential to create a RECC with our other mutual aid partners. Ms. Landry asked questions related to call volume and asked if it is difficult to fill the role of dispatcher. Chief Newell responded that it is challenging to staff dispatchers. Ms. Cook stated it is important to understand if the Westborough RECC would be relocated. She asked Chief Newell and Chief Achilles to share the path they believe would be best for the Town. Both Chief Newell and Chief Achilles stated that it is important to bolster the local dispatch operation but continue to explore regionalization, particularly with our mutual aid partners, as the RECC landscape is very fluid at this time. The Board discussed the best approach to take at this time. Ms. Bonnie Phaneuf requested that the Board share at Annual Town Meeting the financial data of adding four full-time positions. She also stated that because there is a great deal of flux in the area with police and fire chiefs retiring, it is best to pause any action on regionalization. She stated she believes the day-to-day operations for dispatchers should remain in

Southborough. She stated she would have a warrant article to support public safety at Annual Town Meeting and will withdraw it should the Board have their own warrant article in support of public safety. The Board agreed that something must be done at this time and an interim approach is called for. They stated that they would fully discuss adding positions to the FY2025 budget at the Budget Summit on January 6th. They also are supportive of the recommendation from Chief Newell and Chief Achilles to pursue regionalization, particularly the Westborough RECC.

c. Renewal of 2024 Class II license for RZND Motors, Inc., 264 Cordaville Road

Mr. Purple updated the Board as to the history with the license. Attorney John McAuliffe appeared before the Board on behalf of the Applicant. Atty. McAuliffe asked that the Board exercise discretion to issue an interim permit until the matter is resolved with the Zoning Board of Appeals and Planning Board. Town Counsel Talerman recommended that the Board allow the zoning process to proceed to a conclusion before issuing the license but acknowledged that the Board can issue the license if it chooses. Mr. Dennington asked if the Planning Board could determine whether another number of cars is appropriate on the site. Town Counsel Talerman stated that the Planning Board would review the matter appropriate to their jurisdiction regarding the screening, traffic, etc. Atty. McAuliffe stated that it is important to consider the past history where the license has been granted, even though there was an error dating back to 1982. Atty. McAuliffe stated that the Planning Board at its January 8, 2024 meeting would hear the matter. The Board asked clarifying questions of Town Counsel Talerman and discussed the best path forward. Lara Carrizo, owner of RZND Motors, Inc. appeared before the Board to answer questions. She stated that when they began operating the business, their understanding was that they had approval for eight vehicles. She also stated that their intention is to be a good neighbor and responsive to neighborhood concerns. Ms. Laura Vaughn, 198 Woodland Road, stated that the business has been a problem since it opened and expressed frustration that the owners did not file for Site Plan approval with the Planning Board until yesterday, despite the ruling, with conditions, by the ZBA in August. Board members noted past complaints and requested that the applicant be mindful of the impacts of their business on neighbors. Mr. Dennington moved to approve the issuance of a temporary Class II license for RZND Motors, Inc. for 90 days under the current conditions with no Sunday operations. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

The Board recessed at 9:09 PM and resumed meeting at 9:22 PM.

IV. Reports

a. Chair's Report

Mr. Dennington offered his thanks to Chief Achilles for his service and commitment to the Town. The other Board members and Mr. Purple thanked Chief Achilles for his service and wished him well in his new future.

i. Office Hours

Mr. Dennington reported that he and Ms. Landry recently held office hours. He reported that they spoke with Town Clerk Hegarty and EDC Coordinator Ms. Leah Emerson.

b. Member's Report

i. Golf Corse finances

Mr. Stivers reported that the Golf Course had its best year yet, with revenues of approximately $680,000 of which $91,000 was returned to the Town. He shared improvements over the year and stated the Golf Course Committee is working with the Recreation Dept. to expand winter use of the golf course. He stated that upcoming improvements include course irrigation.

Ms. Cook reported that, today, the Massachusetts School Building Authority (MSBA) met and selected Arrowstreet as the project designer for the Neary Building Committee.

c. Town Administrator's Report

i. Tricentennial Committee

Ms. Hale reported that the Committee is fully seated and gathering information on other community celebrations. She reported they are drafting a letter to send to Town departments/boards/committees and businesses to invite any suggestions or ideas for the celebration. She also reported the Committee is considering two warrant articles for Annual Town Meeting: 1) to receive funds raised by the Committee; and 2) to request seed money for future activities.

Mr. Purple reported that he was part of the designer selection process with the MSBA and stated the Town will be well served by Arrowstreet. Mr. Purple acknowledged Public Safety officials and the DWP for their work over the last 24 hours with the significant weather event. Mr. Stivers stated that he drove by the Library yesterday and noticed no pooling of water in the parking lot. Ms. Cook commented that this effect is likely due to the recent stormwater improvements in the area. Mr. Purple thanked Ms. Katie Barry, Ms. Melanie Otsuka and Ms. Hale for their efforts with today's Holiday Party for Town employees.

V. Consent Agenda

a. Approve Open Session meeting minutes: December 5, 2023

Mr. Stivers requested to hold Consent Agenda item "a." Mr. Stivers had a scrivener's change to the minutes. Mr. Dennington moved to approve Consent Agenda item "a", as amended. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

b. Open Warrant for March 23, 2024 Annual Town Meeting

c. Approve $25.00 donation from Barbara Distefano to the Ambulance Fund

d. Accept resignation of Fire Chief Steve Achilles, effective February 7, 2024

e. Award contract for Breakneck Hill Farm remediation

Mr. Hamilton requested to hold Consent Agenda item "e." Attorney Drew Hoyt, representing Cape Cod builders appeared before the Board and stated his client was the low bidder on the project and he was surprised to learn that Mr. Purple had recommended the project be awarded to another firm with a higher bid. He asked that the Board not act on this matter this evening, give his client some time to respond to the concerns of the Town and place this matter on the agenda for the Board's next meeting. Atty. Hoyt stated that, if the Board votes to award the contract to someone other than the low bidder, he has been directed to file a lawsuit and request an injunction. The Board expressed confidence in the Conservation Department's review of bids and subsequent recommendation. Mr. Dennington moved to award the contract for Breakneck Hill Farm remediation to Strategic Environmental Services in the amount presented in the packet. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

f. Approve tasks for LSP for Breakneck Hill remediation

Mr. Hamilton requested to hold Consent Agenda item "f." Mr. Purple explained that, because the project is entering the construction phase, additional tasks must be approved. Mr. Stivers clarified that LSP manages the contractor as part of the Department of Environmental Protection (DEP) requirements. Mr. Hamilton moved to approve Consent Agenda item "f." Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

g. Approve extension of Community Center Exploration Committee charge through January 31, 2024

h. Approve Executive Session minutes: December 5, 2023

Mr. Dennington requested to hold Consent Agenda item "h." Mr. Dennington stated this matter would be addressed at a later date in Executive Session.

i. Appoint Sam Stivers to Cable Television Committee, term to expire June 30, 2024

j. Approve dates and hours for In-Person Early Voting for the March 5, 2024 Presidential Primary Election

Mr. Dennington moved to approve Consent Agenda items "b", "c", "d", "g", "i" and "j." Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

VI. Other Matters *(Board may vote)*

a. Approve new Building Department fee schedule

The Board thanked Building Commissioner Burlingame for his efforts regarding the fee schedule. The Board agreed to table this matter and add it to its January 2, 2024 meeting agenda for discussion.

b. Discussion of recruitment process for Fire Chief position

The Board discussed this matter after Scheduled Appointments b. ii. The Board discussed whether to form a search committee or to engage the services of a recruiter. Fire Chief Achilles offered his assistance in any way the Board sees fit. He recommended the Board move forward with hiring an Interim Chief as quickly as possible. Mr. Hamilton moved to authorize Town Administrator Purple to engage Community Paradigm Associates for up to $20,000 for the position of both Interim and Permanent Fire Chiefs. Mr. Stivers seconded the motion. The motion of was unanimously approved (5-0-0). The Board agreed to withhold action on forming a committee to review applicants until the services of Community Paradigm have been engaged. Ms. Phaneuf stated she had been involved in the last hiring process for the Fire Chief and recommended that the Board not form a committee to review applicants. Ms. Patricia Burns-Fiore, 10 Winter Street, stated that Mr. Hamilton's motion cited the incorrect name of the consultant. Ms. Cook revised the motion to include the correct name of the consulting firm. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

c. Discussion of Planning Board request for Special Counsel

Ms. Meme Luttrell, Planning Board Chair, and Mr. Jesse Stein, Planning Board member, appeared before the Board on the matter. Mr. Stein stated that the Board's early support for the 120 Turnpike Road 40-B project presents a conflict of interest for Town Counsel because the Planning Board believes a determination should be made as to whether the project is on a legally existing lot. Ms. Luttrell stated that, should a subdivision be created, there would be issues with the non-40B lot, due to its non-compliance. Mr. Dennington stated that the Board's support of the project was, in part, due to the Board's commitment to the creation of affordable housing. Mr. Hamilton stated that the Board's support of the project was not an attempt to circumvent Town Code. Ms. Landry expressed frustration at the situation and urged that there be greater collaboration between all Town boards/committees and Town Counsel. The Board discussed the role of Town Counsel and the Planning Board's request. Mr. Dennington moved to deny the Planning Board's request for Special Counsel. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

Mr. Dennington returned to the Agenda, IV Reports.

d. Discussion of South Union School Committee charge; next steps

Mr. Dennington recommended that the Committee conduct its work while other opportunities are also being explored. The Board discussed Mr. Dennington's recommendation and the charge. The Board edited the charge to issue an interim report by March 15, 2024 and a summary with recommendations by June 30, 2024. Ms. Phaea Crede, 32 Highland Street and appearing via ZOOM, thanked the Board for this decision and stated she is excited to begin work. Mr. Dennington moved to amend the South Union School Committee charge to include an interim report by March 15, 2024 and a final report no later than June 30, 2024. Mr. Stivers seconded the motion. The motion was approved (4-0-1). Ms. Cook abstained.

e. Discussion of potential Select Board warrant articles for Annual Town Meeting

Mr. Purple stated he would have a draft warrant available for the Board to review at its January 2nd meeting.

i. Public Works Planning Board article

Mr. Stivers reported that the draft articles for Town Meeting are in this evening's packet for review. Ms. Cook asked when the Tree Warden position language would be finalized. Mr. Stivers stated that he expects that matter to be resolved within the next few weeks. Mr. Tim Litt (148 Woodland Road) stated that resolving the Tree Warden position language does not directly impact either of the articles, although there are FY25 budget implications that need to be addressed.

ii. Community Preservation Committee; potential super-majority requirement for expenditures involving improvement to private property

The Board agreed to table this matter.

f. Review of departmental accomplishments for 2023

Mr. Dennington read the list of accomplishments for Administration and DPW. Ms. Cook read the list of the accomplishments for the Finance Team, including the Accounting Dept. and Police Department. Mr. Hamilton read the list of accomplishments for the Building Department and Health Department. Ms. Landry read the list of accomplishments for the Council on Aging, Youth and Family Services and the Library. Mr. Stivers read the list of accomplishments for the Planning Department, Recreation Department and Conservation Department.

Ms. Cook thanked Ms. Hale, Ms. Otsuka, Ms. Barry and Mr. Purple for their support of the Board.

VII. Public Comment

There was no public comment.

VIII. Adjournment

Mr. Dennington moved to adjourn the meeting at 10:56 PM. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

Upcoming Meetings	
January 2, 2024	*January 6, 2024*

Respectfully submitted,

Bridgid Rubin, Recording Secretary

List of Documents referred to at the December 19, 2023 SB Meeting:

- Citizen Activity Form for Parul Sharma
- Regional Dispatch Update, dated December 2023
- Application for License Renewal for RZND, with attachments
- Open Session Meeting Minutes, dated December 5, 2023
- Letter from Fire Chief Steven Achilles, dated December 14, 2023, RE: Donation to the Ambulance Fund
- Letter of Resignation from Fire Chief Steven Achilles, dated December 7, 2023
- Memorandum from Mark Purple, dated December 13, 2023, RE: Breakneck Hill Dump Clean-up Project, with attachment
- Charge for Community Center Exploratory Committee with proposed change
- Board and Committee Volunteer Form for Sam Stivers for the Cable Television Committee
- Memorandum from Casey Burlingame, dated December 12, 2023, RE: Building Department Schedule of Fees
- Memorandum from Meme Luttrell, dated November 30, 2023, RE: Planning Board Request for Special Counsel

- Public Works Advisory Committee Presentation, dated October 2, 2023, with attachments
- 2023 Town Department Accomplishments

DRAFT

Katie Barry

Subject: FW: CIPC Appointment to PILOT Committee

From: Jason W. Malinowski <jmalinowski@southboroughma.com>
Sent: Tuesday, December 12, 2023 2:16 PM
To: Mark Purple <mpurple@southboroughma.com>
Cc: Melanie Otsuka <motsuka@southboroughma.com>; Kathy Cook <kcook@southboroughma.com>; Patricia Fiore <pfiore@southboroughma.com>; Tony Schoener <tschoener@southboroughma.com>
Subject: CIPC Appointment to PILOT Committee

Mark,

CIPC voted unanimously at last night's meeting to recommend appointment of Tony Schoener as CIPC's representative to the PILOT Committee.

Please let me know if you need anything else.

Jason Malinowski
Chair, CIPC

TOWN OF SOUTHBOROUGH

BUILDING DEPARTMENT
9 CORDAVILLE ROAD · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710

To: Select Board
From: Casey Burlingame, Building Commissioner
Date: December 12, 2023
Subject: Building Department schedule of fees

To ensure that Southborough is in alignment with fees being charged in its surrounding communities, the Building Department undertook a review of its current fee schedule for building, electrical, plumbing and gas permits. The current fees for the Building Department were compared to other Massachusetts towns with similar Population, Per Capita Income, Median Household Income, and Residential Taxes:

	Leicester	Maynard	Medfield	Millis	Norfolk	Sutton	Southborough	Weston
Population	11,077	10,702	12,775	8,481	11,631	9,334	10,380	11,806
Per Capita Income	$37,653	$55,372	$88,348	$55,889	$52,240	$56,695	$82,164	$107,793
Median Household Income	$83,016	$112,432	$196,820	$131,138	$168,281	$124,354	$170,223	$220,815
Residential Taxes	12.86%	18.97%	15.43%	17.49%	16.41%	13.85%	14.76%	11.84%
Building Inspectional Fees (base)	$289.00 + $0.15	$80.00	$75.00 + $15.00	$90.00	$100.00	$100.00	$70.00 + 4%	$50.00
Gas Inspectional Fees	$53.00	$75.00	$80.00 + $10.00	$100 + 10 per fixture	$100.00 + $10.00	$75.00 + $10.00	$60.00 + 4%	$50.00 + $10.00
Plumbing Inspectional Fees	$53.00	$75.00	$80.00 + $10.00	$100 + 10 per fixture	$100.00 + $10.00	$75.00 + $10.00	$60.00 + 4%	$50.00 + $10.00
Wiring Inspectional Fees	$53.00	$50.00	$100.00		$50.00	$75.00	$60.00 + 4%	
Doing work without a permit	$250.00	x2	x3	x2	x3	x2		x2
Emergency Calls				$50.00		$200.00		$150.00
Reinspection Fee	(B)$50.00	(B)$35.00 (G)$50.00 (P)$50.00 (W)$50.00	(ALL)$75.00	(ALL)$50.00	(W) $75.00	(ALL)$50.00		(B)$50.00 (W)$50.00

The comparison posed questions on where fees should be decreased, increased, or added; also adding notations on the fee schedule so there is no confusion with permit holders.

On the attached draft schedule of fees, please note the following:

1. The base fee for Building Inspections (both residential and commercial), was decreased from $70.00 to $60.00 to align with all the minimum fees throughout the fee schedule.
2. Notification of *"Doing work without a permit is subject to a x3 permit fee plus license complaint filed with the State Licensure Board."* This fee is common practice in municipalities. It also deters contractors from doing work without the proper permits.
3. Notification of *"No fee will fall below the minimum"* as outlined in each permit-type.
4. Notification of *"Expired permits will be subject to a reopening fee of $50.00."*

Reopening fees are a way for projects with lapsed permits to be restarted and completed. It is also more cost-efficient for the permit holder, rather than having to apply and pay for a new permit.

Permit terms

Plumbing, Gas, and electrical permits are valid for one year, and Building permits are valid for six months; unless an extension is requested and granted by the Building Department. Since January 1, 2022, there are a total of 595 permits that remain open. Building staff will immediately commence reaching out to each individual permit holder to determine the status of the permit and whether a reopening fee is applicable. Most permit holders are contractors and not individual homeowners.

Attached is the current fee schedule for the Department, as well as the newly proposed fee schedule. I am recommending the Select Board approve the revised fee schedule, effective January 1, 2024.

I remain available to answer any questions from the Select Board.

Proposed Permit Fees – Building Department

Proposed Permit Fees – Building Department

- *Doing work without a permit is subject to a x3 permit fee plus a license complaint filed with the State Licensure Board*
- *All rates listed below are subject to a 4% technology fee*
- *No fee will fall below the minimum*
- *No credits or refunds*
- *Expired permits will be subject to a reopening fee of $50.00*

Building Permits

PROPERTY TYPE	TYPE OF WORK	RATE
Residential	New construction, additions, alterations	$12/$1000 total cost of construction
Residential	Minimum Fee	$60.00
Commercial	New construction, additions, alterations	$12/$1000 total cost of construction
Commercial	Minimum fee	$100.00
Commercial	Annual Certificates of Inspection	$60.00
Commercial/Residential	Reinspection fee	$60.00 per inspection
Commercial/Residential	Emergency Inspection	$150.00

Plumbing and Gas

PROPERTY TYPE	TYPE OF WORK	RATE
Residential	New construction, additions, alterations	$80.00 plus $15.00 per fixture
Residential	Single fixture	$60.00
Residential	Minimum Fee	$60.00
Commercial	New construction, additions, alterations	$150.00 plus $10.00 per fixture
Commercial	Single fixture	$150.00
Commercial	Minimum Fee	$150.00
Commercial/Residential	Reinspection fee	$60.00 per inspection
Commercial/Residential	Emergency Inspection	$150.00

Electrical

PROPERTY TYPE	TYPE OF WORK	RATE
Residential	New construction, additions, alterations	$20.00 per $1000.00 of total cost of electrical construction
Residential	Minimum Fee	$60.00
Residential	Each additional inspection	$60.00
Residential	Solar	$150.00
Commercial	New construction, additions, alterations	$20.00 per $1000 of total cost of electrical construction
Commercial	Inspections (3 minimum)	$150.00
Commercial	Each additional Inspection	$60.00
Commercial	Minimum Fee	$150.00
Commercial	Solar	$20.00 per $1000 of total cost of electrical construction
Commercial/Residential	Reinspection fee	$60.00 per inspection
Commercial/Residential	Emergency Inspection	$150.00

BUILDING PERMIT FEES

These fees include all Building permits, Swimming Pool permits, Shed permits, Sheet Metal permits, Mechanical permits, Demolition permits, Mass Save Insulation permits, Roofing, Windows, Siding, and Door permits:

PROPERTY TYPE	TYPE OF WORK	RATE
Residential	New construction, additions, alterations	$12/$1,000 total cost of construction plus 4% technology fee
Residential	Minimum Fee	$70 plus 4% technology fee
Commercial	New construction, additions, alterations	$12/$1,000 total cost of construction plus 4% technology fee
Commercial	Minimum	$100 plus 4% technology fee

PLUMBING AND GAS PERMIT FEES

Please note that separate gas and plumbing permits are required for gas fueled fixtures like water heaters, boilers, etc. If only one permit application is submitted without the other, the permit submitted will not be approved until its' accompanying permit is pulled.

PROPERTY TYPE	TYPE OF WORK	RATE
Residential	New construction, additions, alterations	$80 plus $15 per fixture plus 4% technology fee
Residential	Single Fixture	$60 plus 4% technology fee
Commercial	New construction, additions, alterations	$150 plus $10 per fixture plus 4% technology fee
Commercial	Single Fixture	$150 plus 4% technology fee

ELECTRICAL PERMIT FEES

PROPERTY TYPE	TYPE OF WORK	RATE
Residential	New construction, additions, alterations	$20/$1,000 of total cost of electrical labor and materials plus 4% technology fee
Residential	Single Fixture	$60 plus 4% technology fee
Residential	Solar	$150 plus 4% technology fee
Commercial	New construction, additions, alterations	$20/$1,000 of total cost of electrical labor and materials plus 4% technology fee
Commercial	Single Fixture	$150 plus 4% technology fee
Commercial	Solar	$20/$1,000 of total cost of electrical labor and materials plus 4% technology fee

Katie Barry

Subject: FW: Resignation from SCAC

From: Steven Achilles
Sent: Wednesday, December 20, 2023 2:51 PM
To: Vanessa Hale <vhale@southboroughma.com>; Jen Hansen <jhansen@southboroughma.com>
Subject: Resignation from SCAC

Vanessa and Jen,

Please accept my resignation as a member of the Southborough Cultural Arts Council effective this date. It has been an honor, although short, to serve the community in this role.

Steven Achilles

Steven E. Achilles, MPA, CFO
Fire Chief - Emergency Management Director
32 Cordaville Road - Southborough MA, 01772
Wk. 508.485.3235 Cell 508.573.8386

Katie Barry

Subject: FW: Committee Reduction

From: Leah Emerson <lemerson@southboroughma.com>
Sent: Thursday, December 21, 2023 9:40 AM
To: Andrew Dennington <adennington@southboroughma.com>
Cc: Sam Stivers <sstivers@southboroughma.com>; Mark Purple <mpurple@southboroughma.com>; Vanessa Hale <vhale@southboroughma.com>; Melanie Otsuka <motsuka@southboroughma.com>
Subject: Committee Reduction

Hi Andrew,

I wanted to let you know that the EDC voted to reduce the committee size from 7 to 5 last night in order to maintain a more flexible 3-person quorum. I also understand you may have a potential EDC candidate before you on an upcoming agenda.

I'm cc'ing Sam who was able to join us via Zoom, as well as Town Administration. Can I count on you all at the Select Board level to carry this through?

Let me know if you have any concerns or questions.

Thanks,

Leah Emerson

EDC Coordinator

Town of Southborough

508. 485. 0710 ext. 3011

The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
www.mass.gov/abcc

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
MONETARY TRANSMITTAL FORM

AMENDMENT-Change of Manager

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL LICENSING AUTHORITY.

ECRT CODE: RETA

Please make $200.00 payment here: ABCC PAYMENT WEBSITE

PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL AND INCLUDE THE PAYMENT RECEIPT

ABCC LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY) 0001-CL-1216

ENTITY/ LICENSEE NAME Fayville Athletic Association

ADDRESS 6 Grove St.

CITY/TOWN Fayville **STATE** MA **ZIP CODE** 01745

For the following transactions (Check all that apply):

- ☐ New License
- ☐ Transfer of License
- ☑ Change of Manager
- ☐ Change of Officers/ Directors/LLC Managers
- ☐ Change of Location
- ☐ Alteration of Licensed Premises
- ☐ Change Corporate Name
- ☐ Change of Ownership Interest (LLC Members/ LLP Partners, Trustees)
- ☐ Change of Class (i.e. Annual / Seasonal)
- ☐ Change of License Type (i.e. club / restaurant)
- ☐ Change of Category (i.e. All Alcohol/Wine, Malt)
- ☐ Issuance/Transfer of Stock/New Stockholder
- ☐ Other
- ☐ Change Corporate Structure (i.e. Corp / LLC)
- ☐ Pledge of Collateral (i.e. License/Stock)
- ☐ Management/Operating Agreement
- ☐ Change of Hours
- ☐ Change of DBA

THE LOCAL LICENSING AUTHORITY MUST SUBMIT THIS APPLICATION ONCE APPROVED VIA THE ePLACE PORTAL

Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, MA 02150-2358

The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
www.mass.gov/abcc

AMENDMENT-Change of Manager

☑ Change of License Manager

1. BUSINESS ENTITY INFORMATION

Entity Name	Municipality	ABCC License Number
Fayville Athletic Association	Southborough	0001-CL-1216

2. APPLICATION CONTACT

The application contact is the person who should be contacted with any questions regarding this application.

Name	Title	Email	Phone
Ed Kerrigan	President	[redacted]	[redacted]

3A. MANAGER INFORMATION

The individual that has been appointed to manage and control of the licensed business and premises.

Proposed Manager Name: Edward Kerrigan Date of Birth: [redacted] SSN: [redacted]

Residential Address: 8 Deacon Benham Rd., Stow, MA 01755

Email: [redacted] Phone: [redacted]

Please indicate how many hours per week you intend to be on the licensed premises: 15

Last-Approved License Manager: Michael Maguire

3B. CITIZENSHIP/BACKGROUND INFORMATION

Are you a U.S. Citizen?* ◉ Yes ○ No *Manager must be U.S. citizen

If yes, attach one of the following as proof of citizenship US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers.

Have you ever been convicted of a state, federal, or military crime? ○ Yes ◉ No

If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

3C. EMPLOYMENT INFORMATION

Please provide your employment history. Attach additional pages, if necessary, utilizing the format below.

Start Date	End Date	Position	Employer	Supervisor Name
May, 2008	N/A	Manager	Bose Corp	Joe Bermann
		Teacher	Hanson Middle School	

3D. PRIOR DISCIPLINARY ACTION

Have you held a beneficial or financial interest in, or been the manager of, a license to sell alcoholic beverages that was subject to disciplinary action? ○ Yes ◉ No If yes, please fill out the table. Attach additional pages, if necessary,utilizing the format below.

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Manager's Signature: Edward J Kerrigan Date: 10/20/2023

APPLICANT'S STATEMENT

I, Ed Kerrigan (Authorized Signatory) the: ☐ sole proprietor; ☐ partner; ☑ corporate principal; ☐ LLC/LLP manager

of Fayville Athletic Assn. (Name of the Entity/Corporation)

hereby submit this application (hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statements and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

(1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;

(2) I state that the location and description of the proposed licensed premises are in compliance with state and local laws and regulations;

(3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;

(4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the ownership as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;

(5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;

(6) I understand that all statements and representations made become conditions of the license;

(7) I understand that any physical alterations to or changes to the size of the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;

(8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and

(9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.

(10) I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Signature: Edward J Kerrigan Date: 10/20/2023

Title: President

ENTITY VOTE

The Board of Directors or LLC Managers of Fayville Athletic Association
Entity Name

duly voted to apply to the Licensing Authority of Southborough and the
City/Town

Commonwealth of Massachusetts Alcoholic Beverages Control Commission on 10/03/2023
Date of Meeting

For the following transactions (Check all that apply):

- [x] Change of Manager
- [ ] Other

"VOTED: To authorize Edward Kerrigan
Name of Person

to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted."

"VOTED: To appoint Edward Kerrigan
Name of Liquor License Manager

as its manager of record, and hereby grant him or her with full authority and control of the premises described in the license and authority and control of the conduct of all business therein as the licensee itself could in any way have and exercise if it were a natural person residing in the Commonwealth of Massachusetts."

A true copy attest,

Corporate Officer /LLC Manager Signature

Ed Kerrigan
(Print Name)

For Corporations ONLY
A true copy attest,

Corporation Clerk's Signature

THOMAS E. BLANCHARD
(Print Name)

TOWN OF SOUTHBOROUGH

OFFICE OF THE BOARD OF SELECTMEN
TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 · FAX (508) 480-0161 · selectmen@southboroughma.com

ALCOHOL AWARENESS SERVER TRAINING AFFIDAVIT

I hereby certify that I have read the Training Requirements for Liquor License Holders and Employees. I understand that failure to comply with this policy may result in the revocation or non-renewal of the license. Below is a current roster of my employees and the related alcohol awareness server training information.

*****NOTE: Copies of all original certificates MUST accompany this form.*****

Fayville Athletic Association
Company/Organization

Michael Maguire — 11/17/2020
Manager [Note: Manager training MUST be current] — **Date**

Manager/Employee Name	Date of Hire	Type of Training [certification]	Date Valid	Date of Expiration
Michael Maguire	1991	TIPS	12/9/20	11/29/23
Richard Doucette	2006	TIPS	12/9/20	11/29/23
Sean Morris	2010	TIPS	12/9/20	11/29/23
Phil Rayhaim	2014	TIPS	6/28/21	6/13/2024
Stephen Gunning	2000	TIPS	12/9/20	11/29/23
Steven Morris	1980	TIPS	12/9/20	11/29/23
Bill Boland	2021	TIPS	2/19/21	2/6/24
George Ocno	2022	TIPS	9-21-21	9-13-24
Patrick Casey	2022	TIPS	10-31-22	10-30-25
Ed Kerrigan	2023	TIPS	10-15-23	10-15-26

DRAFT 12/28/2023

ANNUAL TOWN MEETING WARRANT

of the

TOWN OF SOUTHBOROUGH

MASSACHUSETTS

For the Annual Town Meeting
on

March 23, 2024
10:00 a.m.

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Town Finance Terminology

The following terms are frequently used in the Advisory Committee Report and at Town Meeting. For your convenience, we provide the following definitions:

Surplus Revenue: (Often referred to as "Excess and Deficiency")
The fund represents the amount by which the Cash, Accounts Receivable and other floating assets exceed the liabilities and reserves.

Available Funds: (Often referred to as "Free Cash")
The amount of the Unreserved Fund Balance (Surplus Revenue) account over and above uncollected taxes of prior years constitutes "free cash" or "available funds".

Overlay:
The Overlay is the amount raised by the Assessors in excess of appropriations and other charges for the purpose of creating a fund to cover abatements and exemptions as granted.

Overlay Reserve:
This is the accumulated amount of the Overlay for various years not used or required to be held in the specific Overlay account for a given year, and may be used by vote of the town for extraordinary or unforeseen purposes or voted into the Reserve Fund.

Stabilization Fund:
An outside section of Chapter 138 of the Acts of 1991 (the FY92 State budget) modifies limitations on the Stabilization Fund appropriation process by enabling communities to appropriate from this fund for any non-capital, lawful purpose without Emergency Finance Board approval (section 333). Beginning in FY92, the Stabilization Fund will thus become a source of revenue for general operating expenses for communities.

The Stabilization Fund is a mechanism for setting aside money for capital projects. It equalizes the effect of capital expenditures over time, as capital appropriations can change considerably from year to year. The balance in the fund will build up during years when expenditures for capital items are low. During years with high capital expenditures, the community will transfer money from the fund to reduce the project's impact on the tax rate or the amount of borrowing required for the project.

A community may appropriate up to 10% of its tax levy each year, as long as the balance in the Stabilization Fund does not exceed 10% of the community's equalized valuation. Interest earned on any fund balance is retained as part of the fund.

Appropriations into a Stabilization Fund can be made at either an annual or special town or district meeting. Chapter 94 of the Acts of 1985 permits appropriations to be made from a Stabilization fund at a special town or district meeting, not just at the annual meeting. Regardless of the timing, appropriations from the Stabilization Fund require a two-thirds vote by the appropriating authority. Until the FY92 state budget, a community could only appropriate from the Stabilization Fund for a non-capital purpose with the approval of the Emergency Finance Board.

Reserve Fund:
This fund is established by the voters at the Annual Town Meeting only and may be composed of (a) an appropriation (not exceeding 5% of the tax levy of the preceding year), (b) money transferred from Overlay Reserve, or (c) both. Transfers from the Reserve fund may be made only by the Advisory Committee and are for "extraordinary or unforeseen expenditures" only.

Conservation Fund:
For land purchases and any other conservation use.

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Introduction to the Rules of Town Meeting

Southborough's Town Meeting is an open town meeting in which all registered voters may participate. Town Meeting is a deliberative assembly, conducted via a defined process, charged with considering a maximum number of questions of varying complexity in a minimum amount of time and with full regard to the rights of the majority, strong minority, individuals, absentees and all of these together. In other words, we gather for the purpose of conducting the Town's business thoughtfully and efficiently.

AUTHORITY

The three elements of authority at Town Meeting are a quorum of one hundred (100) registered voters or more, the Clerk and the Moderator. Of these three, the quorum is the most important.

The Town Clerk is responsible for voter registration, certification of a quorum, setting up the hall and keeping the record of the proceedings. He may also officiate Town Meeting in the absence of a Moderator.

The Moderator presides at and regulates the proceedings, decides all questions of order, and makes declarations of all votes. No one may speak on an issue without being recognized by the Moderator. It is the Moderator's responsibility to approve the distribution of materials, and persons wishing to do so must seek his permission. The Moderator appoints Tellers and alternates for the purpose of counting votes of the meeting.

THE WARRANT

All matters to be considered at Town Meeting must be published in the Town Meeting Warrant, which is the responsibility of the Select Board. The primary and most important purpose of the Warrant is to notify voters in advance the nature of the business to be taken up at Town Meeting. By state law, Town by-law or custom, several business articles (such as budget appropriations) must be presented in the Town Warrant each year for consideration. Other items are added by warrant articles proposed by Town officials, committees, boards, or groups of ten or more registered voters. The Advisory Committee reviews the Warrant, making recommendations on all the items of business to be presented. In accordance with the Town by-laws, all articles in the Warrant are considered in the order in which they appear in the Warrant, unless the Town Meeting votes to change the order for reasons that reasonable people would entertain.

PARTICIPATION

Any voter wishing to participate in Town Meeting must go to one of the floor microphones and wait to be recognized by the Moderator. Upon recognition by the Moderator, first state your name and address, and then state your business.

Anyone whose name is not on the list of registered voters requires the approval of either the Moderator or a majority of the Meeting to sit in the voting area.

All remarks shall be limited to the subject then under discussion. It is improper to indulge in references to personalities, and all expressions of approval or disapproval, such as applause or booing, are out of order. The Moderator may request any person to keep silent. If after warning from the Moderator, a person refuses to be silent or persists in other disorderly behavior, the Moderator may order a person to withdraw and if he fails to withdraw, may order a police officer to remove such person from Town Meeting.

Individuals who have a personal or financial interest with respect to a matter may speak or vote thereon but should frankly disclose their interest. However, no Town Meeting voter should accept compensation for participating without disclosing that fact.

There is no fixed time limit to the debate of any question. However, out of consideration for the others in attendance and the need to give adequate time to all matters coming before Town Meeting, each individual who speaks should make an effort to be as brief as possible and avoid repeating facts, views or opinions already expressed by others.

DRAFT

Anyone wishing to make a presentation with respect to any article must, prior to Town Meeting, obtain the Moderator's approval.

In order to give all a fair opportunity to speak, no one who has addressed any particular motion shall speak again, except to answer questions, until all others wishing to speak to the motion have done so.

Introduction to the Rules of Town Meeting (continued)

HOW ARE MOTIONS CLASSIFIED?

Main Motions
Motions of this group are for the bringing of questions, or propositions, before Town Meeting for consideration. Only one main motion can be considered at a given time, and once introduced such a motion excludes all other main motions until it has been disposed.

Subsidiary Motions
Motions of this group are for the modification or disposition of the main motion that is being considered. Their existence as motions depends entirely upon the principal motion to which they are subordinate. Since they relate to the question then under consideration, it is in order to propose them when a main motion is pending and to vote upon them before voting upon the main motion.

Privileged Motions
Motions of this group have no connection whatsoever with any main motion, but are motions of such importance that they are entitled to immediate consideration. These motions have the privilege of temporarily setting aside the main business then before Town Meeting.

Incidental Motions
Motions of this group have few characteristics in common, but for convenience have been grouped into one class. The name "incidental" applies because they arise only incidentally out of the business of Town Meeting.

RULES RELATIVE TO MOTIONS

A motion is the means of bringing a proposal or question for consideration by Town Meeting. When first put forward it is a motion; after it is seconded and acknowledged by the Moderator, it becomes the question or proposal. Except for complimentary resolutions (the presentation of which must be approved in advance by the Moderator), no main motion shall be entertained unless its substance is contained within the scope of a Warrant article. Upon completion of debate, articles will be voted upon.

The Moderator shall determine whether a motion, or any discussion relative to a motion, is within the scope of the Warrant article under consideration. That is, the motion and the debate must be relevant to the article as written in the Warrant, since the purpose of the Warrant is to apprise voters of the actions to be taken at Town Meeting.

Articles only give notice to the voters and do not initiate action; motions do. Motions may be withdrawn; articles may not be withdrawn – articles must be acted upon by Town Meeting.

There are four types of amendments: striking out, inserting, striking out and inserting, and substitution. Motions to amend may be hostile as long as they are germane. An amendment to a motion is an amendment of the first rank; an amendment to an amendment is of the second rank; there can be no amendment beyond that of the second rank.

Some motions do not lead to a final determination by Town Meeting. A motion to commit or to refer sends the matter to an existing board or committee or one to be established. The motion to postpone indefinitely disposes of the question without bringing it to a direct vote. The motion to postpone indefinitely should not be confused with the motion to table which only temporarily delays a vote. As previously stated, articles may not be withdrawn; so when the Meeting does not wish to act on a particular article, the proper motion is to postpone consideration indefinitely.

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Motions to reconsider shall be entertained when new information is available that is materially different than was presented (or could have been presented) at the time of the original vote on the article. Articles may be reconsidered only once. If a motion to reconsider is passed by the necessary 2/3 vote, it brings the original article back to the floor (which requires a new motion and additional debate); if the motion to reconsider is defeated, then the original article stands as previously voted and may not be reconsidered again. Actions to reconsider can be taken at the same session or any subsequent session of Town Meeting. A notice of reconsideration may be filed in advance with the Town Clerk stating that, at a specific point during the current Town Meeting, a voter will move for reconsideration on a particular article, and the Moderator will inform the hall of said action. Note that such a motion so noticed in advance must still be in order (i.e., must comply with all conditions required of any reconsideration motion).

All motions other than purely procedural motions must be in writing and signed by the sponsor.

CHART OF PRECEDENCE OF MOTIONS AND SUMMARY OF GOVERNING RULES

	May interrupt a speaker	Req. a sec.	Debatable	Vote Required	Motions that may apply
PRIVILEGED MOTIONS					
1. To dissolve	no	yes	no	majority	none
2. To adjourn	no	yes	limited	majority	amend
3. Point of no quorum	no	no	no	none	none
4. Recess	no	yes	limited	majority	amend
5. Question of privilege	yes	no	no	chair rules	none
SUBSIDIARY MOTIONS					
6. To lay on the table	no	yes	no	2/3	none
7. Previous question	no	yes	no	2/3	none
8. Limit or extend debate	no	yes	no	2/3	amend, reconsider
9. To postpone to time certain	no	yes	limited	majority	amend, reconsider
10. To commit or refer	no	yes	limited	majority	amend, reconsider
11. To amend	no	yes	yes	majority	amend, reconsider
12. To postpone indefinitely	no	yes	yes	majority	reconsider
MAIN MOTIONS					
Main Motions	no	yes	yes	majority*	all
To reconsider or rescind	no	yes	yes	2/3	table previous question postpone definitely
To take from the table	no	yes	no	majority	none
To advance an article	no	yes	yes	majority	amend, reconsider
INCIDENTAL MOTIONS					
Point of order	yes	no	no	chair rules	none
Division of a question	no	yes	no	majority	none
Separate consideration	no	yes	no	majority	none
To withdraw a motion	no	no	no	majority	reconsider
To suspend rules	no	yes	no	2/3	none
Orders of the day	yes	no	no	none	none

*The vote required to pass an affirmative main motion is a matter of substantive law, but is usually a majority.

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FORM USED IN MAKING MOTIONS

1. Main Motion	Mr. Moderator, I move that..(statement of the proposal)
2. Adjourn	Mr. Moderator, I move to adjourn to...(state time)
3. Amend	Mr. Moderator, I move to amend by adding...
	Mr. Moderator, I move to amend by inserting...before...
	Mr. Moderator, I move to amend by stroking out...
	Mr. Moderator, I move to amend by striking out...and inserting...
	Mr. Moderator, I move to substitute...for...
4. Amend an Amendment	Mr. Moderator, I move to amend the pending amendment by (see above)
5. Amend Something Previously Adopted	Mr. Moderator, I move to amend the resolution under Article...by...
6. Commit or Refer	Mr. Moderator, I move that the proposal be referred to a committee of...
8. Division of a Question	Mr. Moderator, I move to divide the question.
9. Lay on the Table	Mr. Moderator, I move that the proposal be laid on the table.
10. Point of Order	Mr. Moderator, I rise to a point of order.
11. Postpone to a time certain	Mr. Moderator, I move to postpone the question to...
12. Postpone Indefinitely	Mr. Moderator, I move that the question be postponed indefinitely.
13. Previous Question	Mr. Moderator, I move the previous question.
14. Question of Privilege	Mr. Moderator, I rise to a question of privilege.
15. Recess	Mr. Moderator, I move to recess for...
16. Reconsider	Mr. Moderator, I move to reconsider the vote under Article...
	Mr. Moderator, I move to reconsider the vote on the amendment to...
17. Separate Consideration	Mr. Moderator, I move for separate consideration.
18. Suspend the Rules	Mr. Moderator, I move to suspend the rules which interfere with...
19. Take from the Table	Mr. Moderator, I move to take from the table the motion relating to...

INTERRUPTING A SPEAKER

No one may interrupt a speaker except for a point of order or a question of privilege.

POINT OF ORDER

A point of order if a question of the Moderator about whether the speaker is entitled to be speaking, or whether the current subject under discussion (or what the speaker is saying) is irrelevant, illegal or contrary to proper procedure. No other "point of order" is proper.

PREVIOUS QUESTION

To call or move the question is a request to stop discussion and to take an immediate vote. This requires a 2/3 vote.

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VOTING

Voting is by hand vote and the Moderator declares the result of such votes. If seven or more voters immediately question the declared result, the Moderator shall determine the result by a standing count of votes by the Tellers. After the vote counted by the Tellers is presented to the Moderator and announced to the floor, any further motions for recount are out of order.

ADJOURNMENT AND DISSOLUTION

Sessions of Town Meeting normally adjourn at eleven o'clock in the evening but may adjourn at such earlier or later time as vote of the majority may determine. Town Meeting shall not dissolve until all articles in the warrant have been properly considered.

DRAFT

TOWN WARRANT
COMMONWEALTH OF MASSACHUSETTS

ANNUAL TOWN MEETING

Worcester, ss. February 20, 2023

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the Inhabitants of the Town of Southborough qualified to vote in town affairs, to meet in the Trottier School Auditorium, 49 Parkerville Road, in Southborough, MA, on

Saturday, March 23, 2023

at ***10:00 a.m.***, then and there to take action on the following Articles:

ARTICLE 1: To see if the Town will vote to accept any sum of money from St. Mark's School, Fay School, Harvard Medical School, L'Abri Fellowship, The New England Center for Children, and any other contributor and deposit same amount in Estimated Receipts Account, and determine what disposition shall be made of the same, if accepted, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *To allow the Select Board to accept donations from Tax Exempt organizations and determine the disposition of funds.*

ARTICLE 2: To see if the Town will vote to authorize the Town Treasurer, with the approval of the Select Board, to borrow from time to time in anticipation of revenue of the financial year beginning July 1, 2024 in accordance with the provisions of Massachusetts General Laws, Chapter 44, and to issue a note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17 as amended, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *This article allows the Town Treasurer to short-term borrow in anticipation of revenue.*

ARTICLE 3: To see if the Town will vote in accordance with the provisions of Massachusetts General Laws Chapter 30B, Section 12(b), to authorize the Select Board or the Superintendent of Schools to solicit and award contracts for terms exceeding three years, but no longer than seven years, including any renewal, extension or option, provided in each instance the longer term is determined to be in the best interest of the Town by a vote of the Select Board or the School Committee, as appropriate, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Board Recommendation:
Summary: *This article allows the Select Board and/or the School Committee to enter into contracts in excess of three years, if deemed in the best interest of the Town to do so. This has been an annual article, and the exemption has been limited to contracts of no more than seven years.*

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ARTICLE 4: To see if the Town will vote to accept the Personnel Salary Administration Plan, as specified in Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL.

, or do or act anything in relation thereto.

Proposed by: PERSONNEL BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *The Personnel By-Law governs policies and pay structures for non-union employees.*

ARTICLE XX: To see if the Town will vote to raise a sum of money as may be necessary for the Town's use for Fiscal Year 2025, and make appropriations of the same, as detailed following, or do or act anything in relation thereto.

SEE BUDGETS ON THE FOLLOWING PAGES

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *The article includes recommendations from both the Select Board and the Advisory Committee for the FY25 budget. Funding recommendations are noted in the individual recommendation columns for each department.*

ARTICLE XX: To see if the Town will vote to raise a sum of money as may be necessary for the Water Enterprise Fund's use for Fiscal Year 2025, and make appropriations of the same, as detailed following, or do or act anything in relation thereto.

ENTER BUDGET EXCEL

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *The Water budget is funded through an Enterprise Fund that is supported entirely through the water rates and the fund's retained earnings, which supports all aspects of the department's operation. The funding for those capital items that are being leased/purchased for use by the Water Department, in whole or in part, are included in this budget.*

ARTICLE XX: To see if the Town will vote to raise and appropriate, or transfer from available funds a sum of money for General Government capital items for the following purposes:

	Description	Request	Levy	Receipts Reserved Ambulance/Other
A.		$	$	
B.		$	$	
C.		$	$	
D.		$	$	
E.		$		$
F.		$		$
G.		$		$

, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support (Unanimous)
Advisory Committee Recommendation: Support (Unanimous)

Summary:
A.

ARTICLE XX: Capital requiring borrowing

, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE XX: To see if the Town will vote to appropriate a sum of money for the payments of the capital lease agreements as described below:

	Equipment	Authorized Department	Source of Appropriation	FY25 Amount
A.	1 - Horton Type Ambulance	Fire Department	FY25 Capital Budget - Ambulance Fund	$
B.	1 - Swaploader Hook Lift Truck	Dept. of Public Works	FY25 Capital Budget - General Fund	$
C.	1 - Pick Up Diesel F-350	Dept. of Public Works	FY25 Capital Budget - General Fund	$
D.	1 - Fire Dept Chief Vehicle	Fire Department	FY25 Capital Budget - Ambulance Fund	$
E.	Police Taser Program	Police Department	FY25 Capital Budget - General Fund	$19,455

, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *The lease agreements for these vehicles were authorized by Town Meeting in 2021, and these are the third year of the lease payments. With the exception of the Fire Ambulance (5-year lease), all of the leases are for 7 years.*

ARTICLE XX: To see if the Town will vote to raise and appropriate or transfer from available funds the sum of $25,000 for the purpose of hiring consultants, engineers, water quality specialists, and/or environmental consultants by various Town departments, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *This article allows town departments, with the approval of the Select Board, to hire outside expertise when the need arises.*

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ARTICLE XX: To see if the Town will vote to raise and appropriate or transfer from available funds, the sum of $250,000 into the Other Post-Employment Benefits Liability Trust Fund (OPEB Fund) as authorized by General Laws, Chapter 32B, Section 20, in order to offset the anticipated future cost of providing post-retirement health and life insurance benefits to current and future retired Town employees, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *This is an annual appropriation into the Town's OPEB Trust Fund that began back in 2014. The appropriation was previously done as part of the operating budget, but further guidance from the Dept. of Revenue has recommended that it be done in a separate article.*

ARTICLE XX: To see if the Town will vote to raise and appropriate the sum of $10,000 for the purpose of paying the Town's share of casualty and other losses incurred to Town property and equipment which are not covered by insurance policies, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *This article will provide funds to be used to pay the deductible for property damage which is not covered by insurance.*

ARTICLE XX: To see if the Town will vote to raise and appropriate or transfer from any available funds the sum of $XX,XXX for the purpose of paying to retirees the amount due for accrued vacation and sick time, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *This article will fund any vacation and sick pay due to employees upon their retirement.*

ARTICLE XX: To see if the Town will vote to raise and appropriate, or transfer from available funds the sum of $100,000 for the ongoing maintenance of capital equipment and systems associated with town buildings and facilities. The Town Facilities Manager shall recommend appropriate projects to the Town Administrator. The Town Administrator shall approve all expenditures under this article. The Town Facilities Manager shall report all funded projects to the Capital Improvement and Planning Committee as requested, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *This article will provide for the maintenance and repair of capital equipment and systems associated with the Town's buildings and facilities.*

ARTICLE XX: To see if the Town will vote pursuant to Massachusetts General Laws, Chapter 44 § 53E ½ to authorize the following spending limits for Fiscal Year 2025:

1. Immunization/Emergency Dispensing Clinic; $15,000.
2. Inspectional Services; $140,000.
3. 9-11 Field Maintenance; $100,000.
4. Wetland Protection; $30,000.
5. Hazardous Materials; $75,000.

DRAFT

6. CPR Classes; $6,500.
7. Community Garden; $3,000.
8. Recreation Programs; $500,000.
9. Tobacco Control Program; $4,000.
10. Golf Course Maintenance; $75,000.

, or do or act anything in relation thereto.

Proposed by: BOARD OF HEALTH, SELECT BOARD, RECREATION COMMISSION, AND CONSERVATION COMMISSION
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *This article approves the annual spending limits for revolving funds that are now authorized by Town by-law.*

ARTICLE 22: To see if the Town will vote to accept the report of the Community Preservation Committee for the FY 2025 Community Preservation Projected Receipts and act upon the recommendations of the Community Preservation Committee and to set aside for later expenditure, certain sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the General Laws, as follows:

Estimated Surcharge Receipts (based on Town Treasurer's projections) $429,329
State Match (projected FY2024 State Match) ..... $ 82,561
FY23 State Match Adjustment..... $ 16,922
Total Projected Revenue..... $528,812

Set Aside- Open Space
$XX,XXX to be set aside, held in the Community Preservation Fund, and spent in FY2025 or later years for acquisition, creation, or preservation of open space, and for the rehabilitation and/or restoration of open space acquired under the Community Preservation Act.

Set Aside – Historic Preservation
$XX,XXX to be set aside, held in the Community Preservation Fund, and spent in FY2025 or later years for the acquisition, preservation, rehabilitation, and restoration of historic resources.

Set Aside – Community Housing
$XX,XXX to be set aside, held in the Community Preservation Fund, and spent in FY2025 or later years for the creation, preservation, and support of community housing, and for the rehabilitation and/or restoration of community housing acquired under the Community Preservation Act.

Administrative Costs – Community Preservation Committee
$XX,XXX to defray the administrative and operating expenses of the Community Preservation Committee in FY2025 for the Community Preservation Fund

Set Aside - Budgeted Reserve/Discretionary
$XXX,XXX Reserved for FY2025 CPF (Budgeted Reserve/Discretionary)

, or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *The budget and set-asides are an annual requirement under the Community Preservation Act.*

ARTICLE XX: To see if the Town will vote to appropriate $77,937.50 to be applied towards the bond for the Perpetual Preservation Restriction on 84 Main Street also known as the Burnett House for the purpose of Historic Preservation. $52,881.00 from the CPA Historic Preservation Reserve Fund FY2024 and $25,056.50 from the CPA FY2023 Fund Balance. Said funds to be expended under the direction of the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *This article is the Community Preservation Fund payment towards the FY2025 debt funding for the Preservation Restriction of 84 Main Street as approved at ATM 2016.*

ARTICLE XX: To see if the Town will vote to appropriate a total of $66,075.00 to be applied towards the bond for the renovation and restoration of the Historic Southborough Library building for the purpose of Historic Preservation. $66,075.00 from the CPA FY2023 Fund Balance. Said funds to be expended under the direction of the Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *This article is the Community Preservation Fund payment towards the FY2025 debt funding for the renovation and restoration of the Historic Southborough Library.*

ARTICLE XX: To see if the Town will vote to…MBTA Communities Overlay Districts Bylaw

; or do or act anything in relation thereto.

Proposed by: PLANNING BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE XX: To see if the Town will vote to… 2. Minor amendments to the Zoning Code for Downtown District (some of the sign and lighting bylaw sections need reference to Downtown District where applicable where only the Business Village District is referenced).

; or do or act anything in relation thereto.

Proposed by: PLANNING BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE XX: To see if the Town will vote to… modify § 9-2 Meetings prohibited on Election Day, or when Town offices are closed due to weather or other emergency. The intention is to change the code to allow a meeting to still take place via Zoom.

; or do or act anything in relation thereto.

Proposed by: TOWN CLERK
Select Board Recommendation:
Advisory Committee Recommendation:

DRAFT

Summary:

ARTICLE XX: To see if the Town will vote to amend Chapter 174 of the Town Code to include an expiration for special permits as required by MGL c. 40A Section 9; or do or act anything in relation thereto.

Proposed by: SELECT BOARD/ZONING BOARD OF APPEALS
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE XX: To see if the Town will vote to… Capital Article for $56,634 – Historical Document Scanning – Town Clerk.

; or do or act anything in relation thereto.

Proposed by: TOWN CLERK
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE XX: To see if the Town will vote to accept MGL Ch 41 S 19 K as follows:

"In any town, that accepts this section, a town clerk who has completed the necessary courses of study and training, and has been awarded a certificate by the Massachusetts Town Clerks' Association as a certified Massachusetts municipal clerk, shall receive as compensation from such town, in addition to the regular annual compensation paid by such town for services in such office, an amount equal to 10 per cent of such regular annual compensation, but not more than $1,000 per year. In order to qualify for such additional compensation, a town clerk shall submit to the board of selectmen of such town proof of the award of such certificate. The additional compensation provided in this section shall be prorated for any 12 month period in which an eligible person does not hold the office of town clerk for 12 consecutive months. Such additional compensation shall discontinue when certification is discontinued or withdrawn."
; or do or act anything in relation thereto.

Proposed by: TOWN CLERK
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE XX: To see if the Town will vote to authorize the Select Board to petition the Legislature to amend the 1991 Special Act (establishment of a Department of Public Works).

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE XX: To see if the Town will vote to…bylaw to establish a Public Works Advisory Board (to replace current PWPB upon approval of revised Special Act by Legislature).

; or do or act anything in relation thereto.

DRAFT

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE XX: To see if the Town will vote to petition the General Court for the passage of special enabling legislation authorizing the Town to authorize, issue and sell pension obligation bonds to finance the Town's unfunded pension liability to the Worcester Regional Retirement System, fund any necessary reserves, and all other costs associated therewith, which special enabling legislation shall be in such form as the Select Board shall approve; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE XX: To see if the Town will vote to appropriate the sum of $96,115.13 for the use of the Board of Health to provide for substance abuse abatement activities following the Town's participation in the Statewide Opioid Settlements negotiated by the Massachusetts Attorney General, and to meet said appropriation the sum of $96,115.13 be transferred from Free Cash.

; or do or act anything in relation thereto.

Proposed by: BOARD OF HEALTH
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE XX: To see if the Town will vote pursuant to M.G.L. Chapter 44 Section 53I to establish a 300th Centennial Celebration Fund for the purpose of receiving and investing such sums as may be appropriated by the Town of Southborough, any and all sums received by way of income from the sale of commemorative items, and any and all sum from admission charges for commemorative ceremonies or events; and, provided further that the Treasurer shall keep such funds separate from other moneys, funds or property of the Town, and the principal and interest thereof may, from time to time upon the authorization of the majority of any special committee established to plan such celebration and the written approval of the Select Board, be expended for the purposes of such celebration in the year of such celebration and in the year preceding or succeeding same and that any surplus remaining in said special fund after such celebration is concluded shall be transferred by the Treasurer into the general fund of the Town; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE XX: To see if the Town will vote to allow the Moderator to serve on ad hoc committees, with Town Meeting approval.

; or do or act anything in relation thereto.

Proposed by: TOWN MODERATOR
Select Board Recommendation:
Advisory Committee Recommendation:

DRAFT

Summary:

ARTICLE XX: To see if the Town will vote to allow the .Moderator to serve on Tricentennial Committee.

; or do or act anything in relation thereto.

Proposed by:
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE XX: To see if the Town will vote to repurpose the current Lundblad engineering funds to construction funds to provide the required match for the dog park grant.

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD/RECREATION COMMISSION
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE XX: To see if the Town will vote to create a Recreation Facility Maintenance Revolving Fund, generated by field and facility permits.

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD/RECREATION COMMISSION
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE XX: To see if the Town will vote to amend the bylaws to address format/timing/frequency of Town Meeting.

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE XX: To see if the Town will vote to expand the use of the Southborough K-8 School "Facility Rental" revolving fund to include Southborough schools other than just Neary.

; or do or act anything in relation thereto.

Proposed by: SOUTHBOROUGH SCHOOL COMMITTEE
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

DRAFT

ARTICLE XX: To see if the Town will vote to authorize payment from Fund 2261 – 9-11 Field Maintenance Revolving the sum of $45,000 for the FY24 principal and interest payment, and $45,000 for the FY25 principal and interest payment, for the May 2018 bond issuance for the resurfacing of 9-11 Field; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE XX: To see if the Town will vote to accept MGL, Chapter 203C, to allow the Town Treasurer to apply the Prudent Investor Rule for trust funds; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE XX: To see if the Town will vote to authorize the Select Board to transfer a certain parcel located at XX Atwood Street to the Southborough Affordable Housing Trust, said property to be used for affordable housing purposes, and to authorize the Select Board to execute any and all documents and agreements as may be necessary to effectuate such transfer; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE XX: To see if the Town will vote to accept the provisions of M.G.L. c. 59 §5, Clause Twenty-two H (inserted by Chapter 218 of the Acts of 2018, known as An Act Relative to Veterans' Benefits, Rights, Appreciation, Validation, and Enforcement ("BRAVE Act")), signed into law August 28, 2018, which provides for a property tax exemption for real estate as follows: to the full amount of the taxable valuation of the real property of the surviving parents or guardians of soldiers and sailors, members of the National Guard and veterans who: (i) during active duty service, suffered an injury or illness documented by the United States Department of Veterans Affairs or a branch of the armed forces that was a proximate cause of their death; (ii) are missing in action with a presumptive finding of death as a result of active duty service as members of the Armed Forces of the United States; provided, however, that the real estate shall be occupied by the surviving parents or guardians as the surviving parents' or guardians' domicile; and provided further that the surviving parents or guardians shall have been domiciled in the Commonwealth for the 5 consecutive years immediately before the date of filing for an exemption pursuant to this clause or the soldier or sailor, member of the National Guard or veteran was domiciled in the Commonwealth for not less than 6 months before entering service. Surviving parents or guardians eligible for an exemption pursuant to this clause shall be eligible regardless of when the soldier or sailor, member of the National Guard or veteran died or became missing in action with a presumptive finding of death; provided, however, that the exemption shall only apply to tax years beginning on or after January 1, 2019. Such exemption shall be available until such time as the surviving parents or guardians are deceased. No real estate shall be so exempt which has been conveyed to the surviving parents or guardians to evade taxation. To be effective for exemptions granted for any fiscal year beginning on or after, July 1, 2024; or do or act anything in relation thereto.

Proposed by: BOARD of ASSESSORS
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: ***The local adoption of clause 22H will expand the real estate exemption benefits for Gold Star parents or guardians.***

DRAFT

ARTICLE XX: To see if the Town will vote that the Town hereby resolves not to seek to sell, agree to sell, or enter into a sale of the 21 Highland St. property until January 1, 2028. It is agreed that the sale or transference of the property could be detrimental to the town until the following factors are resolved: There is currently a new school project being contemplated with an unspecified school price tag that could range as high as 60-100 Million dollars at his moment. The process of planning and building a new school could take another 3 or more years to complete. There is currently 300 408 housing units likely to be built in the next 3-5 years, and the MBTA community Act currently threatens the town with another potential 750 units of multifamily zoning by right, so in the next 3+ years to come the town could lose control of housing development in many areas of the town (there are 3800 housing units in the town currently, the total new burden could add a possible 26% population increase). Although it is unrealistic to expect the full number of units, the current school estimates do not take all of these factors into account, nor can we accurately project numbers with confidence having no control over the zoning, unit type, or building process. There is no current organizational model or plan to mitigate the possible cost or space need effects upon town departments, and no current plan for town space needs if this rapid population growth occurs. The current space need plans are dependent upon the premise of building a new school, a historically neutral residential development plan, and turning over one of the current schools to general town use for multiple departments currently inhabiting other buildings, including Recreation, Family and Youth services (both in the 21 Highland property), Building Permit departments, senior center, and Facilities (all in the Cordaville hall building), who have all have been recommended in the space needs plan to vacate their current locations (and to move to Finn currently). If there is a problem with the plan (example: No new school, or other factors as high population growth), selling the 21 Highland St. property could leave the town with little recourse except to sign commercial leases for homeless departments, potentially making the town long term dependent upon the private real estate market fluctuations, and/or possibly build space, adding to town costs. A new school is currently not approved, but selling these properties could be used as financial incentive and space need leverage to coerce support for one, knowing the sale could instigate leases and costs created by a premature property sale and vacating actions by those departments. There is minimal financial risk to delaying a sale of the property for several years. There is a greater financial risk to selling the property prematurely if the building could better serve the short, middle, or long term interests of the town given the current factors facing the town. A vote for this Article shall supersede any prior decision made or entered into by the town without regard to, or for, the legal and financial consequences of violating any and all other agreements and contracts with private parties.

; or do or act anything in relation thereto.

Proposed by: JOSEPH PALMER, et al.
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *This is a citizen's petition.*

ARTICLE XX: To see if the Town will vote that the Town hereby resolves to own and rehab the current 21 Highland St. property for town, community, and/or rental use, using CPC and other bond allocations to fund the project when needed. The surrounding property will remain open for community use regardless of building use. It is required that the Select Board carry out the will of this resolution, and have a plan in place by the next town Meeting with the understanding that the citizenry will not entertain a proposal to dispose of the property till the year 2033. A vote for this Article shall supersede any prior decision made or entered into by the town without regard to, or for, the legal and financial consequences of violating any and all other agreements and contracts with private parties.

; or do or act anything in relation thereto.

Proposed by: JOSEPH PALMER, et al.
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *This is a citizen's petition.*

ARTICLE XX: To see if the Town will vote that the Town hereby resolves not to seek to sell, agree to sell, or enter into a sale the 21Highland St. property until January 1, 2030. It is agreed that the citizenry prefers to tastefully retire use of the building at 21 Highland St., and keep the building at 21 Highland St. property owned by the town if or when departments housed wherein should move to other locations and there is no reason to keep the building in use. At such

time, the 21 Highland St. building interior will be "Mothballed", the exterior of the windows protected with tasteful covers, the roof and exterior sealed, so the building will keep in a relatively preserved state til it should be desired for future use again, remodeling or demolition by the town. A vote for this Article shall supersede any prior decision made or entered into by the town without regard to, or for, the legal and financial consequences of violating any and all other agreements and contracts with private parties.

; or do or act anything in relation thereto.

Proposed by: JOSEPH PALMER, et al.
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *This is a citizen's petition.*

DRAFT

And to notify the inhabitants of all Precincts of said Town of Southborough qualified to vote in elections to meet in the gymnasium of the P. Brent Trottier Middle School, 49 Parkerville Road, in said Southborough on **Tuesday, May 14, 2024,** then and there to bring in their votes to the Election Officers:

Seats available	ELECTED POSITION	Term
1	Board of Assessors	3 years
1	Board of Commissioners of Trust Funds	3 years
1	Board of Health	3 years
2	Board of Trustees Southborough Library	3 years
1	Moderator	1 Year
2	Northborough-Southborough Regional School District Committee *NORTHBOROUGH CANDIDATE*	3 years
2	Northborough-Southborough Regional School District Committee *SOUTHBOROUGH CANDIDATE*	3 years
1	Planning Board	5 years
1	Assabet Valley Regional School Committee	3 years
1	Select Board	3 years
2	Southborough School Committee	3 years

The Polls in each Precinct will be open at 6:30 a.m. and will be closed at 8:00 p.m. of said day.

And you are to give notice hereby by posting true and attested copies of the Warrant on the Town website, the Southborough Town House, 17 Common Street, Southborough Senior Center, 9 Cordaville Road, Southborough Library, 25 Main Street, and Southborough Transfer Station, 147 Cordaville Road; seven (7) days at least before the time appointed for such meeting.

Given under our hand this 20th day of February. 2024

_____

Andrew R. Dennington II, Chair

_____

Kathryn M. Cook, Vice-Chair

_____

Sam Stivers

_____

Marguerite Landry

_____

Alfred Hamilton

SELECT BOARD OF THE TOWN OF SOUTHBOROUGH

DRAFT

Saturday Budget Calendar 2024

January 6 - 2024	Liaison	9:00 - 10:30 AM	10:30 - 11:45AM	11:45 - 12:45 PM	BREAK	1:00 - 2:00PM	2:00- 3:15PM	3:15-4:45PM		
CAPITAL	NA									
IT	Kathy/Sam									
POLICE	Al/Andrew									
FIRE	Al/Marguerite									
DPW	Kathy/Al									
SCHOOLS (IF ABLE)	Al/Sam									

TOWN OF SOUTHBOROUGH

OFFICE OF THE TOWN ADMINISTRATOR
TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 · FAX (508) 480-0161 · selectboard@southboroughma.com

TO: Select Board
FROM: Mark J. Purple, Town Administrator
DATE: December 28, 2023
SUBJECT: Request to use funds from Engineering Services article

At the December 27, 2023 meeting, the Affordable Housing Trust Fund Committee (AHTFC) discussed the possibility of purchasing from the Town the former water tank site on Atwood Street. In conversations with the DPW Superintendent and the Town's water engineer, the old tower, since demolished and removed, likely contained lead paint. There remains some uncertainty as to whether or not the property was contaminated by this prior use.

Through our DPW Superintendent, the Town has received a proposal from our current water engineer, Pare Corporation, to do 4-8 hours of field work, including collecting samples from the site around the base of the old water tank for laboratory testing. The cost of the field work and testing of samples is estimated not to exceed $3,000. Should the results prove negative, then the AHTFC could move forward with their efforts to acquire the property. Positive test results may require further remediation efforts that will likely put any plans of siting affordable housing on the property on hold.

The Town has appropriated funds for engineering services at the discretion of the Select Board. The article currently has a balance of $25,814. I would request that the Board approve an amount not to exceed $3,000 for the purposes of this work at the Atwood Street parcel.

Please let me know if you have any questions. Thank you.

The Public Schools of
NORTHBOROUGH and SOUTHBOROUGH
OFFICE OF THE SUPERINTENDENT
53 PARKERVILLE ROAD – SOUTHBOROUGH, MASSACHUSETTS 01772
TELEPHONE (508) 486-5115 FAX (508) 486-5123 www.nsboro.k12.ma.us

GREGORY L. MARTINEAU
Superintendent of Schools

KEITH T. LAVOIE
Assistant Superintendent of Operations

STEFANIE K. REINHORN, Ed.D
Assistant Superintendent of Teaching and Learning

MEMORANDUM

To: Mark J. Purple, Southborough Town Administrator
Tim McInerney, Northborough Town Administrator

Cc: Kathleen Potlutchko, Regional School Committee Chairperson

From: Gregory L. Martineau, Superintendent of Schools

Date: December 23, 2023

RE: Algonquin Regional High School (ARHS) Athletic Complex Project Intermunicipal Agreement (IMA)

As part of the ARHS Athletic Complex Project funding plan, in the fall and early winter of 2023, the District presented proposals to the Town of Southborough's and Town of Northborough's Community Preservation Committees to fund the construction of the tennis courts, pickleball courts, and basketball court. The Northborough Community Preservation Committee declined the proposal and the Southborough Community Preservation Committee accepted the proposal to fund Southboorugh's portion of the construction of the tennis courts, pickleball courts, and basketball court.

As a result of Southboorugh's decision, the District worked with its bond counsel to best determine how to assess Northborough's portion, due to the fact that *Section IV of the*

Northborough-Southborough Regional School Integrated Agreement does not address the scenario.

Bond Counsel developed an IMA that finances the construction of the tennis courts, pickleball courts, and basketball court with a $220,016.53 lump-sum payment from the Town of Southborough and borrowing by the District. The portion financed by the District is $360,729.89 and will be assessed entirely to the Town of Northborough.

I've attached the IMA for your review, which requires approval by the Select Boards in each community. Please reach out if you have any questions.

TOWNS OF NORTHBOROUGH AND SOUTHBOROUGH AND THE NORTHBOROUGH-SOUTHBOROUGH REGIONAL SCHOOL DISTRICT

INTERMUNICIPAL AGREEMENT

This Intermunicipal Agreement (the "Agreement") is entered into under and pursuant to Section 4A of Chapter 40 of the Massachusetts General Laws, by and among the Towns of Northborough and Southborough, Massachusetts (each a "Member Town"), acting through their respective Select Boards, and the Northborough-Southborough Regional School District (the "District"), acting by and through its Regional District School Committee (the "School Committee"). In consideration of the mutual covenants and agreements set forth herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, each Member Town and the District hereby agree as follows:

1. RECITALS.

a. That each Member Town is generally authorized by the Massachusetts General Laws to finance, acquire land for, construct, remodel, make extraordinary repairs to, and originally equip and furnish recreational facilities.

b. The District was duly established in 1954 pursuant to Chapter 71, Sections 16 to 16I, inclusive of the General Laws by the Member Towns.

c. Pursuant to Chapter 71, Sections 16(c) and (d), of the General Laws, the District is authorized to construct, reconstruct, add to, remodel, make extraordinary repairs to, equip, organize and operate school facilities, including school athletic facilities, for the benefit of its Member Towns, and to incur indebtedness for these purposes.

d. The District has authorized the borrowing of $7,960,393 to pay the costs of renovating and making extraordinary repairs and other improvements to the District's athletic facilities, including, but not limited to: replacing the current football field and junior varsity practice field with turf fields, replacing the existing track, replacing the existing tennis courts, replacing the existing bleachers and press box to ensure compliance with the Americans with Disabilities Act, construction of a new outdoor amphitheater, renovations to the amenities building, and for the payment of all other costs incidental and related thereto (the "Project").

e. In order to reduce interest costs allocable to it, the Town of Southborough desires to pay its share of the costs of replacing the existing tennis courts in cash, thereby reducing its allocable share of debt issued by the District for the Project by a like amount.

f. At its 2023 Annual Town Meeting, the Town of Southborough appropriated $220,016.53 from available Community Preservation Act funds to pay its allocable share of replacing the existing tennis courts.

g. That in accordance with Chapter 71, Section 16(d) of the General Laws, the assessment of principal and interest on bonds or notes issued by the District to finance capital

costs, including costs of the Project, is governed by the District Agreement, which does not presently provide for alternative means for the Member Towns to pay their allocable shares of such costs.

h. Chapter 40, Section 4A of the General Laws permits a governmental entity, including regional school districts and their member towns, to contract to perform jointly, or for such other governmental entity or entities, any services, activities, or undertakings which any of the contracting governmental entities are otherwise authorized by law to perform.

2. PROJECT COST AND ALLOCATION. The parties hereto acknowledge and agree that the total amount authorized to be borrowed by the District to pay the costs of replacing the existing tennis courts shall be reduced to the extent of funds appropriated by and contributed to the District by the Town of Southborough to pay its allocable share of the costs of replacing the existing tennis courts, and that all amounts borrowed by the District to pay costs of replacing the existing tennis courts, including all interest costs associated therewith, shall be allocable to the Town of Northborough, notwithstanding any provision of the District Agreement to the contrary. The allocation of all other costs associated with the Project shall be allocated between the Member Towns in accordance with the District Agreement.

3. RECORD KEEPING. As required by Chapter 40, Section 4A of the General Laws, the Member Towns and the District shall maintain accurate and comprehensive records of services performed, costs incurred, and reimbursements and contributions received on account of the Town of Southborough's contribution to the Project; shall provide for the performance of regular audits of such records; and shall provide periodic financial statements with respect to Expanded Project expenditures.

4. TERM. The term of this Agreement shall be as long as debt for the Project is outstanding, but in no event shall such term exceed 25 years from the effective date of this agreement in accordance with Chapter 40, Section 4A of the General Laws.

5. AMENDMENTS. Any provision of this Agreement may be amended by an amendment approved by votes duly adopted by each of the Member Towns acting through their respective Select Boards, and by vote duly adopted by the Regional District School Committee. No modification or waiver of any provision of this Agreement shall be valid unless duly authorized as an amendment hereof and duly executed by each Member Town and the District.

6. GOVERNING LAW. This Agreement shall be governed by and construed in accordance with the laws of The Commonwealth of Massachusetts.

7. COUNTERPARTS. This Agreement may be signed in any number of counterparts, all of which taken together, shall constitute one and the same instrument, and any party hereto may execute this Agreement by signing one or more counterparts.

8. EFFECTIVENESS. The effective date of this Agreement shall be the date set forth below.

IN WITNESS WHEREOF, the Member Towns by votes of their respective Select Boards, and the District by vote of its Regional District School Committee, have executed this Agreement under their respective seals as of the ___ day of _____, 2023.

NORTHBOROUGH-SOUTHBOROUGH
REGIONAL SCHOOL DISTRICT,
By its Regional District School Committee

(DISTRICT SEAL)

TOWN OF NORTHBOROUGH,
By its Select Board

(TOWN SEAL)

TOWN OF SOUTHBOROUGH,
By its Select Board

_____

_____

_____

_____

_____

(TOWN SEAL)

NORTHBOROUGH-SOUTHBOROUGH REGIONAL SCHOOL DISTRICT
Fiscal 2025 Interest

UniBank Fiscal Advisory Services, Inc.

11/13/2023

Assumes tennis court portion of project financed by lump-sum payment from the Town of Southborough and borrowing by the District. The portion financed by the District would be assessed entirely to the Town of Northborough. The assessment for the tennis court is 62.33 percent to Northborough and 37.67 percent to Southborough.

Financings

Principal Amount	Type	Dated	Maturity	Rate	Years	Gross Interest	Gross Premium	Costs of Issuance	Net Interest
$ 2,000,000	BANs	8/1/2023	8/1/2024	4.96%	1.0000	$ 99,200.00			$ 99,200.00
$ 5,500,000	BANs	9/27/2023	7/26/2024	4.75%	0.8306	$ 216,982.64	$ 49,775.00	$ 22,327.50	$ 189,535.14
$ 241,625	BANs	2/27/2024	7/26/2024	5.00%	0.4139	$ 5,000.30			$ 5,000.30
						$ 321,182.93	$ 49,775.00	$ 22,327.50	$ 293,735.43

Allocation of net interest

Percentage		61.96%	38.04%				
Principal Amount	Main Project Northborough	Main Project Southborough	Tennis Court Northborough	Total Net Interest Northborough	Total Net Interest Southborough	Total	
$ 2,000,000.00	$ 61,464.32	$ 37,735.68		$ 61,464.32	$ 37,735.68	$	99,200.00
$ 5,138,021.00	$ 109,707.00	$ 67,354.01		$ 109,707.00	$ 67,354.01	$	177,061.00
$ 361,979.00			$ 12,474.13	$ 12,474.13	$ -	$	12,474.13
$ 241,625.00	$ 3,098.18	$ 1,902.11		$ 3,098.18	$ 1,902.11	$	5,000.30
Total	$ 174,269.50	$ 106,991.80	$ 12,474.13	$ 186,743.64	$ 106,991.80	$	293,735.43

RECEIVED
By Town Clerk/ksb at 10:23 am, Feb 15, 2024

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Saturday, January 6, 2023 9:00 AM – Joint Meeting with Advisory Committee
Location: Public Safety Meeting Room, 32 Cordaville Road, Southborough, MA
Present: Kathryn Cook, Andrew Dennington, Al Hamilton, Marguerite Landry, Sam Stivers For Select Board; Andrew Pfaff, Howard Rose, Tim Martel, Adam Nodiff, Larry Samberg, and Marci Jones-Salow for Advisory, and Town Administrator Mark Purple

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

Chair Dennington called the meeting to order for the Select Board at 9:01 AM. Chair Pfaff called the Advisory Committee meeting to order at 9:01 AM.

Review of FY2025 Departmental budgets

Capital Budget – Capital Committee Chair Jason Malinowski

Mr. Malinowski walked the boards through his presentation as attached in the packet which included the process the Capital Committee took to come to their recommendations, DPW projects, cosmetic work on the South Union building, Fire and Police capital projects, and the rest of the Committee recommendations. The boards discussed major projects for the fiscal years 2026 – 2029. Mr. Dennington reviewed the process the Select Board has taken regarding the potential disposition of the South Union School. The citizen petitions on the 2024 Warrant regarding this property were summarized as requests to delay decisions for various years.

Department of Public Works – DPW Superintendent Bill Cundiff

Mr. Cundiff went through his budget with Select Board liaisons Ms. Cook and Mr. Hamilton and Advisory liaisons Mr. Pfaff and Ms. Jones-Salow. The group discussed a proposed town engineer position with a budget for an $80K salary, the tree warden position, the previously discussed FY25 DPW capital projects, TIP projects, and the status of the Cordaville and Framingham Road projects.

Information Technology – IT Manager Jason Montijo

Mr. Montijo reviewed his budget with Ms. Cook and Mr. Stivers as Select Board liaisons, Mr. Samberg as the Advisory liaison, and Mr. Matt Probst from the Municipal Technology Committee. Mr. Probst stated that the MTC supports the full IT budget which includes moving the phone system to the Cloud and multi-year contractual increases with vendors. Mr. Montijo stated he would investigate other options that may exist at a lower cost. The group also discussed the IT infrastructure and security measures implemented, the current status and plans for the Cloud, and the town's redundant ISP services. Ms. Cook gave accolades to the IT staff for all the improvements made to the town's technology infrastructure and security.

Both Boards recessed for lunch at 12:05 PM.

The joint meeting resumed at 12:34 PM.

Treasurer/Collector Brian Ballantine reviewed the first recap for the FY25 budget which included a significant decrease in excess levy capacity and an increase in the Assabet Regional Technical School budget due to an anticipated increase in Southborough enrollment. He added that the budgets included

from K-8 and regional schools are rough estimates and the regional capital budget has not yet been submitted. Mr. Ballantine concluded that a 1% increase in the tax rate will equal $500K.

Police Department – Chief Ryan Newell

Chief Newell reviewed his three budgets which included keeping the 9-1-1 Grant in the budget, adding a second Lieutenant, an additional officer, and four new communication officers.

[*Mr. Nodiff left at 12:44 PM; and continued to participate virtually.*]

Chief Newell explained the need for each of these positions which included assistance with public records requests which are usually very time-consuming and the need for dispatch coverage. Mr. Hamilton suggested separating the Police and Dispatch budgets and Chief Newell requested the time to review alternate paths for his requested new positions before committing to this change. The boards discussed the new hiring requests and the urgency of those requests, and Mr. Pfaff suggested conducting a staffing study to validate Chief Newell's requests.

Fire Department – Chief Steven Achilles

Chief Achilles reviewed his proposed budget and outlined that the staffing budget is at a 3.8% increase mostly due to contracts. The boards discussed the recommendation for a Deputy Chief and Chief Achilles outlined the benefits of the role within the Department. Chief Achilles provided a draft information piece on a replacement tower truck and outlined the current condition of the vehicle and the recommended path forward for a new vehicle. The group discussed these options which included a new truck with the capability to carry and pump water. There was a discussion about the gaps in radio coverage and the lack of a contract with EMC for the tower where the repeaters are located. Chief Achilles suggested the town wait to understand the requirements of regional dispatch before spending funds on upgrades. The Advisory Committee thanked the Chief for his service to the community as Fire Chief and as a resident.

Mr. Dennington moved to adjourn the meeting at 2:37 PM. Ms. Landry seconded the motion. The motion was unanimously approved (5-0-0).

Mr. Pfaff made a motion to adjourn the meeting at 2:37 PM. Mr. Rose seconded the motion. The motion was unanimously approved (5-0-0).

Documents used in the meeting:

- Presentation of recommended FY25 capital from CIPC;
- FY25 requested budgets from IT, Police, Fire, and DPW;
- Fire Chief handout on Capital Purchase Request – Aerial Replacement
- FY25 budget recap from Finance Director, dated January 5, 2024

Respectfully submitted

Mark Purple, Town Administrator

12/14/2023 4 NEW DISPATCHERS

ASSUMING NO STATE 911 GRANT FUNDS

FISCAL YEAR 2025	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	PERCENT	26 bi-weekly pay period + 1 day
210 Police Department	ACTUAL	ACTUAL	ACTUAL	BUDGET	REQUEST	(+) or (-)	
51100 Salaries & Wages Permanent	1,678,381	1,598,899	1,469,214	1,648,563	1,682,874	2.1%	Contractual
51110 Part-time Dispatchers	19,805	20,471	0	0	0		222-51110 to better track dispatch
51300 Overtime Permanent	176,369	182,260	224,902	211,898	221,348	4.5%	Avg. Contractual Increase in OT rates
51410 Holiday Pay	58,143	65,667	68,292	77,096	78,104	1.3%	Contractual
51430 Shift Differential Permanent	31,144	25,470	25,332	31,202	31,202	0.0%	Contractual
51440 Education Incentive	56,754	60,646	68,804	246,198	264,091	7.3%	Contractual (Lu and Woodford Anticipate Masters)
51450 Longevity	9,800	9,900	10,050	9,300	8,200	-11.8%	Contractual (Decrease due to Employment separations)
51505 Vacation Buyback	0	0	821	3,160	3,286	4.0%	Contractual
51540 Court Duty	2,362	4,503	3,835	9,028	9,431	4.5%	Avg. Contractual Increase in OT rates
51900 Tuition Reimbursement	15,456	4,493	12,189	15,000	15,000	0.0%	Contractual
51910 Career Incentive - Quinn Bill	81,870	84,793	65,368	0	0		Combined with Education Incentive in FY24 (51440)
51950 Stipends-Specialty Pay	10,705	10,303	6,240	6,288	6,288	0.0%	Contractual (4 positions)
51950 Stipends-Defibrillator	9,375	9,828	9,630	10,000	10,000	0.0%	Contractual
51951 Officer In Charge	2,034	1,942	2,278	1,987	2,069	4.1%	Contractual, 3 Year Average
51953 Acting Chief		3,507	2,938	0	0		n/a
222-51100 Disp. Salaries FT		199,782	260,655	301,007	533,087	77.1%	Contractual
222-51110 Salaries Part-Time			9,465	29,002	45,144	55.7%	Contractual
222-51300 Disp. Salaries Overtime		32,907	22,833	23,540	92,930	294.8%	Avg. Contractual Increase in OT rates
222-51410 Disp. Holiday Pay		11,097	13,673	17,169	30,830	79.6%	Contractual
222-51430 Disp. Shift Differential		5,901	6,257	7,610	13,254	74.2%	Contractual
222-51440 Disp. Education Incentive		1,085	1,692	2,000	7,000	250.0%	Contractual, Remillard Anticipates Bachelors
222-51450 Disp. Longevity		1,250	1,450	1,450	1,450	0.0%	Contractual
222-51900 Tuition Reimbursement					5,000		Contractual, Not previously budgeted
222-51951 Lead Dispatcher			3,125	3,900	4,550	16.7%	Contractual
Salaries and Wages Totals	**2,152,198**	**2,334,704**	**2,289,043**	**2,655,398**	**3,065,139**	**15.4%**	
52540 Computer Software Service	25,128	19,825	19,751	22,372	24,175	8.1%	IMC (est. $1,803 increase)
52560 Radio Repair & Maintenance	3,140	1,404	2,563	2,980	2,980	0.0%	
52730 Taser Rental Leases		10,603	0	0	0		Funded by capital
53000 Medical, Prof & Technical	5,060	5,084	4,996	4,452	4,844	8.8%	3 Year Average (Increase in Cost of Psych Evaluations)
222-53000 Disp. Medical, Prof.					4,050		**New Hire Physicals/Psych Evals (2 PT + 4 New Dispatchers)**
53070 Employee Training, Meetings	8,510	12,662	10,830	15,000	18,000	20.0%	$900 per officer (POST training requirements, IN-SERVICE)
222-53070 Disp. Employee Training					3,765		**E911 Training, EMD Recert, CPR Recert, CPR Training, APCO EMD**
53410 Data Process lines	3,360	3,365	4,086	3,480	3,644	4.7%	3 Year Average
53420 Postage	589	619	573	610	610	0.0%	
53880 Misc Contracted Services	21,177	21,109	26,226	27,565	22,912	-16.9%	$540 MPAC increase, Subtracted out Signet
222-53880 Disp. Contracted Services					13,427		**Signet - was previously split with FD ($11,425), Recorder Warranty ($2,002)**
54200 Stationery paper,forms	3,646	4,810	4,603	4,000	4,471	11.8%	3 Year Average
54220 Other Supplies	1,553	2,115	3,422	2,000	2,512	25.6%	3 Year Average
54820 Vehicle Supplies	6,625	6,425	7,826	6,318	6,856	8.5%	3 Year Average
54850 Vehicle Maintenance,repairs	12,727	9,424	12,861	15,000	15,000	0.0%	
54900 Food Service & Supplies	1,391	733	1,139	1,041	1,041	0.0%	
55000 Medical Supplies	1,409	2,099	1,340	1,702	1,714	0.7%	3 Year Average
55820 Ammunition	12,247	11,739	13,866	12,000	12,535	4.5%	3 Year Average
55830 Subscriptions	913	914	941	2,420	2,768	14.4%	iStock ($348)
55850 Uniforms	29,664	25,664	25,705	27,892	25,267	-9.4%	**Deducted 5 Dispatchers @$525 each**
222-55850 Uniforms					5,125		**(9) Dispatchers and (2) PT New Hires**
57100 In State Travel	218	1,348	1,825	1,200	2,500	108.3%	Accrediation Conference
57200 Out-of-State Travel	0	0	0	1,543	1,543	0.0%	
57300 Dues & Memberships,other	2,770	2,389	2,723	2,610	3,360	28.7%	Increase in Annual Dues
Operating Expense Totals	**140,127**	**142,331**	**145,275**	**154,185**	**183,099**	**18.8%**	
58500 New Equipment	4,040	4,296	28,672	4,112	4,523	10.0%	Cost Increase
58700 Replacement Equipment	5,126	4,100	23,633	4,442	4,886	10.0%	Cost Increase
Equipment Totals	**9,166**	**8,396**	**52,304**	**8,554**	**9,409**	**10.0%**	
TOTAL POLICE DEPARTMENT	**2,301,491**	**2,485,431**	**2,486,622**	**2,818,137**	**3,257,647**	**15.6%**	

DISPATCH BUDGET	BUDGET	REQUEST
Salaries and Wages	FY2024	FY2025
222-51100 Disp. Salaries FT	301,007	533,087
222-51110 Salaries Part-Time	29,002	45,144
222-51300 Disp. Salaries Overtime	23,540	92,930
222-51410 Disp. Holiday Pay	17,169	30,830
222-51430 Disp. Shift Differential	7,610	13,254
222-51440 Disp. Education Incentive	2,000	7,000
222-51450 Disp. Longevity	1,450	1,450
222-51900 Tuition Reimbursement	0	5,000
222-51951 Lead Dispatcher	3,900	4,550
	385,678	**733,245**

Operating Expenses	FY2024	FY2025
222-53000 Disp. Medical, Prof.	0	4,050
222-53070 Disp. Employee Training	0	3,765
222-53800 Disp. Contracted Services	0	13,427
222-55850 Uniforms	0	5,125
		26,367

DISPATCH TOTAL	**759,612**

		FY24 SAP/MA COP	FY24	FY24 Rate	FY25 SAP/MA COP	FY25	FY25 Rate	Weekly Salary	Weeks (52.2)		FY25 Salary	8 HRS Firearms	112.00 Holiday	Shift Dif.	Ed. Incentive	Longevity	Sp. Pay	Defib.	TOTAL
1	**Chief Newell**	Contract	7/1/23-6/30/24	79.00	Contract	7/1/24-6/30/25	82.16	3,286.40	52.2	171,550	**171,550**		3,286						**174,836**
2	**Lt. McCarthy**	Grade 8	7/1/23-6/30/24	50.84	Grade 8 - Step 6	7/1/24-6/30/25	53.16	2,126.40	52.2	110,998	**110,998**				27,750	700		500	**139,948**
3	**Sgt. Tim Slatkavitz**	PS-8 PA	7/1/23-6/30/24	39.32	PS-8 PA	7/1/24-6/30/25	40.49	1,619.60	52.2	84,543	**84,543**	324	4,535	-	15,171	1,000		500	**106,073**
4	**Sgt. James Deluca**	PS-8 PA	7/1/23-6/30/24	39.32	PS-8 PA	7/1/24-6/30/25	40.49	1,619.60	52.2	84,543	**84,543**	324	4,535	976	8,454	800		500	**100,132**
5	**Sgt. Michael Whelan**	PS-8 Step 8 PS-8 PA	7/1/23-1/7/24 1/8/24-6/30/24	38.17 39.32	PS-8 PA	7/1/24-6/30/25	40.49	1,619.60	52.2	84,543	**84,543**	324	4,535	-	16,909	600		500	**107,411**
6	**Sgt. Stephen Neivert**	Detective PS-8 Step 5	7/1/23-9/4/23 9/5/23-6/30/24	35.46 35.62	PS-8 Step 5 PS-8 Step 6	7/1/24-9/4/24 9/5/24-6/30/25	36.33 37.05	1,453.20 1,482.00	9.0 43.2	13,079 64,022	**77,101**	296	4,150	1,968	15,420	600		500	**100,035**
7	**Sgt. Thomas Rock**	PS-7 PA PS-8 Step 5	7/1/23-10/23/23 10/24/23-6/30/24	33.77 35.62	PS-8 Step 5 PS-8 Step 6	7/21/24-10/23/24 10/24/24-6/30/25	36.33 37.05	1,453.20 1,482.00	16.0 36.2	23,251 53,648	**76,900**	296	4,150	2,460	15,380	600		500	**100,286**
8	**Off. Keith Nichols**	(+Investigator 5%) PS-7 PA Detective	 7/1/23-9/10/23 9/11/23-6/30/24	1.69 33.77 35.46	 Detective	 7/1/24-6/30/25	 36.52	 1,460.80	 52.2	 76,254	 **76,254**	 292	 4,090	 976	 19,063	 700	 	 500	 **101,876**
9	**Off. William Woodford**	PS-7 PA	7/1/23-6/30/24	33.77	PS-7 PA	7/1/24-6/30/25	34.78	1,391.20	52.2	72,621	**72,621**	278	3,895	-	18,155	600		500	**96,049**
10	**Off. James Gallagher**	PS-7 PA	7/1/23-6/30/24	33.77	(+Investigator 5%) PS-7 PA	7/1/24-6/30/25 7/1/24-6/30/25	1.74 34.78	69.56 1,391.20	52.2	76,252	**76,252**	278	3,895	-	7,625	600	1,572	500	**90,722**
11	**Off. Cameron Chapski**	PS-7 Step 5 PS-7 Step 6	7/1/23-7/2/23 7/3/23-6/30/24	30.59 31.20	PS-7 Step 6 PS-7 Step 7	7/1/24-7/2/24 7/3/24-6/30/25	31.83 32.46	1,273.20 1,298.40	52.2	67,776	**67,776**	260	3,636	1,968	6,778	600	1,572	500	**83,089**
12	**Off. Austin Chapski**	PS-7 Step 4 PS-7 Step 5	7/1/23-2/14/24 2/15/24-6/30/24	29.41 30.59	PS-7 Step 5 PS-7 Step 6	7/1/24-2/14/25 2/15/25-6/30/25	31.20 31.83	1,248.00 1,273.20	31.0 21.2	38,688 26,992	**65,680**	255	3,565	2,206	13,136	400		500	**85,741**
13	**Off. Jeff Norton**	PS-7 Step 3 PS-7 Step 4	7/1/23-7/31/23 8/1/23-6/30/24	28.22 29.41	PS-7 Step 4 PS-7 Step 5	7/1/24-7/31/24 8/1/24-6/30/25	30.00 31.20	1,200.00 1,248.00	4.0 48.2	4,800 60,154	**64,954**	250	3,494	2,206	12,991	400	1,572	500	**86,366**
14	**Off. Tyler Lu**	PS-7 Step 2 PS-7 Step 3	7/1/23-7/2/23 7/3/23-6/30/24	27.04 28.22	PS-7 Step 3 PS-7 Step 4	7/1/24-7/2/24 7/3/24-6/30/25	28.78 30.00	1,151.20 1,200.00	52.2	62,640	**62,640**	240	3,360	2,206	15,660			500	**84,606**
15	**Off. Luke Soccorso**	PS-7 Step 2 PS-7 Step 3	7/1/23-8/18/23 8/19/23-6/30/24	27.04 28.22	PS-7 Step 3 PS-7 Step 4	7/1/24-8/18/24 8/19/24-6/30/25	28.78 30.00	1,151.20 1,200.00	7.0 45.2	8,058 54,240	**62,298**	240	3,360	1,968	12,460			500	**80,826**
16	**Off. Julia Fontana**	PS-7 Step 2 PS-7 Step 3	7/1/23-10/22/23 10/23/23-6/30/24	27.04 28.22	PS-7 Step 3 PS-7 Step 4	7/1/24-10/22/24 10/23/24-6/30/25	28.78 30.00	1,151.20 1,200.00	16.0 36.2	18,419 43,440	**61,859**	240	3,360	1,968	12,372		1,572	500	**81,871**
17	**Off. Riley Brown**	PS-7 Step 2 PS-7 Step 3	7/1/23-5/26/24 5/27/24-6/30/24	27.04 28.22	PS-7 Step 3 PS-7 Step 4	7/1/23-5/26/24 5/27/25-6/30/25	28.78 30.00	1,151.20 1,200.00	47.0 5.2	54,106 6,240	**60,346**	240	3,360	2,460	12,069			500	**78,976**
18	**Off. Owen O'Brien**	PS-7 Step 1 PS-7 Step 2	7/1/23-3/24/24 3/25/24-6/30/24	25.85 27.04	PS-7 Step 2 PS-7 Step 3	7/1/24-3/24/25 3/25/25-6/30/25	27.58 28.78	1,103.20 1,151.20	37.0 15.2	40,818 17,498	**58,317**	230	3,223	2,460	11,663			500	**76,394**
19	**Off. Frank Urbani**	PS-7 Step 5	7/13/23-6/30/24	30.59	PS-7 Step 5 PS-7 Step 6	7/1/24-7/12/24 7/13/24-6/30/25	31.20 31.83	1,248.00 1,273.20	1.0 51.2	1,248 65,188	**66,436**	255	3,565	2,460				500	**73,215**
20	**(NEW HIRE)** **Off. Theo Davis**				PS-7 Step 2	7/1/24-6/30/25	27.58	1,103.20	52.2	57,587	**57,587**	221	3,089	2,460	11,517			500	**75,374**
21	**(NEW HIRE)**				PS-7 Step 2	7/1/24-6/30/25	27.58	1,103.20	52.2	57,587	**57,587**	221	3,089	2,460	11,517			500	**75,374**
	Bus. Adm. Cindy McLeod	Grade 6	7/1/23-6/30/24	35.39	Grade 6	7/1/24-6/30/25	36.89	1,475.60	52.2	77,026	**77,026**					600			**77,626**
											1,677,811	**5,063**	**74,172**	**31,202**	**264,091**	**8,200**	**6,288**	**10,000**	**2,076,828**
1	**Comm. Off. David Maida**	MA COP Step 7	7/1/23-6/30/24	31.56	MA COP Step 7	7/1/24-6/30/25	32.04	1,281.60	52.2	66,900	**66,900**		3,588		500	850			**71,838**
2	**Comm. Off. Kyle DeVincent**	MA COP Step 7	7/1/23-6/30/24	31.56	MA COP Step 7	7/1/24-6/30/25	32.04	1,281.60	52.2	66,900	**66,900**		3,588		500	600	4,550		**76,138**
3	**Comm. Off. Stephanie Fontaine**	MA COP Step 4	7/1/23-6/30/24	27.26	MA COP Step 5	7/1/24-6/30/25	29.06	1,162.40	52.2	60,677	**60,677**		3,255		-				**63,932**
4	**Comm. Off. Brittney Remillard**	MA COP Step 4	7/1/23-6/30/24	27.26	MA COP Step 5	7/1/24-6/30/25	29.06	1,162.40	52.2	60,677	**60,677**		3,255	1,968	1,000				**66,900**
5	**Comm. Off. Christina Stapleton**	MA COP Step 3	1/26/23-6/30/24	25.97	MA COP Step 4	7/1/24-6/30/25	27.67	1,106.80	52.2	57,775	**57,775**		3,099	1,968	1,000				**63,842**
6	**Comm. Off. #1 (NEW POSITION)**				MA COP Step 3	7/1/24-6/30/25	26.36	1,054.40	52.2	55,040	**55,040**		2,952	1,968	1,000				**60,960**
7	**Comm. Off. #2 (NEW POSITION)**				MA COP Step 3	7/1/24-6/30/25	26.36	1,054.40	52.2	55,040	**55,040**		2,952	2,450	1,000				**61,442**
8	**Comm. Off. #3 (NEW POSITION)**				MA COP Step 3	7/1/24-6/30/25	26.36	1,054.40	52.2	55,040	**55,040**		2,952	2,450	1,000				**61,442**
9	**Comm. Off. #4 (NEW POSITION)**				MA COP Step 3	7/1/24-6/30/25	26.36	1,054.40	52.2	55,040	**55,040**		2,952	2,450	1,000				**61,442**
											533,087	**-**	**28,595**	**13,254**	**7,000**	**1,450**	**4,550**	**-**	**587,936**
										FULL TIME	1,677,811	5,063	74,172	31,202	264,091	8,200	6,288	10,000	**2,076,828**
										DISPATCH	533,087	-	28,595	13,254	7,000	1,450	4,550	-	**587,936**
										TOTAL	**2,210,898**	**5,063**	**102,767**	**44,456**	**271,091**	**9,650**	**10,838**	**10,000**	**2,664,764**

Tuition Reimbursement (Officers)	**15,000**
Tuition Reimbursement (Dispatchers)	**5,000**
Overtime (Officers)	**221,348**
Overtime (Dispatch) includes 32 HRS of annual training for each dispatcher ($12,255) and Accrued Time Coverage for 4 NEW positions ($31,317) and 5 existing positions ($49,358)	**92,930**
Officer In Charge	**2,069**
Court Pay	**9,431**
Part Time Dispatch includes $16,142 to train 2 new PT dispatchers at 350 HRS each (Grade A3, Step 1, $23.06/HR)	**45,144**
Vacation Buyback	**3,286**
Extra Pay to Work on Holidays (Officers)	**3,932**
Extra Pay to Work on Holidays (Dispatchers)	**2,235**
G/T	**3,065,139**

12/14/2023 NEW LIEUTENANT AND 4 NEW DISPATCHERS

ASSUMING NO STATE 911 GRANT FUNDS

FISCAL YEAR 2025	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	PERCENT	26 bi-weekly pay period + 1 day
210 Police Department	ACTUAL	ACTUAL	ACTUAL	BUDGET	REQUEST	(+) or (-)	
51100 Salaries & Wages Permanent	1,678,381	1,598,899	1,469,214	1,648,563	1,783,412	8.2%	Contractual
51110 Part-time Dispatchers	19,805	20,471	0	0	0		222-51110 to better track dispatch
51300 Overtime Permanent	176,369	182,260	224,902	211,898	221,348	4.5%	Avg. Contractual Increase in OT rates
51410 Holiday Pay	58,143	65,667	68,292	77,096	78,104	1.3%	Contractual
51430 Shift Differential Permanent	31,144	25,470	25,332	31,202	31,202	0.0%	Contractual
51440 Education Incentive	56,754	60,646	68,804	246,198	284,199	15.4%	Contractual (Lu and Woodford Anticipate Masters)
51450 Longevity	9,800	9,900	10,050	9,300	8,200	-11.8%	Contractual (Decrease due to Employment separations)
51505 Vacation Buyback	0	0	821	3,160	3,286	4.0%	Contractual
51540 Court Duty	2,362	4,503	3,835	9,028	9,431	4.5%	Avg. Contractual Increase in OT rates
51900 Tuition Reimbursement	15,456	4,493	12,189	15,000	15,000	0.0%	Contractual
51910 Career Incentive - Quinn Bill	81,870	84,793	65,368	0	0		Combined with Education Incentive in FY24 (51440)
51950 Stipends-Specialty Pay	10,705	10,303	6,240	6,288	6,288	0.0%	Contractual (4 positions)
51950 Stipends-Defibrillator	9,375	9,828	9,630	10,000	10,500	5.0%	Contractual
51951 Officer In Charge	2,034	1,942	2,278	1,987	2,069	4.1%	Contractual, 3 Year Average
51953 Acting Chief		3,507	2,938	0	0		n/a
222-51100 Disp. Salaries FT		199,782	260,655	301,007	533,087	77.1%	Contractual
222-51110 Salaries Part-Time			9,465	29,002	45,144	55.7%	Contractual
222-51300 Disp. Salaries Overtime		32,907	22,833	23,540	92,930	294.8%	Avg. Contractual Increase in OT rates
222-51410 Disp. Holiday Pay		11,097	13,673	17,169	30,830	79.6%	Contractual
222-51430 Disp. Shift Differential		5,901	6,257	7,610	13,254	74.2%	Contractual
222-51440 Disp. Education Incentive		1,085	1,692	2,000	7,000	250.0%	Contractual, Remillard Anticipates Bachelors
222-51450 Disp. Longevity		1,250	1,450	1,450	1,450	0.0%	Contractual
222-51900 Tuition Reimbursement					5,000		Contractual, Not previously budgeted
222-51951 Lead Dispatcher			3,125	3,900	4,550	16.7%	Contractual
Salaries and Wages Totals	**2,152,198**	**2,334,704**	**2,289,043**	**2,655,398**	**3,186,283**	**20.0%**	
52540 Computer Software Service	25,128	19,825	19,751	22,372	24,175	8.1%	IMC (est. $1,803 increase)
52560 Radio Repair & Maintenance	3,140	1,404	2,563	2,980	2,980	0.0%	
52730 Taser Rental Leases		10,603	0	0	0		Funded by capital
53000 Medical, Prof & Technical	5,060	5,084	4,996	4,452	4,844	8.8%	3 Year Average (Increase in Cost of Psych Evaluations)
222-53000 Disp. Medical, Prof.					4,050		**New Hire Physicals/Psych Evals (2 PT + 4 New Dispatchers)**
53070 Employee Training, Meetings	8,510	12,662	10,830	15,000	18,900	26.0%	$900 per officer (POST training requirements, IN-SERVICE), **1 New LT**
222-53070 Disp. Employee Training					3,765		**E911 Training, EMD Recert, CPR Recert, CPR Training, APCO EMD**
53410 Data Process lines	3,360	3,365	4,086	3,480	3,644	4.7%	3 Year Average
53420 Postage	589	619	573	610	610	0.0%	
53880 Misc Contracted Services	21,177	21,109	26,226	27,565	22,912	-16.9%	$540 MPAC increase, Subtracted out Signet
222-53880 Disp. Contracted Services					13,427		**Signet - was previously split with FD ($11,425), Recorder Warranty ($2,002)**
54200 Stationery paper,forms	3,646	4,810	4,603	4,000	4,471	11.8%	3 Year Average
54220 Other Supplies	1,553	2,115	3,422	2,000	2,512	25.6%	3 Year Average
54820 Vehicle Supplies	6,625	6,425	7,826	6,318	6,856	8.5%	3 Year Average
54850 Vehicle Maintenance,repairs	12,727	9,424	12,861	15,000	15,000	0.0%	
54900 Food Service & Supplies	1,391	733	1,139	1,041	1,041	0.0%	
55000 Medical Supplies	1,409	2,099	1,340	1,702	1,714	0.7%	3 Year Average
55820 Ammunition	12,247	11,739	13,866	12,000	12,535	4.5%	3 Year Average
55830 Subscriptions	913	914	941	2,420	2,768	14.4%	iStock ($348)
55850 Uniforms	29,664	25,664	25,705	27,892	26,217	-6.0%	**1 New LT ($950), Deducted 5 Dispatchers @$525 each**
222-55850 Uniforms					5,125		**(9) Dispatchers and (2) PT New Hires**
57100 In State Travel	218	1,348	1,825	1,200	2,500	108.3%	Accrediation Conference
57200 Out-of-State Travel	0	0	0	1,543	1,543	0.0%	
57300 Dues & Memberships,other	2,770	2,389	2,723	2,610	3,360	28.7%	Increase in Annual Dues
Operating Expense Totals	**140,127**	**142,331**	**145,275**	**154,185**	**184,949**	**20.0%**	
58500 New Equipment	4,040	4,296	28,672	4,112	4,523	10.0%	Cost Increase
58700 Replacement Equipment	5,126	4,100	23,633	4,442	4,886	10.0%	Cost Increase
Equipment Totals	**9,166**	**8,396**	**52,304**	**8,554**	**9,409**	**10.0%**	
TOTAL POLICE DEPARTMENT	**2,301,491**	**2,485,431**	**2,486,622**	**2,818,137**	**3,380,641**	**20.0%**	

DISPATCH BUDGET	BUDGET	REQUEST
Salaries and Wages	**FY2024**	**FY2025**
222-51100 Disp. Salaries FT	301,007	533,087
222-51110 Salaries Part-Time	29,002	45,144
222-51300 Disp. Salaries Overtime	23,540	92,930
222-51410 Disp. Holiday Pay	17,169	30,830
222-51430 Disp. Shift Differential	7,610	13,254
222-51440 Disp. Education Incentive	2,000	7,000
222-51450 Disp. Longevity	1,450	1,450
222-51900 Tuition Reimbursement	0	5,000
222-51951 Lead Dispatcher	3,900	4,550
	385,678	**733,245**

Operating Expenses	FY2024	FY2025
222-53000 Disp. Medical, Prof.	0	4,050
222-53070 Disp. Employee Training	0	3,765
222-53800 Disp. Contracted Services	0	13,427
222-55850 Uniforms	0	5,125
		26,367

DISPATCH TOTAL	**759,612**

												8 HRS	112.00						
		FY24 SAP/MA COP	FY24	FY24 Rate	FY25 SAP/MA COP	FY25	FY25 Rate	Weekly Salary	Weeks (52.2)		FY25 Salary	Firearms	Holiday	Shift Dif.	Ed. Incentive	Longevity	Sp. Pay	Defib.	TOTAL
1	**Chief Newell**	Contract	7/1/23-6/30/24	79.00	Contract	7/1/24-6/30/25	82.16	3,286.40	52.2	171,550	**171,550**		3,286						**174,836**
2	**Lt. McCarthy**	Grade 8	7/1/23-6/30/24	50.84	Grade 8 - Step 6	7/1/24-6/30/25	53.16	2,126.40	52.2	110,998	**110,998**				27,750	700		500	**139,948**
3	**(LIENTENANT - NEW POSITION)**				Grade 8 - Step 1	7/1/24-6/30/25	48.15	1,926.00	52.2	100,537	**100,537**				20,107			500	**121,145**
4	**Sgt. Tim Slatkavitz**	PS-8 PA	7/1/23-6/30/24	39.32	PS-8 PA	7/1/24-6/30/25	40.49	1,619.60	52.2	84,543	**84,543**	324	4,535	-	15,171	1,000		500	**106,073**
5	**Sgt. James Deluca**	PS-8 PA	7/1/23-6/30/24	39.32	PS-8 PA	7/1/24-6/30/25	40.49	1,619.60	52.2	84,543	**84,543**	324	4,535	976	8,454	800		500	**100,132**
6	**Sgt. Michael Whelan**	PS-8 Step 8 PS-8 PA	7/1/23-1/7/24 1/8/24-6/30/24	38.17 39.32	PS-8 PA	7/1/24-6/30/25	40.49	1,619.60	52.2	84,543	**84,543**	324	4,535	-	16,909	600		500	**107,411**
7	**Sgt. Stephen Neivert**	Detective PS-8 Step 5	7/1/23-9/4/23 9/5/23-6/30/24	35.46 35.62	PS-8 Step 5 PS-8 Step 6	7/1/24-9/4/24 9/5/24-6/30/25	36.33 37.05	1,453.20 1,482.00	9.0 43.2	13,079 64,022	**77,101**	296	4,150	1,968	15,420	600		500	**100,035**
8	**Sgt. Thomas Rock**	PS-7 PA PS-8 Step 5	7/1/23-10/23/23 10/24/23-6/30/24	33.77 35.62	PS-8 Step 5 PS-8 Step 6	7/21/24-10/23/24 10/24/24-6/30/25	36.33 37.05	1,453.20 1,482.00	16.0 36.2	23,251 53,648	**76,900**	296	4,150	2,460	15,380	600		500	**100,286**
9	**Off. Keith Nichols**	(+Investigator 5%) PS-7 PA Detective	 7/1/23-9/10/23 9/11/23-6/30/24	1.69 33.77 35.46	Detective	7/1/24-6/30/25	36.52	1,460.80	52.2	76,254	**76,254**	292	4,090	976	19,063	700		500	**101,876**
10	**Off. William Woodford**	PS-7 PA	7/1/23-6/30/24	33.77	PS-7 PA	7/1/24-6/30/25	34.78	1,391.20	52.2	72,621	**72,621**	278	3,895	-	18,155	600		500	**96,049**
11	**Off. James Gallagher**	PS-7 PA	7/1/23-6/30/24	33.77	(+Investigator 5%) PS-7 PA	7/1/24-6/30/25 7/1/24-6/30/25	1.74 34.78	69.56 1,391.20	52.2	76,252	**76,252**	278	3,895	-	7,625	600	1,572	500	**90,722**
12	**Off. Cameron Chapski**	PS-7 Step 5 PS-7 Step 6	7/1/23-7/2/23 7/3/23-6/30/24	30.59 31.20	PS-7 Step 6 PS-7 Step 7	7/1/24-7/2/24 7/3/24-6/30/25	31.83 32.46	1,273.20 1,298.40	52.2	67,776	**67,776**	260	3,636	1,968	6,778	600	1,572	500	**83,089**
13	**Off. Austin Chapski**	PS-7 Step 4 PS-7 Step 5	7/1/23-2/14/24 2/15/24-6/30/24	29.41 30.59	PS-7 Step 5 PS-7 Step 6	7/1/24-2/14/25 2/15/25-6/30/25	31.20 31.83	1,248.00 1,273.20	31.0 21.2	38,688 26,992	**65,680**	255	3,565	2,206	13,136	400		500	**85,741**
14	**Off. Jeff Norton**	PS-7 Step 3 PS-7 Step 4	7/1/23-7/31/23 8/1/23-6/30/24	28.22 29.41	PS-7 Step 4 PS-7 Step 5	7/1/24-7/31/24 8/1/24-6/30/25	30.00 31.20	1,200.00 1,248.00	4.0 48.2	4,800 60,154	**64,954**	250	3,494	2,206	12,991	400	1,572	500	**86,366**
15	**Off. Tyler Lu**	PS-7 Step 2 PS-7 Step 3	7/1/23-7/2/23 7/3/23-6/30/24	27.04 28.22	PS-7 Step 3 PS-7 Step 4	7/1/24-7/2/24 7/3/24-6/30/25	28.78 30.00	1,151.20 1,200.00	52.2	62,640	**62,640**	240	3,360	2,206	15,660			500	**84,606**
16	**Off. Luke Soccorso**	PS-7 Step 2 PS-7 Step 3	7/1/23-8/18/23 8/19/23-6/30/24	27.04 28.22	PS-7 Step 3 PS-7 Step 4	7/1/24-8/18/24 8/19/24-6/30/25	28.78 30.00	1,151.20 1,200.00	7.0 45.2	8,058 54,240	**62,298**	240	3,360	1,968	12,460			500	**80,826**
17	**Off. Julia Fontana**	PS-7 Step 2 PS-7 Step 3	7/1/23-10/22/23 10/23/23-6/30/24	27.04 28.22	PS-7 Step 3 PS-7 Step 4	7/1/24-10/22/24 10/23/24-6/30/25	28.78 30.00	1,151.20 1,200.00	16.0 36.2	18,419 43,440	**61,859**	240	3,360	1,968	12,372		1,572	500	**81,871**
18	**Off. Riley Brown**	PS-7 Step 2 PS-7 Step 3	7/1/23-5/26/24 5/27/24-6/30/24	27.04 28.22	PS-7 Step 3 PS-7 Step 4	7/1/23-5/26/24 5/27/25-6/30/25	28.78 30.00	1,151.20 1,200.00	47.0 5.2	54,106 6,240	**60,346**	240	3,360	2,460	12,069			500	**78,976**
19	**Off. Owen O'Brien**	PS-7 Step 1 PS-7 Step 2	7/1/23-3/24/24 3/25/24-6/30/24	25.85 27.04	PS-7 Step 2 PS-7 Step 3	7/1/24-3/24/25 3/25/25-6/30/25	27.58 28.78	1,103.20 1,151.20	37.0 15.2	40,818 17,498	**58,317**	230	3,223	2,460	11,663			500	**76,394**
20	**Off. Frank Urbani**	PS-7 Step 5	7/13/23-6/30/24	30.59	PS-7 Step 5 PS-7 Step 6	7/1/24-7/12/24 7/13/24-6/30/25	31.20 31.83	1,248.00 1,273.20	1.0 51.2	1,248 65,188	**66,436**	255	3,565	2,460				500	**73,215**
21	**(NEW HIRE)** **Off. Theo Davis**				PS-7 Step 2	7/1/24-6/30/25	27.58	1,103.20	52.2	57,587	**57,587**	221	3,089	2,460	11,517			500	**75,374**
22	**(NEW HIRE)**				PS-7 Step 2	7/1/24-6/30/25	27.58	1,103.20	52.2	57,587	**57,587**	221	3,089	2,460	11,517			500	**75,374**
	Bus. Adm. Cindy McLeod	Grade 6	7/1/23-6/30/24	35.39	Grade 6	7/1/24-6/30/25	36.89	1,475.60	52.2	77,026	**77,026**					600			**77,626**
											1,778,348	**5,063**	**74,172**	**31,202**	**284,199**	**8,200**	**6,288**	**10,500**	**2,197,973**
1	**Comm. Off. David Maida**	MA COP Step 7	7/1/23-6/30/24	31.56	MA COP Step 7	7/1/24-6/30/25	32.04	1,281.60	52.2	66,900	**66,900**		3,588		500	850			**71,838**
2	**Comm. Off. Kyle DeVincent**	MA COP Step 7	7/1/23-6/30/24	31.56	MA COP Step 7	7/1/24-6/30/25	32.04	1,281.60	52.2	66,900	**66,900**		3,588		500	600	4,550		**76,138**
3	**Comm. Off. Stephanie Fontaine**	MA COP Step 4	7/1/23-6/30/24	27.26	MA COP Step 5	7/1/24-6/30/25	29.06	1,162.40	52.2	60,677	**60,677**		3,255		-				**63,932**
4	**Comm. Off. Brittney Remillard**	MA COP Step 4	7/1/23-6/30/24	27.26	MA COP Step 5	7/1/24-6/30/25	29.06	1,162.40	52.2	60,677	**60,677**		3,255	1,968	1,000				**66,900**
5	**Comm. Off. Christina Stapleton**	MA COP Step 3	1/26/23-6/30/24	25.97	MA COP Step 4	7/1/24-6/30/25	27.67	1,106.80	52.2	57,775	**57,775**		3,099	1,968	1,000				**63,842**
6	**Comm. Off. #1 (NEW POSITION)**				MA COP Step 3	7/1/24-6/30/25	26.36	1,054.40	52.2	55,040	**55,040**		2,952	1,968	1,000				**60,960**
7	**Comm. Off. #2 (NEW POSITION)**				MA COP Step 3	7/1/24-6/30/25	26.36	1,054.40	52.2	55,040	**55,040**		2,952	2,450	1,000				**61,442**
8	**Comm. Off. #3 (NEW POSITION)**				MA COP Step 3	7/1/24-6/30/25	26.36	1,054.40	52.2	55,040	**55,040**		2,952	2,450	1,000				**61,442**
9	**Comm. Off. #4 (NEW POSITION)**				MA COP Step 3	7/1/24-6/30/25	26.36	1,054.40	52.2	55,040	**55,040**		2,952	2,450	1,000				**61,442**
											533,087	**-**	**28,595**	**13,254**	**7,000**	**1,450**	**4,550**	**-**	**587,936**
										FULL TIME	1,778,348	5,063	74,172	31,202	284,199	8,200	6,288	10,500	**2,197,973**
										DISPATCH	533,087	-	28,595	13,254	7,000	1,450	4,550	-	**587,936**
										TOTAL	**2,311,436**	**5,063**	**102,767**	**44,456**	**291,199**	**9,650**	**10,838**	**10,500**	**2,785,909**

Tuition Reimbursement (Officers)	**15,000**
Tuition Reimbursement (Dispatchers)	**5,000**
Overtime (Officers)	**221,348**
Overtime (Dispatch) includes 32 HRS of annual training for each dispatcher ($12,255) and Accrued Time Coverage for 4 NEW positions ($31,317) and 5 existing positions ($49,358)	**92,930**
Officer In Charge	**2,069**
Court Pay	**9,431**
Part Time Dispatch includes $16,142 to train 2 new PT dispatchers at 350 HRS each (Grade A3, Step 1, $23.06/HR)	**45,144**
Vacation Buyback	**3,286**
Extra Pay to Work on Holidays (Officers)	**3,932**
Extra Pay to Work on Holidays (Dispatchers)	**2,235**
G/T	**3,186,283**

12/14/2023 NEW LIEUTENANT, NEW OFFICER AND 4 NEW DISPATCHERS

ASSUMING NO STATE 911 GRANT FUNDS

FISCAL YEAR 2025	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	PERCENT	26 bi-weekly pay period + 1 day
210 Police Department	ACTUAL	ACTUAL	ACTUAL	BUDGET	REQUEST	(+) or (-)	
51100 Salaries & Wages Permanent	1,678,381	1,598,899	1,469,214	1,648,563	1,841,219	11.7%	Contractual
51110 Part-time Dispatchers	19,805	20,471	0	0	0		222-51110 to better track dispatch
51300 Overtime Permanent	176,369	182,260	224,902	211,898	221,348	4.5%	Avg. Contractual Increase in OT rates
51410 Holiday Pay	58,143	65,667	68,292	77,096	81,193	5.3%	Contractual
51430 Shift Differential Permanent	31,144	25,470	25,332	31,202	33,662	7.9%	Contractual
51440 Education Incentive	56,754	60,646	68,804	246,198	295,716	20.1%	Contractual (Lu and Woodford Anticipate Masters)
51450 Longevity	9,800	9,900	10,050	9,300	8,200	-11.8%	Contractual (Decrease due to Employment separations)
51505 Vacation Buyback	0	0	821	3,160	3,286	4.0%	Contractual
51540 Court Duty	2,362	4,503	3,835	9,028	9,431	4.5%	Avg. Contractual Increase in OT rates
51900 Tuition Reimbursement	15,456	4,493	12,189	15,000	15,000	0.0%	Contractual
51910 Career Incentive - Quinn Bill	81,870	84,793	65,368	0	0		Combined with Education Incentive in FY24 (51440)
51950 Stipends-Specialty Pay	10,705	10,303	6,240	6,288	6,288	0.0%	Contractual (4 positions)
51950 Stipends-Defibrillator	9,375	9,828	9,630	10,000	11,000	10.0%	Contractual
51951 Officer In Charge	2,034	1,942	2,278	1,987	2,069	4.1%	Contractual, 3 Year Average
51953 Acting Chief		3,507	2,938	0	0		n/a
222-51100 Disp. Salaries FT		199,782	260,655	301,007	533,087	77.1%	Contractual
222-51110 Salaries Part-Time			9,465	29,002	45,144	55.7%	Contractual
222-51300 Disp. Salaries Overtime		32,907	22,833	23,540	92,930	294.8%	Avg. Contractual Increase in OT rates
222-51410 Disp. Holiday Pay		11,097	13,673	17,169	30,830	79.6%	Contractual
222-51430 Disp. Shift Differential		5,901	6,257	7,610	13,254	74.2%	Contractual
222-51440 Disp. Education Incentive		1,085	1,692	2,000	7,000	250.0%	Contractual, Remillard Anticipates Bachelors
222-51450 Disp. Longevity		1,250	1,450	1,450	1,450	0.0%	Contractual
222-51900 Tuition Reimbursement					5,000		Contractual, Not previously budgeted
222-51951 Lead Dispatcher			3,125	3,900	4,550	16.7%	Contractual
Salaries and Wages Totals	**2,152,198**	**2,334,704**	**2,289,043**	**2,655,398**	**3,261,657**	**22.8%**	
52540 Computer Software Service	25,128	19,825	19,751	22,372	24,175	8.1%	IMC (est. $1,803 increase)
52560 Radio Repair & Maintenance	3,140	1,404	2,563	2,980	2,980	0.0%	
52730 Taser Rental Leases		10,603	0	0	0		Funded by capital
53000 Medical, Prof & Technical	5,060	5,084	4,996	4,452	4,844	8.8%	3 Year Average (Increase in Cost of Psych Evaluations)
222-53000 Disp. Medical, Prof.					4,050		**New Hire Physicals/Psych Evals (2 PT + 4 New Dispatchers)**
53070 Employee Training, Meetings	8,510	12,662	10,830	15,000	19,800	32.0%	$900 per officer (POST training requirements, IN-SERVICE), **2 New Positions**
222-53070 Disp. Employee Training					3,765		**E911 Training, EMD Recert, CPR Recert, CPR Training, APCO EMD**
53410 Data Process lines	3,360	3,365	4,086	3,480	3,644	4.7%	3 Year Average
53420 Postage	589	619	573	610	610	0.0%	
53880 Misc Contracted Services	21,177	21,109	26,226	27,565	22,912	-16.9%	$540 MPAC increase, Subtracted out Signet
222-53880 Disp. Contracted Services					13,427		**Signet - was previously split with FD ($11,425), Recorder Warranty ($2,002)**
54200 Stationery paper,forms	3,646	4,810	4,603	4,000	4,471	11.8%	3 Year Average
54220 Other Supplies	1,553	2,115	3,422	2,000	2,512	25.6%	3 Year Average
54820 Vehicle Supplies	6,625	6,425	7,826	6,318	6,856	8.5%	3 Year Average
54850 Vehicle Maintenance,repairs	12,727	9,424	12,861	15,000	15,000	0.0%	
54900 Food Service & Supplies	1,391	733	1,139	1,041	1,041	0.0%	
55000 Medical Supplies	1,409	2,099	1,340	1,702	1,714	0.7%	3 Year Average
55820 Ammunition	12,247	11,739	13,866	12,000	12,535	4.5%	3 Year Average
55830 Subscriptions	913	914	941	2,420	2,768	14.4%	iStock ($348)
55850 Uniforms	29,664	25,664	25,705	27,892	27,167	-2.6%	**2 New Positions ($950 each), Deducted 5 Dispatchers @$525 each**
222-55850 Uniforms					5,125		**(9) Dispatchers and (2) PT New Hires**
57100 In State Travel	218	1,348	1,825	1,200	2,500	108.3%	Accrediation Conference
57200 Out-of-State Travel	0	0	0	1,543	1,543	0.0%	
57300 Dues & Memberships,other	2,770	2,389	2,723	2,610	3,360	28.7%	Increase in Annual Dues
Operating Expense Totals	**140,127**	**142,331**	**145,275**	**154,185**	**186,799**	**21.2%**	
58500 New Equipment	4,040	4,296	28,672	4,112	4,523	10.0%	Cost Increase
58700 Replacement Equipment	5,126	4,100	23,633	4,442	4,886	10.0%	Cost Increase
Equipment Totals	**9,166**	**8,396**	**52,304**	**8,554**	**9,409**	**10.0%**	
TOTAL POLICE DEPARTMENT	**2,301,491**	**2,485,431**	**2,486,622**	**2,818,137**	**3,457,865**	**22.7%**	

DISPATCH BUDGET	BUDGET	REQUEST
Salaries and Wages	**FY2024**	**FY2025**
222-51100 Disp. Salaries FT	301,007	533,087
222-51110 Salaries Part-Time	29,002	45,144
222-51300 Disp. Salaries Overtime	23,540	92,930
222-51410 Disp. Holiday Pay	17,169	30,830
222-51430 Disp. Shift Differential	7,610	13,254
222-51440 Disp. Education Incentive	2,000	7,000
222-51450 Disp. Longevity	1,450	1,450
222-51900 Tuition Reimbursement	0	5,000
222-51951 Lead Dispatcher	3,900	4,550
	385,678	**733,245**

Operating Expenses	FY2024	FY2025
222-53000 Disp. Medical, Prof.	0	4,050
222-53070 Disp. Employee Training	0	3,765
222-53800 Disp. Contracted Services	0	13,427
222-55850 Uniforms	0	5,125
		26,367

DISPATCH TOTAL	**759,612**

												8 HRS	112.00						
		FY24 SAP/MA COP	FY24	FY24 Rate	FY25 SAP/MA COP	FY25	FY25 Rate	Weekly Salary	Weeks (52.2)		FY25 Salary	Firearms	Holiday	Shift Dif.	Ed. Incentive	Longevity	Sp. Pay	Defib.	TOTAL
1	**Chief Newell**	Contract	7/1/23-6/30/24	79.00	Contract	7/1/24-6/30/25	82.16	3,286.40	52.2	171,550	**171,550**		3,286						**174,836**
2	**Lt. McCarthy**	Grade 8	7/1/23-6/30/24	50.84	Grade 8 - Step 6	7/1/24-6/30/25	53.16	2,126.40	52.2	110,998	**110,998**				27,750	700		500	**139,948**
3	**(LIENTENANT - NEW POSITION)**				Grade 8 - Step 1	7/1/24-6/30/25	48.15	1,926.00	52.2	100,537	**100,537**				20,107			500	**121,145**
4	**Sgt. Tim Slatkavitz**	PS-8 PA	7/1/23-6/30/24	39.32	PS-8 PA	7/1/24-6/30/25	40.49	1,619.60	52.2	84,543	**84,543**	324	4,535	-	15,171	1,000		500	**106,073**
5	**Sgt. James Deluca**	PS-8 PA	7/1/23-6/30/24	39.32	PS-8 PA	7/1/24-6/30/25	40.49	1,619.60	52.2	84,543	**84,543**	324	4,535	976	8,454	800		500	**100,132**
6	**Sgt. Michael Whelan**	PS-8 Step 8	7/1/23-1/7/24	38.17															
		PS-8 PA	1/8/24-6/30/24	39.32	PS-8 PA	7/1/24-6/30/25	40.49	1,619.60	52.2	84,543	**84,543**	324	4,535	-	16,909	600		500	**107,411**
7	**Sgt. Stephen Neivert**	Detective	7/1/23-9/4/23	35.46	PS-8 Step 5	7/1/24-9/4/24	36.33	1,453.20	9.0	13,079									
		PS-8 Step 5	9/5/23-6/30/24	35.62	PS-8 Step 6	9/5/24-6/30/25	37.05	1,482.00	43.2	64,022	**77,101**	296	4,150	1,968	15,420	600		500	**100,035**
8	**Sgt. Thomas Rock**	PS-7 PA	7/1/23-10/23/23	33.77	PS-8 Step 5	7/21/24-10/23/24	36.33	1,453.20	16.0	23,251									
		PS-8 Step 5	10/24/23-6/30/24	35.62	PS-8 Step 6	10/24/24-6/30/25	37.05	1,482.00	36.2	53,648	**76,900**	296	4,150	2,460	15,380	600		500	**100,286**
9	**Off. Keith Nichols**	(+Investigator 5%)		1.69															
		PS-7 PA	7/1/23-9/10/23	33.77															
		Detective	9/11/23-6/30/24	35.46	Detective	7/1/24-6/30/25	36.52	1,460.80	52.2	76,254	**76,254**	292	4,090	976	19,063	700		500	**101,876**
10	**Off. William Woodford**	PS-7 PA	7/1/23-6/30/24	33.77	PS-7 PA	7/1/24-6/30/25	34.78	1,391.20	52.2	72,621	**72,621**	278	3,895	-	18,155	600		500	**96,049**
11	**Off. James Gallagher**				(+Investigator 5%)	7/1/24-6/30/25	1.74	69.56											
		PS-7 PA	7/1/23-6/30/24	33.77	PS-7 PA	7/1/24-6/30/25	34.78	1,391.20	52.2	76,252	**76,252**	278	3,895	-	7,625	600	1,572	500	**90,722**
12	**Off. Cameron Chapski**	PS-7 Step 5	7/1/23-7/2/23	30.59	PS-7 Step 6	7/1/24-7/2/24	31.83	1,273.20											
		PS-7 Step 6	7/3/23-6/30/24	31.20	PS-7 Step 7	7/3/24-6/30/25	32.46	1,298.40	52.2	67,776	**67,776**	260	3,636	1,968	6,778	600	1,572	500	**83,089**
13	**Off. Austin Chapski**	PS-7 Step 4	7/1/23-2/14/24	29.41	PS-7 Step 5	7/1/24-2/14/25	31.20	1,248.00	31.0	38,688									
		PS-7 Step 5	2/15/24-6/30/24	30.59	PS-7 Step 6	2/15/25-6/30/25	31.83	1,273.20	21.2	26,992	**65,680**	255	3,565	2,206	13,136	400		500	**85,741**
14	**Off. Jeff Norton**	PS-7 Step 3	7/1/23-7/31/23	28.22	PS-7 Step 4	7/1/24-7/31/24	30.00	1,200.00	4.0	4,800									
		PS-7 Step 4	8/1/23-6/30/24	29.41	PS-7 Step 5	8/1/24-6/30/25	31.20	1,248.00	48.2	60,154	**64,954**	250	3,494	2,206	12,991	400	1,572	500	**86,366**
15	**Off. Tyler Lu**	PS-7 Step 2	7/1/23-7/2/23	27.04	PS-7 Step 3	7/1/24-7/2/24	28.78	1,151.20											
		PS-7 Step 3	7/3/23-6/30/24	28.22	PS-7 Step 4	7/3/24-6/30/25	30.00	1,200.00	52.2	62,640	**62,640**	240	3,360	2,206	15,660			500	**84,606**
16	**Off. Luke Soccorso**	PS-7 Step 2	7/1/23-8/18/23	27.04	PS-7 Step 3	7/1/24-8/18/24	28.78	1,151.20	7.0	8,058									
		PS-7 Step 3	8/19/23-6/30/24	28.22	PS-7 Step 4	8/19/24-6/30/25	30.00	1,200.00	45.2	54,240	**62,298**	240	3,360	1,968	12,460			500	**80,826**
17	**Off. Julia Fontana**	PS-7 Step 2	7/1/23-10/22/23	27.04	PS-7 Step 3	7/1/24-10/22/24	28.78	1,151.20	16.0	18,419									
		PS-7 Step 3	10/23/23-6/30/24	28.22	PS-7 Step 4	10/23/24-6/30/25	30.00	1,200.00	36.2	43,440	**61,859**	240	3,360	1,968	12,372		1,572	500	**81,871**
18	**Off. Riley Brown**	PS-7 Step 2	7/1/23-5/26/24	27.04	PS-7 Step 3	7/1/23-5/26/24	28.78	1,151.20	47.0	54,106									
		PS-7 Step 3	5/27/24-6/30/24	28.22	PS-7 Step 4	5/27/25-6/30/25	30.00	1,200.00	5.2	6,240	**60,346**	240	3,360	2,460	12,069			500	**78,976**
19	**Off. Owen O'Brien**	PS-7 Step 1	7/1/23-3/24/24	25.85	PS-7 Step 2	7/1/24-3/24/25	27.58	1,103.20	37.0	40,818									
		PS-7 Step 2	3/25/24-6/30/24	27.04	PS-7 Step 3	3/25/25-6/30/25	28.78	1,151.20	15.2	17,498	**58,317**	230	3,223	2,460	11,663			500	**76,394**
20	**Off. Frank Urbani**	PS-7 Step 5	7/13/23-6/30/24	30.59	PS-7 Step 5	7/1/24-7/12/24	31.20	1,248.00	1.0	1,248									
					PS-7 Step 6	7/13/24-6/30/25	31.83	1,273.20	51.2	65,188	**66,436**	255	3,565	2,460				500	**73,215**
21	**(NEW HIRE)** **Off. Theo Davis**				PS-7 Step 2	7/1/24-6/30/25	27.58	1,103.20	52.2	57,587	**57,587**	221	3,089	2,460	11,517			500	**75,374**
22	**(NEW HIRE)**				PS-7 Step 2	7/1/24-6/30/25	27.58	1,103.20	52.2	57,587	**57,587**	221	3,089	2,460	11,517			500	**75,374**
23	**(NEW POSITION)**				PS-7 Step 2	7/1/24-6/30/25	27.58	1,103.20	52.2	57,587	**57,587**	221	3,089	2,460	11,517			500	**75,374**
	Bus. Adm. Cindy McLeod	Grade 6	7/1/23-6/30/24	35.39	Grade 6	7/1/24-6/30/25	36.89	1,475.60	52.2	77,026	**77,026**					600			**77,626**
											1,835,935	**5,284**	**77,261**	**33,662**	**295,716**	**8,200**	**6,288**	**11,000**	**2,273,347**
1	**Comm. Off. David Maida**	MA COP Step 7	7/1/23-6/30/24	31.56	MA COP Step 7	7/1/24-6/30/25	32.04	1,281.60	52.2	66,900	**66,900**		3,588		500	850			**71,838**
2	**Comm. Off. Kyle DeVincent**	MA COP Step 7	7/1/23-6/30/24	31.56	MA COP Step 7	7/1/24-6/30/25	32.04	1,281.60	52.2	66,900	**66,900**		3,588		500	600	4,550		**76,138**
3	**Comm. Off. Stephanie Fontaine**	MA COP Step 4	7/1/23-6/30/24	27.26	MA COP Step 5	7/1/24-6/30/25	29.06	1,162.40	52.2	60,677	**60,677**		3,255		-				**63,932**
4	**Comm. Off. Brittney Remillard**	MA COP Step 4	7/1/23-6/30/24	27.26	MA COP Step 5	7/1/24-6/30/25	29.06	1,162.40	52.2	60,677	**60,677**		3,255	1,968	1,000				**66,900**
5	**Comm. Off. Christina Stapleton**	MA COP Step 3	1/26/23-6/30/24	25.97	MA COP Step 4	7/1/24-6/30/25	27.67	1,106.80	52.2	57,775	**57,775**		3,099	1,968	1,000				**63,842**
6	**Comm. Off. #1 (NEW POSITION)**				MA COP Step 3	7/1/24-6/30/25	26.36	1,054.40	52.2	55,040	**55,040**		2,952	1,968	1,000				**60,960**
7	**Comm. Off. #2 (NEW POSITION)**				MA COP Step 3	7/1/24-6/30/25	26.36	1,054.40	52.2	55,040	**55,040**		2,952	2,450	1,000				**61,442**
8	**Comm. Off. #3 (NEW POSITION)**				MA COP Step 3	7/1/24-6/30/25	26.36	1,054.40	52.2	55,040	**55,040**		2,952	2,450	1,000				**61,442**
9	**Comm. Off. #4 (NEW POSITION)**				MA COP Step 3	7/1/24-6/30/25	26.36	1,054.40	52.2	55,040	**55,040**		2,952	2,450	1,000				**61,442**
											533,087	**-**	**28,595**	**13,254**	**7,000**	**1,450**	**4,550**	**-**	**587,936**
										FULL TIME	1,835,935	5,284	77,261	33,662	295,716	8,200	6,288	11,000	**2,273,347**
										DISPATCH	533,087	-	28,595	13,254	7,000	1,450	4,550	-	**587,936**
										TOTAL	**2,369,023**	**5,284**	**105,856**	**46,916**	**302,716**	**9,650**	**10,838**	**11,000**	**2,861,283**

Tuition Reimbursement (Officers)	**15,000**
Tuition Reimbursement (Dispatchers)	**5,000**
Overtime (Officers)	**221,348**
Overtime (Dispatch) includes 32 HRS of annual training for each dispatcher ($12,255) and Accrued Time Coverage for 4 NEW positions ($31,317) and 5 existing positions ($49,358)	**92,930**
Officer In Charge	**2,069**
Court Pay	**9,431**
Part Time Dispatch includes $16,142 to train 2 new PT dispatchers at 350 HRS each (Grade A3, Step 1, $23.06/HR)	**45,144**
Vacation Buyback	**3,286**
Extra Pay to Work on Holidays (Officers)	**3,932**
Extra Pay to Work on Holidays (Dispatchers)	**2,235**
G/T	**3,261,657**

Fiscal Year 2025 Dept. 220 Fire/EMS/Rescue	FY 2023 PROPOSED	FY 2023 Rev 10_22	FY 2023 ACTUAL	FY 2024 PROPOSED	FY 2024 ACTUAL	FY 2025 PROPOSED	FY 2025 ACTUAL	Diff $	Inc %	% of Budget	Notes
51100 Salaries & Wages Permanent	$1,665,745	$1,665,745	$1,655,390	$1,759,880		$1,817,739		$57,860	3.3%	68.8%	Mid Point A4 SAP - 3rd Yr of Contract
51110 Salaries Part-Time	$15,000	$15,000	$8,105	$15,600		$12,000		($3,600)	-23.1%	0.5%	
51300 Overtime	$273,500	$273,500	$313,348	$281,705		$313,000		$31,295	11.1%	11.9%	Based on FY23 Actual
51310 Overtime to Cover Training	$10,000	$10,000	$11,062	$10,000		$10,000		$0	0.0%	0.4%	
51410 Holiday Pay	$22,000	$24,000	$17,728	$24,000		$20,000		($4,000)	-16.7%	0.8%	Based on FY23 Actual
51440 Education Incentive	$6,700	$6,700	$4,700	$6,600		$6,600		$0	0.0%	0.2%	
51450 Longevity	$11,000	$11,000	$10,000	$10,400		$11,000		$600	5.8%	0.4%	
51530 Standard Holidays	$0	$0	$0	$0		$0		$0	0.0%	0.0%	
51900 Tuition Reimbursement	$10,000	$10,000	$8,470	$16,000		$16,000		$0	0.0%	0.6%	Half Paramedic Tuition
51950 Stipends	$129,750	$132,000	$117,047	$116,250		$123,750		$7,500	6.5%	4.7%	2 Paramedics
51953 On-Call Stipends			$975			$900					Contract
51960 EMT Recertification Fees	$2,500	$2,500	$764	$3,000		$3,000		$0	0.0%	0.1%	
51000-51990 Salaries and Wages	**$2,146,195**	**$2,150,445**	**$2,147,589**	**$2,243,435**		**$2,333,989**		$90,555	4.0%	88.4%	
52300 Non-Energy Utilities - Water	$0	$0		$0		$0		$0	0.0%	0.0%	
52420 Vehicle Maintenance & Repair	$47,000	$47,000	$34,445	$50,000		$45,000		($5,000)	-10.0%	1.7%	Based on FY23 Actual
52470 Medical Equip. Repair Maint.	$7,000	$7,000	$8,680	$7,000		$9,500		$2,500	35.7%	0.4%	Inc in Stryker
52540 Computer Repairs & Maintenance	$0	$0		$0		$0		$0	0.0%	0.0%	
52545 Comp Software and Support	$10,000	$10,000	$10,438	$11,800		$12,000		$200	1.7%	0.5%	
52560 Radio repair Maintenance	$22,000	$22,000	$29,882	$22,000		$22,000		$0	0.0%	0.8%	
52590 Fire Rescue Repair Maintenance	$15,000	$15,000	$17,193	$17,000		$17,000		$0	0.0%	0.6%	
53000 Medical, Professional & Technical	$1,500	$1,500	$0	$1,500		$1,800		$300	20.0%	0.1%	HandTevy Inc
53070 Employee Training Seminars	$9,000	$9,000	$5,978	$9,000		$9,000		$0	0.0%	0.3%	
53100 Advertising	$500	$500	$0	$500		$500		$0	0.0%	0.0%	
53120 Public Safety Prof. & Technical	$1,700	$1,700	$2,649	$1,700		$2,000		$300	17.6%	0.1%	
53410 Data Process line, Communications	$0	$0								0.0%	
53430 Wireless Phones	$4,500	$4,500	$4,538	$4,635		$5,000		$365	7.9%	0.2%	
53440 Printing	$0	$0	$0	$0		$0		$0	0.0%	0.0%	
53805 Amb Billing Service Fee	$30,000	$30,000	$25,323	$30,000		$30,000		$0	0.0%	1.1%	
53875 Accred & Credentialing	$1,000	$1,000	$0	$1,000		$1,000		$0	0.0%	0.0%	
53880 Contracted Services	$21,000	$21,000	$16,217	$27,700		$37,500		$9,800	35.4%	1.4%	Signet Increase of 10%, PPE Cleaning Service
54220 Other Office Supplies	$3,000	$3,000	$2,471	$3,000		$3,000		$0	0.0%	0.1%	
54225 Other Facility Supplies	$1,000	$1,000	$914	$1,000		$1,000		$0	0.0%	0.0%	
54228 Other Training Supplies	$1,000	$1,000	$0	$1,000		$1,000		$0	0.0%	0.0%	
54510 Bedding & Linen Custodial Supplies	$750	$750	$600	$3,450		$3,000		($450)	-13.0%	0.1%	
54820 Batteries, Vehicular Supplies	$0	$0		$0		$0				0.0%	
54830 Tires, Vehicular Supplies	$0	$0		$0		$0				0.0%	
52840 Motor Oil Lube, Vehicle Supplies	$0	$0		$0		$0				0.0%	
54850 Parts, Accessories, Vehicle Supplies	$7,000	$7,000	$6,804	$7,210		$7,210		$0	0.0%	0.3%	
54900 Food & Food Service Supplies	$750	$750	$691	$750		$750		$0	0.0%	0.0%	
55000 Medical & Surgical Supplies	$26,000	$26,000	$22,720	$26,780		$30,000		$3,220	12.0%	1.1%	Expected Inc
55800 Firefighting Other Supplies	$6,000	$6,000	$5,837	$6,180		$6,180		$0	0.0%	0.2%	
55830 Magazines, Other Supplies	$500	$500	$0	$500		$500		$0	0.0%	0.0%	
55850 Uniforms, Other Supplies	$10,000	$17,659	$19,247	$17,000		$19,000		$2,000	11.8%	0.7%	
55855 Uniform Allowance Reimb.	$25,200	$27,500	$22,876	$27,500		$26,000		($1,500)	-5.5%	1.0%	
57100 In-State Travel	$100	$100	$7	$100		$100		$0	0.0%	0.0%	
57200 Out of State Travel	$0	$0	$0	$5,000		$5,000		$0	0.0%	0.2%	
57300 Dues & Memberships	$6,000	$6,000	$5,654	$6,000		$6,000		$0	0.0%	0.2%	
58700 Replacement Equipment	$6,000	$6,000	$2,908	$6,000		$6,000		$0	0.0%	0.2%	
52000-58990 Other Charges and Expenses	**$263,500**	**$273,459**	**$246,072**	**$295,305**		**$307,040**		$11,735	4.0%	11.6%	
TOTAL FIRE/EMS/RESCUE	**$2,409,695**	**$2,423,904**	**$2,393,661**	**$2,538,740**		**$2,641,029**		$102,290	4.0%	100.0%	

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FISCAL YEAR 2025 291 Emergency Management	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2025 REQUEST	PERCENT (+) or (-)	Notes
51110 Part-time salaries	453	926	1,744	5,000	3,000	-40.0%	Change in EM Coordinator
51950 Stipends	2,000	2,000	2,000	2,000	2,000	0.0%	
51000-51990 Salaries and Wages	**2,453**	**2,926**	**3,744**	**7,000**	**5,000**	**-28.6%**	
53880 Misc. Contracted Services	5,270	5,270	5,665	6,000	6,500	8.3%	Code Red Increase
54220 Other Office Supplies	337	462	358	500	500	0.0%	
54800 CERT and MRC					3,000		Update and Maintain Supplies, Equipment, PPE
54850 Parts and Vehicle Supplies	1,402	1,000	1,000	1,000	1,000	0.0%	
54900 Food Service Supplies	0	115	0	0	0	0.0%	
57300 Dues & Memberships	55	55	0	60	60	0.0%	
52000-58990 Other Charges and Exp.	**7,064**	**6,902**	**7,023**	**7,560**	**11,060**	**46.3%**	
TOTAL EMERGENCY MANAGEMENT	**9,517**	**9,828**	**10,767**	**14,560**	**16,060**	**10.3%**	
Please describe any changes in amounts to line items & Misc Line Item							
11_21_23							

2/12/24 1:17 PM	TOWN OF SOUTHBOROUGH BUDGET REQUEST FY 25 (No *TAX BASE DPW BUDGET*				
BUDGET NUMBER AND NAME	**FY 2021**	**FY 2022**	**FY2023**	**FY2024**	**FY2025**
400 - PUBLIC WORKS (NON-WATER)	**ACTUAL**	**ACTUAL**	**ACTUAL**	**BUDGET**	**REQUEST**
51000-51990 Personal Services					
51100 Salaries & Wages Permanent	746,765	801,430	764,949	854,595	905,726
51200 Salaries & Wages Temporary	4,741	5,367	29,310	22,499	22,500
51300 Overtime	111,036	44,208	64,392	58,440	56,898
51300 Overtime Snow & Ice	0	64,722	46,565	94,027	96,858
51450 Longevity	6,950	8,200	9,200	9,400	9,000
51460 Deferred Comp/INS		0	2,161	2,530	2,503
51470 Stand By	21,200	20,800	21,840	20,800	21,924
51520 FMLA	359	682	0	0	0
51590 Bereavement Leave	0	727	0	0	0
51950 Stipends	25,550	25,192	26,346	25,950	25,750

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TOWN OF SOUTHBOROUGH BUDGET REQUEST FY 24 (Water)

LEVEL SERVICE WATER BUDGET

BUDGET NUMBER AND NAME 400 - 450 WATER - PUBLIC WORKS	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2025 REQUEST	PERCENT (+) or (-)
51000-51990 Personal Services						
51100 Salaries & Wages Permanent	292,449	271,546	270,579	334,449	370,036	11%
51300 Overtime	23,684	12,340	25,120	28,310	27,840	-2%
51450 Longevity	3,100	2,400	3,300	3,000	3,000	0%
51460 Deferred Comp./INS.	0	0	1,441	1,687	1,669	-1%
51470 Stand By	29,150	28,600	26,640	29,120	30,314	4%
51950 Stipends	4,970	5,068	3,274	2,550	2,300	-10%
51000-51990 Total Personal Services	353,353	319,954	330,353	399,116	**435,159**	9%
52000-58990 Other Charges & Expenses						
52100 Electricity	101,829	106,240	115,505	108,000	121,281	12%
52110 Heat	7,991	6,328	5,598	6,000	6,000	0%
52400 Building Maintenance	2,603	3,108	2,773	5,500	5,500	0%
52420 Equipment Repair Vehicle	2,110	135	2,028	1,000	1,000	0%
52440 Meter Repairs	190	0	0	100	100	0%
52480 Pumping Station Repairs	4,774	4,038	8,491	4,500	4,500	0%
52500 Equipment Repairs Construction	459	0	0	500	500	0%
52540 Software & Licenses	6,475	3,851	4,845	4,500	5,000	11%
52840 Equipment Rental	147	123	148	1,500	1,500	0%
53000 Medical and Dental	234	224	151	100	100	0%
53050 Engineering Services	1,283	100,423	67,020	100,000	100,000	0%
53070 Employee Training	1,009	1,816	2,410	10,200	10,200	0%
53100 Legal Notices	128	1,457	2,887	500	500	0%
53400 Telephone	72	61	5	200	200	0%
53410 Data Processing Lines	2,398	3,219	3,179	3,500	3,500	0%
53420 Postage	4,436	6,418	7,468	6,500	6,500	0%
53430 Wireless Communications	1,095	954	689	1,200	1,200	0%
53880 Other Purchased Services	79,559	102,759	122,355	75,000	75,000	0%
54220 Office Supplies Stationary	359	233	309	500	500	0%
54800 Gasoline	9,000	9,099	10,000	10,000	10,000	0%
54820 Batteries	97	578	606	250	250	0%
54830 Tires	519	0	0	250	250	0%
54850 Parts	5,109	1,054	2,966	2,000	2,000	0%
55340 Gravel, Stone & Fill	4,152	2,545	2,227	3,000	3,000	0%
55370 Bituminous Concrete	371	815	253	3,000	3,000	0%
55410 Small Tools	2,918	4,046	4,092	5,500	5,500	0%
55420 Service Supplies	6,127	6,469	9,296	7,500	7,500	0%
55430 Water Main & Fittings	9,981	6,398	1,411	5,000	5,000	0%
55440 Meters	19,645	19,652	19,774	20,000	20,000	0%
55450 Service Connections	4,711	21,259	22,225	20,000	20,000	0%
55460 Hydrant Repairs	227	25,348	17,619	12,000	12,000	0%
55850 Personal Protective Equipment	2,481	2,791	1,870	3,500	3,500	0%
55870 Subscriptions News	0	0	0	150	150	0%
56940 Purchase Water	1,006,218	1,236,176	987,727	1,200,000	1,200,000	0%
57300 Dues	684	713	647	700	700	0%
57840 Water Reserves	14,015	0	0	35,000	35,000	0%
58500 New Equipment	5,118	2,999	404	2,000	2,000	0%
58700 Replacement Equipment	0	15,442	7,214	1,000	1,000	0%
52000-58990 Other Charge & Expense	1,308,524	1,696,771	1,434,192	1,660,150	1,673,931	1%
Total Water Budget	**1,661,877**	**2,016,725**	**1,764,545**	**2,059,266**	**2,109,089**	2%

DPW Water
Debt Service

6161-710 Retirement of Debt-Water Fund	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2025 REQUEST	PERCENT (+) or (-)
59000-59490 Debt Service						
59100 Principal Long Term Debt Water	340,000	344,408	345,000	342,000	380,000	11.1%
Total Debt Service Water Principal	**340,000**	**344,408**	**345,000**	**342,000**	**380,000**	**11.1%**

6161-751 Interest on Debt-Water Fund	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2025 REQUEST	PERCENT (+) or (-)
59000-59490 Debt Service						
59150 Interest Long Term Debt Water	117,490	111,526	97,890	82,515	102,028	23.6%
59250 Interest on Notes	25,000	0	0	35,819	0	-100.0%
57880 Bond Issue Expense	0	0	0	0	0	0.0%
Total Debt Service Water Interest	**142,490**	**111,526**	**97,890**	**118,334**	**102,028**	**-13.8%**
TOTAL DEBT & INTEREST	**482,490**	**455,934**	**442,890**	**460,334**	**482,028**	**4.7%**

DPW Water Enterprise
Lease Payments

6161 Lease Debt-Water Fund	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2025 REQUEST	PERCENT (+) or (-)
59000-59490 Debt Service						
LEASE: DPW DIESEL YEAR 4 OF 7	-	10,622	10,708	10,622	10,622	0.0%
LEASE: DPW HOOK TRUCK YEAR 4 OF 7	0	9,104	9,178	9,105	9,105	0.0%
TOTAL LEASE	**-**	**19,726**	**19,886**	**19,727**	**19,727**	**0.0%**
TOTAL LEASE	**-**	**19,726**	**19,886**	**19,727**	**19,727**	**0.0%**

Water Capital

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2025 REQUEST	PERCENT (+) or (-)
MINI EXCAVATOR	-	-	20,000	-	-	
PICK UP TRUCK - WATER PORTION				15,000	0	
Total Capital	**-**	**-**	**20,000**	**15,000**	**-**	**-100.00%**

DEBT LOAN DETAIL

Project	Authorized	Bonded	Maturity	TOTAL FY25
Water System Improvements	297,763	09/17/2020	09/01/2026	45,150
Water Main Replacement	3,600,000	05/22/2015	05/15/2035	237,915
Water Mains	720,000	06/06/2019	06/01/2025	126,000
Water Mains	730,000	10/11/2023	10/01/2043	72,963

DEPT.: PUBLIC WORKS AGGREGATE	FULL TIME SALARIES							FY 2025		6/30/2025	
	Position	Date Hired	Ann. Date	Years of Sevice	Grade	Hours	Rate	No. wks.	51100 Salary	51300 Overtime	51450 Longevity	TOTAL
SALARY ADMINISTRATION												
CUNDIFF	SUPERINTENDENT	7/24/2023	7/1	1.94	Contract	40	66.85	52.0	139,050	0	0	139,050
	TOWN ENGINEER					40	38.31	52.2	**80,000**	0	0	**80,000**
RICE	BUS ADMIN II	1/11/2016	2/6	9.47	5	40	34.88	52.2	72,826	628	400	73,854
J. JOHNSON	BUS ADMIN I	1/2/1997	1/2	28.51	4	40	33.64	52.2	70,238	606	1,000	71,844
AFSCME												
CIBELLI	DIV. SUPER.	11/2/1988	10/22	36.68	6-8	40	37.97	16.0	24,301	17,800	1,800	43,900
					6-9	40	38.73	10.1	15,647			15,647
					6-9	40	39.12	26.1	40,841			40,841
MOONEY	EQ.OP. III	3/1/1990	9/1	35.36	5-8	40	35.75	8.7	12,441	17,347	1,800	31,588
					5-9	40	36.46	17.4	25,376			25,376
					5-9	40	36.83	26.1	38,451			38,451
WHEELER	TRUCK DRIVER	10/10/2023	4/10	1.72	2-3	40	26.02	26.1	27,165	12,092	0	39,256
					2-3	40	26.28	14.2	14,927			14,927
					2-4	40	26.93	11.9	12,819			12,819
REMILLARD	EQ.OP. I	6/9/2004	12/9	21.07	4-8	40	33.60	26.1	35,078	16,698	1,100	52,877
					4-8	40	33.94	26.1	35,433			35,433
MURRAY	TRUCK DRIVER	3/23/2023	9/23	2.27	2-5	40	27.20	11.9	12,947	9,877	0	22,824
					2-6	40	27.74	14.2	15,756			15,756
					2-6	40	28.02	26.1	29,253			29,253
COLLINS	TR.STA.OPER.	9/18/2015	3/18	9.79	4-8	40	33.60	26.1	35,078	6,015	500	41,594
					4-8	40	33.94	10.9	14,798			14,798
					4-9	40	34.67	15.2	21,079			21,079
GILLENEY	EQ.OP. II	8/16/1989	7/1	35.90	4-9	40	34.27	26.1	35,778	6,847	1,800	44,425
					4-9	40	34.67	26.1	36,195			36,195
P.HARDING	DIV. SUPER.	10/25/2005	7/1	19.69	6-9	40	38.73	26.1	40,434	16,587	900	57,921
					6-9	40	39.12	26.1	40,841			40,841
ASPESI	WATER SPECIALIST	6/1/2004	7/1	21.09	4-9	40	34.27	26.1	35,778	13,567	1,100	50,445
					4-9	40	34.61	26.1	36,133			36,133
SLAMIN	EQ. OP. I	3/23/2023	9/23	2.27	3-5	40	30.20	11.9	14,375	14,653	0	29,028
					3-6	40	30.80	14.2	17,494			17,494
					3-6	40	31.11	26.1	32,479			32,479
LEROY	DIV. SUPER.	3/8/2001	12/1	24.33	6-8	40	37.97	21.8	33,110	20,274	1,100	54,484
					6-9	40	38.73	4.3	6,662			6,662
					6-9	40	39.12	26.1	40,841			40,841
CHARBONNEAU	GROUNDSKEEPER	4/20/2021	10/20	4.20	4-4	40	31.04	15.7	19,493	14,055	0	33,548
					4-5	40	31.66	10.4	13,171			13,171
					4-5	40	31.98	26.1	33,387			33,387
NORTON	MECHANIC	1/2/2019	10/10	6.50	4-4	40	31.04	14.3	17,755	14,551	500	32,806
					4-5	40	31.66	11.8	14,944			14,944
					4-5	40	31.98	26.1	33,387			33,387
Total									1,275,762	181,596	12,000	1,469,358
												1,469,358.37

DEPT.: PUBLIC WORKS AGGREGATE	TEMPORARY SALARIES							FY 2025			
	Position	Date Hired			Grade	Hours	Rate	No. wks.	5110 Salary		TOTAL
	Co-Op Mechanic					0	15.00	20.0	-		0
	Co-Op Grounds					0	15.00	20.0	-		0
	SEAS. LAB. 2 Co-Op Grounds					60	15.00	12.5	11,250		11,250
	SEAS. LAB. 2 Co-Op Mech					60	15.00	12.5	11,250		11,250
Total											22,500
GRAND TOTAL										Grand Total	1,491,858

DEPT.: PUBLIC WORKS WATER		FULL TIME SALARIES							FY 2025		6/30/2025	
	Position	Date Hired	Ann. Date	Years of Sevice	Grade	Hours	Rate	No. wks.	51100 Salary	51300 Overtime	51450 Longevity	TOTAL
SALARY ADMINISTRATION												
CUNDIFF	SUPERINTENDENT	7/24/2023	7/1	1.94	Contract	16	66.85	52.0	55,620	0		55,620
	TOWN ENGINEER					16	38.31	52.2	32,000	0	0	32,000
RICE	BUS ADMIN II	1/11/2016	2/6	9.47	5	16	34.88	52.2	29,130	0		29,130
J. JOHNSON	BUS ADMIN I	1/2/1997	1/2	28.51	4	24	33.64	52.2	42,143	0	1,000	43,143
AFSCME												
CIBELLI	DIV. SUPER.	11/2/1988	10/22	36.68	6-8		37.97	16.0	0			0
					6-9		38.73	10.1	0			0
					6-9		39.12	26.1	0	2,112		2,112
MOONEY	EQ.OP. III	3/1/1990	9/1	35.36	5-8		35.75	8.7	0			0
					5-9		36.46	17.4	0			0
					5-9		36.83	26.1	0	1,989		1,989
WHEELER	TRUCK DRIVER	10/10/2023	4/10	1.72	2-3	40	26.02	26.1	0			0
					2-3	40	26.28	14.2	0			
					2-4	40	26.93	11.9	0	862		862
REMILLARD	EQ.OP. I	6/9/2004	12/9	21.07	4-8		33.60	26.1	0			0
					4-8		33.94	26.1	0	1,833		1,833
MURRAY	TRUCK DRIVER	3/23/2023	9/23	2.27	2-5	40	27.20	11.9	12,947			12,947
					2-6	40	27.74	14.2	15,756			15,756
					2-6	40	28.02	26.1	29,253	3,194		32,447
COLLINS	TR.STA.OPER.	9/18/2015	3/18	9.79	4-8		33.60	26.1	0			0
					4-8		33.94	10.9	0			0
					4-9		34.67	15.2	0	1,525		1,525
GILLENEY	EQ.OP. II	8/16/1989	7/1	35.90	4-9		34.27	26.1	0			0
					4-9		34.67	26.1	0	1,525		1,525
P.HARDING	DIV. SUPER.	10/25/2005	7/1	19.69	6-9	40	38.73	26.1	40,434		900	41,334
					6-9	40	39.12	26.1	40,841	4,616		45,457
ASPESI	WATER SPECIALIST	6/1/2004	7/1	21.09	4-9	40	34.27	26.1	35,778		1,100	36,878
					4-9	40	34.61	26.1	36,133	4,084		40,217
SLAMIN	EQ. OP. I	3/23/2023	9/23	2.27	3-5		30.20	11.9	0			0
					3-6		30.80	14.2	0			0
					3-6		31.11	26.1	0	1,680		1,680
LEROY	DIV. SUPER.	3/8/2001	12/1	24.33	6-8		37.97	21.8	0	0		0
					6-9		38.73	4.3	0			0
					6-9		39.12	26.1	0	2,372		2,372
CHARBONNEAU	GROUNDSKEEPER	4/20/2021	10/20	4.20	4-4		31.04	15.7	0	0		0
					4-5		31.66	10.4	0			0
					4-5		31.98	26.1	0	1,023		1,023
NORTON	MECHANIC	1/2/2019	10/10	6.50	4-4		31.04	14.3	0	0		0
					4-5		31.66	11.8	0			0
					4-5		31.98	26.1	0	1,023		1,023
Total									370,036	27,840	3,000	400,876
												400,875.99

DEPT.: PUBLIC WORKS WATER		TEMPORARY SALARIES						FY 2025			
	Position	Date Hired			Grade	Hours	Rate	No. wks.	5110 Salary		TOTAL
	Co-Op Mechanic					0	15.00	20.0	-		0
	Co-Op Grounds					0	15.00	20.0	-		0
	SEAS. LAB. 2 Co-Op Grounds						15.00	12.5	-		0
	SEAS. LAB. 2 Co-Op Mech						15.00	12.5	-		0
Total											0
GRAND TOTAL										Grand Total	400,876

DEPT.: PUBLIC WORKS NO WATER					FULL TIME SALARIES				51100		11/10/2040	
	Position	Date Hired	Ann. Date	Years of Sevice	Grade	Hours	Rate	No. wks.	51100 Salary	51300 Overtime	51450 Longevity	TOTAL
SALARY ADMINISTRATION												
CUNDIFF	SUPERINTENDENT	7/24/2023	7/1	1.94	Contract	24	66.85	52.0	83,430	0	0	83,430
	TOWN ENGINEER					24	38.31	52.2	**48,000**	0	0	**48,000**
RICE	BUS ADMIN II	1/11/2016	2/6	9.47	5	24	34.88	52.2	43,696	628	400	44,723
J. JOHNSON	BUS ADMIN I	1/2/1997	1/2	28.51	4	16	33.64	52.2	28,095	606		28,701
AFSCME												
CIBELLI	DIV. SUPER.	11/2/1988	10/22	36.68	6-8	40	37.97	16.0	24,301		1,800	26,101
					6-9	40	38.73	10.1	15,647			15,647
					6-9	40	39.12	26.1	40,841	15,687		56,528
MOONEY	EQ.OP. III	3/1/1990	9/1	35.36	5-8	40	35.75	8.7	12,441		1,800	14,241
					5-9	40	36.46	17.4	25,376			25,376
					5-9	40	36.83	26.1	38,451	15,358		53,809
WHEELER	TRUCK DRIVER	10/10/2023	4/10	1.72	2-3	40	26.02	26.1	27,165			27,165
					2-3	40	26.28	14.2	14,927			14,927
					2-4	40	26.93	11.9	12,819	11,230		24,048
REMILLARD	EQ.OP. I	6/9/2004	12/9	21.07	4-8	40	33.60	26.1	35,078		1,100	36,178
					4-8	40	33.94	26.1	35,433	14,866		50,299
MURRAY	TRUCK DRIVER	3/23/2023	9/23	2.27	2-5		27.20	11.9				0
					2-6		27.74	14.2				0
					2-6		28.02	26.1		6,683		6,683
COLLINS	TR.STA.OPER.	9/18/2015	3/18	9.79	4-8	40	33.60	26.1	35,078		500	35,578
					4-8	40	33.94	10.9	14,798			14,798
					4-9	40	34.67	15.2	21,079	4,490		25,569
GILLENEY	EQ.OP. II	8/16/1989	7/1	35.90	4-9	40	34.27	26.1	35,778		1,800	37,578
					4-9	40	34.67	26.1	36,195	5,322		41,517
P.HARDING	DIV. SUPER.	10/25/2005	7/1	19.69	6-9		38.73	26.1	0			0
					6-9		39.12	26.1	0	11,971		11,971
ASPESI	WATER SPECIALIST	6/1/2004	7/1	21.09	4-9		34.27	26.1	0			0
					4-9		34.61	26.1	0	9,483		9,483
SLAMIN	EQ. OP. I	3/23/2023	9/23	2.27	3-5	40	30.20	11.9	14,375		0	14,375
					3-6	40	30.80	14.2	17,494			17,494
					3-6	40	31.11	26.1	32,479	12,973		45,452
LEROY	DIV. SUPER.	3/8/2001	12/1	24.33	6-8	40	37.97	21.8	33,110		1,100	34,210
					6-9	40	38.73	4.3	6,662			6,662
					6-9	40	39.12	26.1	40,841	17,901		58,743
CHARBONNEAU	GROUNDSKEEPER	4/20/2021	10/20	4.20	4-4	40	31.04	15.7	19,493		0	19,493
					4-5	40	31.66	10.4	13,171			13,171
					4-5	40	31.98	26.1	33,387	13,032		46,419
NORTON	MECHANIC	1/2/2019	10/10	6.50	4-4	40	31.04	14.3	17,755		500	18,255
					4-5	40	31.66	11.8	14,944			14,944
					4-5	40	31.98	26.1	33,387	13,528		46,915
Total									905,726	153,756	9,000	1,068,482
												1,068,482.38

DEPT.: PUBLIC WORKS NO WATER					TEMPORARY SALARIES				51100			
	Position	Date Hired			Grade	Hours	Rate	No. wks.	5110 Salary			TOTAL
	Co-Op Mechanic					0	15.00	20.0	-			0
	Co-Op Grounds					0	15.00	20.0	-			0
	SEAS. LAB. 2 Co-Op Grounds					60	15.00	12.5	11,250			11,250
	SEAS. LAB. 2 Co-Op Mech					60	15.00	12.5	11,250			11,250
Total												22,500
GRAND TOTAL											Grand Total	1,090,982

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1														ɔermits(2x6)& hw&cleanup (3x6								
2	**OVERTIME**		65 ot plow	16 dt plow								avg 15 sat fun		20 Strdy fill in (8&2), 6								
3	**5130**		45 ot sand	34 dt sand								48 ot mem day		holidays (2), 20 wkdy (2)								
4			**HIGHWAY**						**WATER**			**CEMETERY**		**TRANSFER**			**GROUNDS**		**TOTAL**			
5			**SNOW**			**NON-SNOW**																
6		Hourly Rate	1.5	2	Total OT	1.5	2	Total Non-Snow	1.5	2	Total Water	1.5	Total Cem	1.5	2	Total TS	1.5	Total Grnds	1.5	2	Overtime Cost	**DPW**
7	CIBELLI	$ 39.12	110.0	50.0	$ 10,366.80	50.0	0.0	$ 2,934.00	20.0	12.0	$ 2,112.48	24.0	$ 1,408.32	14.0	2.0	$ 978.00			218.0	64.0	$ 17,799.60	$ 4,342.32
8	MOONEY	$ 36.83	110.0	50.0	$ 9,759.95	50.0	0.0	$ 2,762.25	20.0	12.0	$ 1,988.82	24.0	$ 1,325.88	22.0	4.0	$ 1,510.03			226.0	66.0	$ 17,346.93	$ 4,088.13
9	WHEELER	$ 26.93	110.0	50.0	$ 7,136.45	50.0	0.0	$ 2,019.75	8.0	10.0	$ 861.76	10.0	$ 403.95	36.0	4.0	$ 1,669.66			214.0	64.0	$ 12,091.57	$ 2,423.70
10	REMILLARD	$ 33.94	110.0	50.0	$ 8,994.10	50.0	0.0	$ 2,545.50	20.0	12.0	$ 1,832.76	24.0	$ 1,221.84	36.0	4.0	$ 2,104.28			240.0	66.0	$ 16,698.48	$ 3,767.34
11	MURRAY	$ 28.02	65.0	50.0	$ 5,533.95	0.0	0.0	$ -	60.0	12.0	$ 3,194.28	6.0	$ 252.18	16.0	4.0	$ 896.64			147.0	66.0	$ 9,877.05	$ 252.18
12	COLLINS	$ 34.67	65.0	16.0	$ 4,489.77	0.0	0.0	$ -	16.0	10.0	$ 1,525.48					$ -			81.0	26.0	$ 6,015.25	$ -
13	GILLENEY	$ 34.67	65.0	16.0	$ 4,489.77	0.0	0.0	$ -	16.0	10.0	$ 1,525.48	16.0	$ 832.08			$ -			97.0	26.0	$ 6,847.33	$ 832.08
14	P.HARDING	$ 39.12	110.0	50.0	$ 10,366.80	0.0	0.0	$ -	60.0	14.0	$ 4,616.16	6.0	$ 352.08	16.0	4.0	$ 1,251.84			192.0	68.0	$ 16,586.88	$ 352.08
15	ASPESI	$ 34.61	110.0	50.0	$ 9,171.65	0.0	0.0	$ -	60.0	14.0	$ 4,083.98	6.0	$ 311.49			$ -			176.0	64.0	$ 13,567.12	$ 311.49
16	SLAMIN	$ 31.11	110.0	50.0	$ 8,244.15	50.0	0.0	$ 2,333.25	20.0	12.0	$ 1,679.94	24.0	$ 1,119.96	22.0	4.0	$ 1,275.51			226.0	66.0	$ 14,652.81	$ 3,453.21
17	LEROY	$ 43.93	65.0	16.0	$ 5,688.94	0.0	0.0	$ -	20.0	12.0	$ 2,372.22	44.0	$ 2,899.38	16.0	4.0	$ 1,405.76	120.0	$ 7,907.40	265.0	32.0	$ 20,273.70	$ 10,806.78
18	CHARBONNEAU	$ 31.98	65.0	16.0	$ 4,141.41	0.0	0.0	$ -	8.0	10.0	$ 1,023.36	44.0	$ 2,110.68	16.0	4.0	$ 1,023.36	120.0	$ 5,756.40	253.0	30.0	$ 14,055.21	$ 7,867.08
19	NORTON	$ 31.98	110.0	50.0	$ 8,474.70	0.0	0.0	$ -	16.0	4.0	$ 1,023.36	24.0	$ 1,151.28	16.0	4.0	$ 1,023.36	60.0	$ 2,878.20	226.0	58.0	$ 14,550.90	$ 4,029.48
20	RICE	$ 34.88									$ -			12.0		$ 627.81			12.0	0.0	$ 627.81	$ -
21	J. JOHNSON	$ 33.64									$ -			12.0		$ 605.50			12.0	0.0	$ 605.50	$ -
22	TOTAL		1205.0	514.0	96,858.43	250.0	0.0	12,594.75	344.0	144.0	27,840.08	252.0	13,389.12	234.0	38.0	14,371.75	300.0	16,542.00	2585.0	696.0	$ 181,596.13	$ 42,525.87
23																					$ 181,596.13	

Capital Planning Committee

Select Board and Advisory Update –

FY25 Capital Recommendations for 2024 Annual Town Meeting

January 6, 2024

Committee Members

- Jason Malinowski, Chair
- Joseph Palmer, Vice Chair
- Jeff Hark, Clerk
- Stephen Holland
- Tony Schoener
- Mark Purple, ex-officio
- Brian Ballantine, ex-officio

Seven Year Capital Spend Trend

	Requested	Actual	Actual	Actual	Actual	Actual	Actual
	2025	**2024**	**2023**	**2022**	**2021**	**2020**	**2019**
G/F Appropriated Capital	2,272,342	713,000	799,500	903,081	739,507	1,140,345	1,172,015
G/F Debt Service (incl. Lease)	2,108,164	1,862,444	2,981,001	3,102,985	3,332,008	3,409,370	3,451,076
Total	4,380,506	2,575,444	3,780,501	4,006,066	4,071,515	4,549,715	4,623,091
		-	-	-	-	-	-
OPERATING BUDGET	62,433,968	58,259,942	56,983,269	55,512,356	53,974,799	52,773,634	52,147,342
	7.02%	4.42%	6.63%	7.22%	7.54%	8.62%	8.87%
W/F Appropriated Capital	36,550	15,000	20,000	65,000	-	-	35,000
W/F Debt Service (incl Lease)	501,755	480,537	462,776	475,732	474,010	545,977	397,602
Total	538,305	495,537	482,776	540,800	474,010	545,977	432,602
WATER BUDGET	2,610,844	2,554,327	2,298,490	2,074,456	1,697,355	1,661,267	1,680,929
	20.62%	19.40%	22.15%	26.07%	27.93%	32.87%	25.74%

Debt/Lease Obligation Schedule

Total By Source:	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033
General Fund	3,228,313	3,012,294	1,850,615	1,977,146	1,946,503	1,857,935	1,757,538	1,692,987	1,665,544	1,627,326	1,508,001	1,491,338
CPC	154,643	150,713	196,854	278,288	270,038	261,788	253,538	245,288	237,538	229,788	223,138	212,088
Ambulance	178,190	184,675	96,896	321,987	312,237	245,297	235,547	207,625	105,750	101,250	96,750	48,375
Water	475,660	462,616	480,536	501,754	366,354	359,879	309,124	282,718	276,038	263,763	256,613	249,463
Septic Fund	30,078	30,097	30,116	31,464	27,547	27,565	27,584	12,603	12,622	12,641	12,660	12,679
	4,066,884	**3,840,395**	**2,655,017**	**3,110,639**	**2,922,679**	**2,752,464**	**2,583,331**	**2,441,221**	**2,297,492**	**2,234,768**	**2,097,162**	**2,013,943**
MSBA Reimbursement K-8	(920,943)	(920,943)	0	0	0	0	0	0	0	0	0	0
Net General Fund	2,307,370	2,091,351	1,850,615	1,977,146	1,946,503	1,857,935	1,757,538	1,692,987	1,665,544	1,627,326	1,508,001	1,491,338

Reflects current approved projects only

Process

- All department heads were asked to update 10-year capital plan for projects, cost, timing.
  - For items proposed in next two fiscal years, capital request forms and bids were required
- All department heads joined a public meeting to explain their requests and answer questions from Committee
- Some articles were pulled by department heads or adjusted through the deliberation process
- Per Capital Policy, all capital items were vetted, regardless of funding source
- Regularly changing cost estimates provided by vendors were a true hassle and very time consuming for the Committee and Dept. Heads
  - Consideration should be given to total capital budget versus individual line items

FY25 Recommended Capital Summary of Funding Sources

Total General Fund	1,567,134
Total Free Cash	334,500
Total Ambulance Fund	100,000
Total Water Fund	18,550
Total Bonding/General Fund	1,300,000
Total Bonding/Ambulance Fund	551,000
	3,871,184

FY25 Recommended Capital Details

Item	Amount	Department	Funding Source
ROAD MAINTENANCE - FY25	650,000	DPW	General Fund
TRASH TRAILER	125,000	DPW	General Fund
SIDEWALK TRACTOR W/ ATTACHMENTS	210,000	DPW	General Fund
MOWER ATTACHMENT FOR JD TRACTOR ATTACHMENT	20,000	DPW	General Fund
MOWER ATTACHMENT FOR JD TRACTOR ATTACHMENT	18,550	DPW	Water Fund
CREW CAB SERVICE DUMP (OPS SUPERVISOR)	95,000	DPW	General Fund
SOUTH UNION SCHOOL	50,000	Facilities	General Fund
CAPITAL MAINTENANCE FUND	100,000	Facilities	General Fund
AMBULANCE POWER STRETCHERS AMB 2	65,500	Fire	General Fund
PPE FOR FY25 FIRE	20,000	Fire	General Fund
DEFIBRILATORS PARAMEDIC	100,000	Fire	Ambulance Fund
FIRE TOWER DEMO TRUCK	1,300,000	Fire	Bonding/General Fund
AMBULANCE A28	551,000	Fire	Bonding/Ambulance Fund
LIBRARY BUILDING ENGINEERING	150,000	Library	General Fund
POLICE CRUISERS - 2	150,000	Police	Free Cash
RECREATION MAINTENANCE ARTICLE	25,000	Recreation	General Fund
Algonquin Regional	OPEN	Regional Schools	General Fund
FINN AC	134,500	School	Free Cash
WOODWARD AC Engineering	50,000	School	Free Cash
TOWN CLERK SCANNING DOCUMENTS	56,634	Town Clerk	General Fund
	3,871,184		

DPW Capital Items Deferred for now until FY26

Item	Amount	Funding Source
TRASH TRAILER	125,000	General Fund
CAB & CHASSIS (35000GVW) W/ UPFIT EXT BODY	269,208	General Fund
STORMWATER BMP (EPA/DEP MANDATE)	210,000	General Fund
ASPHALT HOT BOX TRAILER	24,500	General Fund
DOUBLE DRUM ROLLER 36"	17,500	General Fund
Asphalt Hot Box Trailer	10,500	Water Fund
36" Double Drum Roller	7,500	Water Fund
Loop at Fisher/Presidential	600,000	Water Fund
Various Main Improvements	250,000	Water Fund

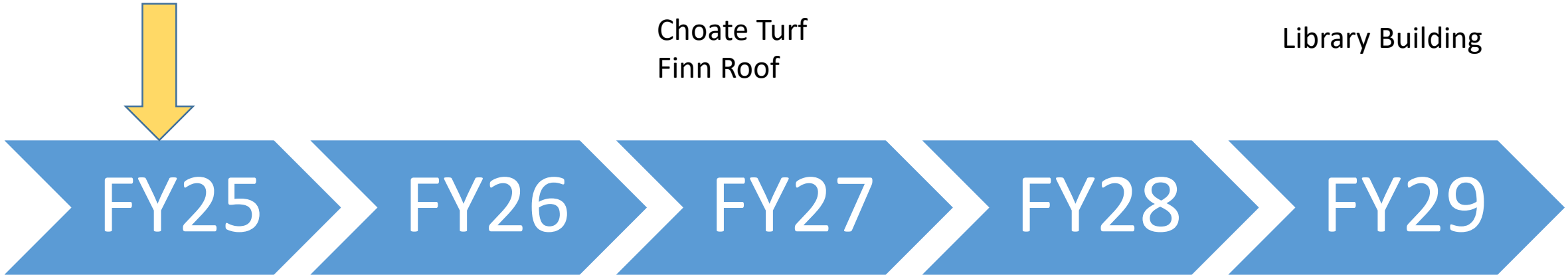
Additional Items for Consideration Before Town Meeting

Cordaville Road Project – Is this ready? What are the next steps?

Road Budget – Is it enough given our road and culvert needs?

How do we deal with long lead time items moving forward?

What's on the horizon?



Neary Building
Community Center ?
Trottier Roof
Town House HVAC
Mooney/Finn Soccer
Continued Algonquin investment

Choate Turf
Finn Roof

Trottier Track

Library Building

Capital Project Oversight

- Working on formal quarterly update process to be connected with your regular updates
- Anticipate a regular annual process per the capital policy on turnbacks

Requests of Select Board

- Commit to a Fall Town Meeting where capital can be considered on a regular basis, even if there are no “hot topic” items
- Use free cash as a funding source to fight inflationary pressures and allow immediate purchases upon town meeting approval
- Require department heads with large capital purchases to be ready to make purchases upon Town Meeting approval
- South Union – confirm building will be in town's inventory in FY25
- Former Station 2 – determine current/future use
- Support reduction of CIPC membership from 7 to 5 – separate article
- Coordination with Capital as PILOT Committee discussions occur to allow for clean warrant article to be presented to Town Meeting

Thank You!

CAPITAL PURCHASE REQUEST – AERIAL REPLACEMENT

Project Description and Budget

The Southborough Fire Department is seeking favorable consideration for funding to replace Tower 21; a 2010 Aerial Platform Truck with a new Aerial Ladder Truck. The amount requested for this project is $1,300,000.00 and will cover the vehicle and all required equipment to meet the qualifications of a Type 1 Aerial. No facility modifications will be required to properly house the new aerial fire truck.



Representation of an Aerial Ladder Truck

This request is consistent with the department's mission to "provide prompt and highly effective public safety and prevention services to our citizens, businesses and visitors" and the goal to "strengthen reliable delivery of essential emergency and non-emergency services". The request will also support risk reduction measures to areas identified in the department's 2020 Community Risk Analysis / Standard of Cover Report.

Operations and Safety Cost Benefit

The department has scheduled the replacement of the 2010 Aerial Platform Truck (Tower 21) in FY29. This would be after twenty years of service. The estimated cost of the replacement with a similar vehicle is conservatively $1.9 million dollars. In 2022 an evaluation of Tower 21 revealed the need for preventative repairs to extend the in-service life of the vehicle. An evaluation was performed by a recognized fire apparatus repair facility in 2022 and again in 2023. It was recommended that the chassis and body be repaired as the vehicle has numerous areas of rust and oxidation on the body, as well as the chassis and frame. Upon completion, the department

expects to reduce further, more costly repairs and ensure the vehicle's expected service life of 20 years. The most recent estimate for such work is $200,000.00.

After careful consideration and discussions with the Capital Committee, the department proposed three options related to the repair or replacement of Tower 21. These included:

1) Do not repair the vehicle and hope that no structural or safety issues arise placing the vehicle out of service for an extended period or permanently, or
2) Move forward with the recommended repairs at a cost of $200,000.00 to ensure 5-6 years of operations, or
3) Move up the replacement with the purchase of a single-axle, aerial ladder truck, capable of pumping water to FY25 at an estimated cost of $1.3 million.

The department does not recommend or support option 1.

Statement of Effect on Operations

The department maintains an apparatus fleet of (2) Fire Engines, (1) Aerial Platform Truck, (2) Ambulances, and (1) Forestry Truck. The current aerial platform truck, known as Tower 21, is equipped with an elevating platform and fire pump. It is designed and equipped to support firefighting and rescue operations by positioning personnel, handling materials, providing continuous egress, or discharging water at positions elevated from the ground. Tower 21 responds to structure fires, chimney fires, and technical rescue incidents in support of other apparatus. It is also an important resource used regionally within our mutual aid district. Maintaining an appropriate aerial ladder truck is critical to maintaining not only operational readiness, but also the community's current ISO (fire insurance) rating of 4/4X.

The current aerial platform truck has some operational limitations that a shorter wheel-based aerial could reduce or eliminate. These are related to travel restrictions, residential driveway access, and topography. Based on Southborough's Street configurations, an aerial apparatus with a shorter wheelbase, tighter turning radius, and shorter rear overhang could improve access and reduce response times. An aerial with a short jack feature or a narrower outrigger spread would also improve deployment and set-up in a narrow street or driveway. Lastly, the community's hilly topography requires a lighter truck with more horsepower to improve safe and timely responses.

FY2024 ATM PASSED

1/5/2024		FY2023	FY2024	FY2025	
Fiscal Year					
LEVY		48,293,574	50,172,301	52,147,244	3.9%
2 1/2		1,207,339	1,254,308	1,303,681	3.9%
NEW GROWTH		671,388	720,635	450,000	-37.6%
LEVY		**50,172,301**	**52,147,244**	**53,900,925**	**3.4%**
DEBT-CAP EXEMPT		3,251,883	1,932,522	1,914,646	-0.9%
SBAB PAYMENTS		(920,943)	0	0	0.0%
TOTAL LEVY LIMIT		**52,503,241**	**54,079,766**	**55,815,571**	**3.2%**
TAX RATE		**14.76**	**13.91**	**14.34**	**3.07%**
ASSESSED VALUE		3,241,020	3,566,871	3,775,723	5.9%
CERTIFIED FREE CASH		1,681,761	1,602,386	1,888,463	17.9%
LOCAL RECEIPTS		3,947,525	4,208,600	4,208,600	0.0%
COMM. PRESERV. FUNDS		829,379	919,243	0	-100.0%
LOCAL AID		3,704,247	3,771,119	3,771,119	0.0%
SBAB PAYMENTS		920,943	0	0	0.0%
OTHER AVAILABLE		1,208,401	1,379,488	1,070,209	-22.4%
TOTAL OTHER REVENUES		**12,292,256**	**11,880,836**	**10,938,391**	**-7.9%**
TOTAL REVENUE		**64,795,497**	**65,960,602**	**66,753,962**	**1.2%**
		2023 RECAP	**2024 RECAP**	**2025 RECAP**	
OTHER		931,378	983,607	29,201	-97.0%
STATE- COUNTY CHARGES		266,491	234,445	234,445	0.0%
OVERLAY		440,478	446,742	450,000	0.7%
TOTAL CHARGES		**1,638,347**	**1,664,794**	**713,646**	**-57.1%**
TOWN					
TOWN BUDGET		13,099,285	14,108,403	15,392,997	9.1%
EMPLOYEE BENEFITS		3,986,827	4,275,591	4,652,581	8.8%
LEASE DEBT G-FUND		102,316	35,659	55,114	54.6%
GEN. LIABILITY INSURANCE		133,894	153,770	175,601	14.2%
BUDGET ARTICLES		546,276	313,000	275,000	-12.1%
DEBT & INTEREST		1,954,848	1,825,245	1,943,665	6.5%
CAPITAL ARTICLES		859,500	1,222,621	1,567,134	28.2%
TOTAL TOWN		**20,682,946**	**21,934,290**	**24,062,092**	**9.7%**
SCHOOL					
SCHOOLS BUDGET		31,363,292	32,448,469	34,346,493	5.8%
EMPLOYEE BENEFITS		4,882,658	5,158,458	5,508,723	6.8%
GEN. LIABILITY INSURANCE		200,840	230,656	263,401	14.2%
SCHOOL SETTLEMENT NBORO		232,500	0	0	0.0%
DEBT & INTEREST		1,129,125	59,350	174,786	194.5%
TOTAL SCHOOL		**37,808,415**	**37,896,933**	**40,293,403**	**6.3%**
TOTAL EXPENDITURES		**60,129,708**	**61,496,016**	**65,069,141**	**5.8%**
LEVY BALANCE		**4,665,789**	**4,464,586**	**1,684,821**	

893,400.00	Avg House Value FY24
12,427.20	FY24 Taxes
938,070.00	Avg House Value FY25
13,448.67	FY25 Taxes
1,021.47	**Dollar increase**
8.22%	**% increase**

450,000	
0.01475	
30,508	
2,339,466	
(96,115)	
(689,388)	
334,500	
1,888,463	
451,003	

REVCAP
010424 W FREE CASH OFFSET CAP

FY2025 ATM March 2024	FY 23 APPROVED	FY 24 APPROVED	FY 25 REQUESTED	% Chg From FY24	
1/5/2024					
114 MODERATOR	100	100	100	0.00%	
121-129 Executive					
121 ELECTED SELECTBOARD	4,000	4,000	4,000	0.00%	
122 SELECTBOARD	459,307	482,263	490,131	1.63%	
131-149 Financial Administration					
131 ADVISORY COMMITTEE	3,500	5,250	5,250	0.00%	
132 RESERVE FUND	180,000	180,000	180,000	0.00%	
135 TOWN ACCOUNTANT	165,269	172,164	177,214	2.93%	
136 AUDIT	27,000	46,000	45,550	-0.98%	
140 ELECTED ASSESSORS	2,250	2,250	2,250	0.00%	
141 ASSESSORS	249,196	259,861	275,138	5.88%	
145 TREASURER/COLLECTOR	242,223	259,534	296,776	14.35%	
151-159 Operation Support					
151 TOWN COUNSEL/153 SP LEGAL	140,000	135,000	147,375	9.17%	
152 PERSONNEL BOARD	17,350	14,875	14,875	0.00%	
154 MUNICIPAL TECH COMMITTEE	1,500	1,500	1,500	0.00%	
155 INFORMATION TECHNOLOGY	505,130	569,009	621,269	9.18%	***adjusted to no cloud 1/2/24**
159 OTHER OPERATION SUPP.	452,182	541,531	524,253	-3.19%	
161-169 Licensing & Registration					
160 ELECTED CLERK	92,856	96,570	101,916	5.54%	
161 TOWN CLERK	209,579	224,297	320,820	43.03%	***adjusted 1/3/24 per T-Clerk**
171-179 Land Use					
171 CONSERVATION COMMISSION	125,399	138,827	143,169	3.13%	
175 PLANNING BOARD	182,630	187,911	197,884	5.31%	
176 ZONING BOARD OF APPEALS	13,275	12,896	13,655	5.89%	
177 OPEN SPACE	2,000	5,000	5,000	0.00%	
191-199 Other					
182 ECONOMIC DEVELOPMENT	42,938	41,581	43,256	4.03%	
192 FACILITIES DEPARTMENT	601,209	660,108	692,033	4.84%	
193 ADA COMMITTEE	2,500	2,500	2,500	0.00%	
TOTAL GENERAL GOVERNMENT	**3,721,393**	**4,043,027**	**4,305,914**	**6.50%**	
200-299 Public Safety					
210 POLICE DEPARTMENT	2,551,068	2,818,137	3,457,865	22.70%	***w Dispatch-LT-OFF**
220 FIRE DEPARTMENT	2,409,695	2,538,740	2,641,029	4.03%	
241 BUILDING DEPARTMENT	170,259	179,073	188,059	5.02%	
291 EMERGENCY MANAGEMENT	11,225	14,560	16,060	10.30%	
292 ANIMAL CONTROL OFFICER	29,052	30,359	30,359	0.00%	
TOTAL PUBLIC SAFETY	**5,171,299**	**5,580,869**	**6,333,372**	**13.48%**	
400-499 Public Works					
420,430,490 DPW	2,540,902	2,706,191	2,848,109	5.24%	
TOTAL PUBLIC WORKS	**2,540,902**	**2,706,191**	**2,848,109**	**5.24%**	
500-599 Human Services					
510 ELECTED BOH SALARIES	450	450	450	0.00%	
512 BOARD OF HEALTH	260,652	275,224	284,218	3.27%	
541 COUNCIL ON AGING	355,425	388,491	413,239	6.37%	
542 YOUTH COMMISSION	262,063	283,486	334,274	17.92%	
543 VETERANS SERVICES	35,735	35,600	39,700	11.52%	
TOTAL HUMAN SERVICES	**914,325**	**983,251**	**1,071,881**	**9.01%**	
600-699 Culture and Recreation					
610 LIBRARY	587,688	624,447	654,951	4.88%	
630 RECREATION	159,328	166,268	177,770	6.92%	
691 HISTORICAL COMMISSION	1,000	1,000	1,000	0.00%	
692 MEMORIAL DAY	3,350	3,350	0	-100.00%	***Moved to Vets**
TOTAL CULTURE & RECREATION	**751,366**	**795,065**	**833,721**	**4.86%**	
TOTAL TOWN	**13,099,285**	**14,108,403**	**15,392,997**	**9.11%**	
300-399 Education					
300 ELECTED SCHOOL COMM	500	500	500	0.00%	
301 SOUTHBOROUGH SCHOOLS	22,283,443	23,064,418	24,448,283	6.00%	
302 ALGONQUIN	8,220,295	8,508,457	8,933,880	5.00%	
ALGONQUIN EXEMPT DEBT	393,181	393,796	393,796	0.00%	
304 ASSABET	420,998	436,423	524,500	20.18%	
305 NORFOLK COUNTY AGRIC.	44,875	44,875	45,534	1.47%	
TOTAL EDUCATION	**31,363,292**	**32,448,469**	**34,346,493**	**5.85%**	
TOWN 900-999 Unclassifed					
910 EMPLOYEE BENEFITS-Town	3,986,827	4,275,591	4,652,581	8.82%	
910 EMPLOYEE BENEFITS-School	4,882,658	5,158,458	5,508,723	6.79%	
TOTAL UNCLASSIFIED BENEFITS	**8,869,485**	**9,434,049**	**10,161,304**	**7.71%**	
941 LEGAL SETTLEMENT REGIONAL	232,500	0	0	0.00%	
945 GENERAL LIABILITY INS.-Town	133,894	153,770	175,601	14.20%	
945 GENERAL LIABILITY INS.-School	200,840	230,656	263,401	14.20%	
TOTAL LIABILITY INSURANCE	**567,234**	**384,426**	**439,002**	**14.20%**	
710 RETIREMENT OF DEBT-Town	1,145,097	965,116	1,136,464	17.75%	
710 RETIREMENT OF DEBT-School	1,085,000	50,000	110,000	120.00%	
751 INTEREST ON DEBT-Town	809,751	857,579	806,201	-5.99%	
751 INTEREST ON DEBT-School	44,125	9,350	64,786	592.90%	
700 CONTINUING DISCLOSURE	0	2,550	1,000	-60.78%	
TOTAL DEBT SERVICE GEN FUND	**3,083,973**	**1,884,595**	**2,118,451**	**12.41%**	
GRAND TOTAL	**56,983,269**	**58,259,942**	**62,458,247**	**7.21%**	
2/12/24 1:11 PM					

FY2025 CAPITAL G-FUND	Requested Amount	Funding	REMOVED OR NOTE
ROAD MAINTENANCE and MISC - FY25	650,000.00	General Fund	
1/5/2024	25,000.00	General Fund	
TRASH TRAILER	125,000.00	General Fund	
SIDEWALK TRACTOR W/ ATTACHMENTS	210,000.00	General Fund	
MOWER ATTACHMENT FOR JD TRACTOR ATTACHMENT	20,000.00	General Fund	
CREW CAB SERVICE DUMP (OPS SUPERVISOR)	95,000.00	General Fund	
SOUTH UNION SCHOOL	50,000.00	General Fund	
CAPITAL MAINTENANCE FUND	100,000.00	General Fund	
LIBRARY BUILDING ENGINEERING	150,000.00	General Fund	
AMBULANCE POWER STRETCHERS AMB 2	65,500.00	General Fund	
PPE FOR FY25 FIRE	20,000.00	General Fund	
IT TOWN PHONE UPGRADE	-	General Fund	*Removed 1/2/24
POLICE CRUISERS - 2		General Fund	*FREE CASH
DEPIETRI FIELD RESTING REPAIRS	-	General Fund	10,000.00
FINN AC		General Fund	*FREE CASH
WOODWARD AC		General Fund	*FREE CASH
TOWN CLERK SCANNING DOCUMENTS	56,634.00	General Fund	
TOTAL	**1,567,134.00**		

FY2025 BUDGET ART. G-FUND	Requested Amount	Funding
APPROPRIATE TO OPEB TRUST	250,000.00	General Fund
ENGINEER AND CONSULTANT FUNDS	25,000.00	General Fund
	-	General Fund
TOTAL	**275,000.00**	

FY2025 LEASE DEBT G-FUND	Requested Amount	Funding
LEASE: DPW DIESEL YEAR 4 OF 7	10,622.00	General Fund
LEASE: DPW HOOK TRUCK YEAR 4 OF 7	25,037.00	General Fund
POLICE TASER LEASE	19,455.00	General Fund
TOTAL	**55,114.00**	

FY2025 AMBULANCE FUND	Requested Amount	Funding
DEFIBRILATORS PARAMEDIC	100,000.00	Ambulance Fund
LEASE: FIRE CH VEHICLE YEAR 4 OF 7	8,422.00	Ambulance Fund
LEASE: FIRE AMBULANCE YEAR 4 OF 5	57,191.00	Ambulance Fund
TOTAL	**165,613.00**	

FY2025 WATER CAPITAL/LEASE	Requested Amount	Funding
LEASE: DPW DIESEL YEAR 4 OF 7	10,622.00	Water Fund
LEASE: DPW HOOK TRUCK YEAR 4 OF 7	9,105.00	Water Fund
MOWER ATTACHMENT JD TRACTOR	18,550.00	Water Fund
ASPHALT HOT BOX	10,500.00	Water Fund
DOUBLE DRUM ROLLER	7,500.00	Water Fund
WATER MAIN IMPROVEMENTS	250,000.00	Water Fund
TOTAL	**306,277.00**	

FY2025 REQUESTED BOND PROJECTS	Requested Amount	Funding
CORDAVILLE ROAD ENG & CONSTRUCTION	5,223,268.00	General Fund
FIRE TOWER DEMO TRUCK	1,300,000.00	General Fund
AMBULANCE A28	551,000.00	Ambulance Fund
TOTAL	**7,074,268.00**	

FY2025 CPA FUNDED	Requested Amount	Funding
	-	CPA
TOTAL	**-**	

RECEIVED
By Town Clerk/ksb at 8:57 am, Feb 02, 2024

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Tuesday, January 16, 2024 6:30 PM
Location: Via Zoom, due to weather
Present: Kathryn Cook, Andrew Dennington, Al Hamilton, Marguerite Landry, Sam Stivers and Assistant Town Administrator Vanessa Hale. Absent: Town Administrator Mark Purple

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Mr. Dennington called the meeting to order at 6:30 PM.

II. Public Comment

There was no public comment.

III. Scheduled Appointments *(Board may vote)*

a. Leah Emerson, Economic Development Coordinator – EDC Update

Ms. Emerson appeared before the Board, via Zoom, and shared an update on EDC activities since she assumed her position of Economic Development Committee (EDC) Coordinator in July of 2023. She also included figures of note since EDC's creation in 2016. She stated that EDC priorities center around Route 9 development, which includes mixed-use by right and some multi-family units, but they are waiting to see the outcome of the MBTA Communities initiative. Ms. Emerson stated that zoning bylaws are a challenge to business development and added the EDC is advocating for an analysis of the zoning districts along the Route 9 corridor to determine ways to encourage development. She stated she has met with the Planning Board on this matter. Ms. Emerson stated she is also focusing her efforts on business retention and relationship building. All Board members stated they are available for meetings with Town businesses at Ms. Emerson's request. Mr. Hamilton asked what the Board could do to assist Ms. Emerson's efforts. Ms. Emerson stated that creating a unified effort among all boards and committees would be helpful. She also stated she has met with Westborough's EDC Coordinator, Mark Zepf, and he is interested in collaborating with Southborough regarding wastewater issues relative to Route 9. Ms. Landry, Ms. Emerson and Mr. Hamilton will schedule a tour of the Westborough Wastewater Treatment Plant. The Board discussed whether the position of EDC Coordinator should be a full-time position. Ms. Emerson stated that the National Grid site and CSX are potential areas for Board support. Mr. Dennington asked Ms. Emerson about her thoughts regarding maximizing the Town's One Stop Grant opportunities. Ms. Emerson stated she feels the Board can provide leadership for a comprehensive approach among all Town boards/committees/departments to submit the most successful One Stop Grant application and stated the process should be driven by the Board and Town Administration. She stated that she would also make her assistance available to individuals who might need it, if possible. The Board discussed the One Stop Grant application process and timing. The Board agreed to continue discussions to submit a successful One Stop Grant application, including a potential collaborative grant application with Westborough regarding wastewater, and focus on a May grant submission date.

IV. Reports

a. Chair's Report

i. Status of report from Community Center Exploration Committee

Mr. Dennington stated that there would be a report from the Community Center Exploration Committee at the Board's February 6th meeting. Mr. Dennington noted that Consent Agenda item "i" allows for the Community Center Exploration Committee to make their report.

ii. Office Hours schedule

Ms. Hale confirmed the following Office Hours schedule: February 13th – Ms. Cook and Mr. Dennington; March 12th – Mr. Stivers and Ms. Landry; April 9th – Ms. Cook and Mr. Dennington.

b. Member's Report

i. Update on Neary School Building Committee

Ms. Cook reported that the Neary School Building Committee would present one specific recommendation at a Special Town Meeting in April 2025. She stated the feasibility study has begun and described six scenarios that the architect will investigate to arrive at one recommendation for the Town.

c. Town Administrator's Report

i. Update on Fire Chief search

Ms. Hale reported that Mr. Dennington and Ms. Hale would interview an interim Fire Chief candidate and will make a recommendation to the entire Board after that has occurred. She also asked the Board to review the draft job posting and provide comments/feedback. Ms. Hale also stated that she and Mr. Dennington would attend the Massachusetts Municipal Association Annual Meeting this week and hope to circulate the final job description at that time. Ms. Cook reported that she spoke with the Hopkinton Select Board Chair and learned that they had eleven strong candidates for their recent Fire Chief search.

V. Consent Agenda

a. Approve Open Session meeting minutes: January 2, 2024; January 6, 2024

Mr. Stivers requested to hold Consent Agenda item "a." Ms. Cook and Mr. Stivers requested that the minutes from January 6, 2024 be held. Mr. Stivers had scrivener's changes to the January 2, 2024 meeting on Line 31. Ms. Cook requested the following changes: Line 28: "Ms. Emerson was not able to attend due to illness"; Line 34: change to Belko; and Line 119: "$3,000 for soil collection." Mr. Dennington moved to approve the Open Session meeting minutes for January 2, 2024, as amended. Mr. Stivers seconded the motion. The motion was approved by roll call vote: Mr. Dennington, aye; Ms. Landry, aye, Mr. Stivers, aye; Ms. Cook, aye; Mr. Hamilton, aye.

b. Accept $500.00 donation from Pilgrim Congregational Church to Youth and Family Services

c. Accept $50.00 donation from St. Anne Church to Ambulance Fund

d. Accept donation from Harvard in the amount of $26,227

Ms. Cook requested to hold Consent Agenda item "d." Ms. Cook stated this is an annual PILOT payment, increased for inflation. She stated that the Town is seeking clarification as to whether Harvard intended to direct this money equally to Police and Fire, as it has done in previous years.

e. Accept donation from NECC in the amount of $52,036

Ms. Cook requested to hold Consent Agenda item "e." Ms. Cook reported that this is the first of two equal payments and she expects the Town will receive the second equal payment in May of this year. Mr. Dennington moved to approve Consent Agenda item "d" and "e", subject to clarification from Harvard as to whether they intend to have their donation directed to Police and Fire, as they have historically done. Mr. Stivers seconded the motion. The motion was approved by roll call vote: Mr. Dennington, aye; Ms. Landry, aye; Mr. Stivers, aye; Ms. Cook, aye; Mr. Hamilton, aye.

f. Approve request to increase Ambulance fee schedule

Ms. Cook requested to hold Consent Agenda item "f." Chief Achilles stated that these increases are incrementally small. Mr. Dennington moved to approve Consent Agenda item "f." Mr. Stivers

seconded the motion. The motion was approved by roll call vote: Mr. Dennington, aye; Mr. Hamilton, aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye.

g. Appoint Gene Novak as Alternate Building Commissioner

h. Appoint Program Coordinator for Recreation Department

Ms. Cook requested to hold Consent Agenda item "h." Ms. Cook stated that Christina McCarthy has previously worked for Southborough Youth and Family Services. Mr. Tim Davis, Recreation Director, stated that the Department is excited to appoint Ms. McCarthy to the position of Program Coordinator. Mr. Dennington moved to appoint Christina McCarthy to the position of Program Coordinator for the Recreation Department. Mr. Stivers seconded the motion. The motion was approved by roll call vote: Mr. Dennington, aye; Ms. Landry, aye; Mr. Stivers, aye; Ms. Cook, aye; Mr. Hamilton, aye.

i. Approve extension of charge for Community Center Exploration Committee to 2/16/24

j. Approval of job description for Business Administrator II in Facilities Dept.

Ms. Cook requested to hold Consent Agenda item "j." Ms. Hale clarified that, as appointing authority, this position requires a Board vote. Mr. Dennington moved to approve Consent Agenda item "j." Mr. Stivers seconded the motion. The motion was approved by roll call vote: Mr. Dennington, aye; Mr. Hamilton, aye; Ms. Cook, aye; Ms. Landry, aye; Mr. Stivers, aye.

k. Accept resignation of Officer James Gallagher

Mr. Dennington requested to hold Consent Agenda item "k." Mr. Dennington recognized Officer Gallagher and thanked him for his years of service to the Police Department and Town. Board members wished Officer Gallagher well in his future. Mr. Dennington moved to approve Consent Agenda item "k." Mr. Stivers seconded the motion. The motion was approved by roll call vote: Mr. Dennington, aye; Mr. Hamilton, aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye.

Mr. Dennington moved to approve Consent Agenda items "b", "c", "g" and "i." Mr. Stivers seconded the motion. The motion was approved by roll call vote: Mr. Dennington, aye; Mr. Stivers, aye; Mr. Hamilton, aye; Ms. Cook, aye; Ms. Landry, aye.

VI. Other Matters *(Board may vote)*

a. Recap of the 1/6/24 budget meeting with Advisory Committee

Mr. Dennington moved to this part of the Agenda after Scheduled Appointment "a." Mr. Brian Ballantine appeared before the Board on the matter. Mr. Ballantine stated there are two preliminary budgets in tonight's packet and they are relatively the same. He stated the major difference between the two budgets is that one utilizes all of Free Cash and the other sets aside an amount of Free Cash based on historical use. He stated there are outstanding questions with the biggest Town budgets that impact the overall budget and information will become available in the next few weeks that allow greater clarity. Mr. Ballantine suggested a meeting with the Board and Advisory Committee to finalize the budget in three or four weeks. The Board discussed the current budget, including expenses and revenues. Ms. Hale stated that the Board is scheduled to sign the warrant at its February 27th meeting. Mr. Dennington asked about the draft warrant to petition the General Court to enable the Town to bond its unfunded pension liabilities. Mr. Ballantine stated that Bond Counsel has approved the language in the warrant and stated this warrant article offers the Finance Department a tool for future use, if necessary.

b. Review of proposed 2024 Annual Town Meeting warrant articles

The Board agreed to remove the Affordable Housing Trust Fund restructuring article and discussed presenting it at a potential Fall Town Meeting. Mr. Paul Cimino, Town Moderator, appeared before the Board to discuss two articles, one allowing the Town Moderator to serve on ad hoc committees and one allowing the Town Moderator to serve on the Tricentennial Committee. Mr. Cimino explained that the current bylaw does not allow for the Town Moderator to serve on boards and

committees and he would like to serve on the Tricentennial Committee. The Board and Mr. Cimino discussed the language of the two articles. The Board agreed to keep the articles on the warrant and Mr. Cimino will provide revised language within the next two weeks. The Board and Mr. Cimino discussed citizens' petitions and agreed to ask Town Counsel Talerman about disposition of citizens' petitions prior to and at Town Meeting. The Board discussed the warrant and agreed to take as many positions as possible so they would be printed in the warrant. The Board added the tax work off article to the warrant. The Board agreed to allow current funds to remain in the engineering article and add language that funds it up to $25,000 each year. The Board discussed increasing the Golf Revolving Fund from $75,000 to $100,000. Mr. Dennington announced that the Community Center Exploration Committee and the Community Preservation Committee would appear at the Board's January 27th meeting. The Board discussed the MBTA Communities article. Ms. Colleen Stansfield, Planning Board Administrator, stated that the Planning Board would have maps and bylaw language within the next week for the Board to review. Ms. Stansfield stated that the purpose of the second Planning Board article is to add the Downtown District language to bylaws that reference the Business Village District for consistency. The Board agreed to have the Planning Board hold public hearings on the two bylaws discussed above and asked Ms. Stansfield and the Planning Board to keep the Board apprised when their feedback on the MBTA Communities bylaw is needed. The Board agreed to have Town Clerk Hegarty appear before the Board to discuss the articles he is offering for Town Meeting. Mr. Tim Litt, 146 Woodland Road, clarified that one of Mr. Hegarty's articles addresses the Board's ability to continue to hold meetings via Zoom, similar to this evening's meeting. The Board discussed sunset clauses for boards and committees. Mr. Litt recommended a global approach to sunset provisions. Ms. Kristin LaVault, 12 Southwood Drive, stated that her concerns were addressed during the discussion of Mr. Cimino's service on the Tricentennial Committee and the Public Works Planning Board (PWPB). With regard to the Opioid Settlement article, Ms. Cook stated that Southborough Youth and Family Services should be added to the article, as they will participate in the disposition of the funds. The Board discussed the three articles related to the Town's upcoming Tricentennial. The Board agreed to request that the Recreation Commission appear before the Board to discuss their warrant articles. The Board agreed to remove the article addressing the format/timing/frequency of Town Meeting, unless they learn information why it should appear on the warrant. Ms. LaVault asked that the Board be specific and clear in its request for information from the Recreation Commission regarding the proposed articles, as well as, greater clarity on agenda items for the public. The Board agreed to request that the Assabet Valley Regional Vocational Technical School Committee Superintendent and Finance Director appear before the Board to discuss Southborough's assessment and their request for a stabilization fund. The Board agreed to request Town Assessor Paul Cibelli and Veteran's Agent Brian Stearns appear before the Board to discuss the Assessor's article.

c. Set Select Board Meeting schedule through March 31, 2024

The Board agreed to change their March 5th meeting, which is Primary Election Day, to another day. The Board also agreed to tentatively meet with the Advisory Committee and Finance team on Tuesday, February 13th to review outstanding matters on the budget.

VII. Public Comment

Mr. Litt stated that the Assessor's article addresses a State law that can be either accepted or rejected by the Town and offered edits of form to simplify for Town Meeting. Ms. LaVault expressed her frustration when the Board would not recognize her as a representative of the Recreation Commission for discussion purposes. She also called for greater agenda transparency.

VIII. Adjournment

Mr. Dennington moved to adjourn the meeting at 9:10 PM. Mr. Stivers seconded the motion. The motion was approved by roll call vote: Ms. Cook, aye; Mr. Stivers, aye; Mr. Hamilton, aye; Ms. Landry, aye; Mr. Dennington, aye.

Upcoming Meetings	
February 6, 2024	*February 27, 2024*

Respectfully submitted,

Bridgid Rubin, Recording Secretary

List of Documents referred to at the January 16, 2024 SB Meeting:

- Employment offer for Jeremy McClosky from the Southborough Police Department, with attachments
- Select Board Open Session Meeting Minutes for January 2, 2024
- Select Board Open Session Meeting Minutes for January 6, 2024
- Letter from Sarah Cassell, dated January 2, 2024, RE: $500 Donation, with attachment
- Letter from Fire Chief Achilles, dated January 2, 2024, RE: $50 Donation
- Letter from Matthew Coady, dated January 5, 2024, RE: PILOT Payment
- Letter from Michael Downey, dated January 3, 2024, RE: PILOT Payment
- Memorandum from Fire Chief Achilles, dated January 4, 2024, RE: Revisions to Fire Department Ambulance Fees
- Memorandum from Casey Burlingame, dated January 11, 2024, RE: Alternate Building Commissioner
- Memorandum from Tim Davis, dated January 11, 2024, RE: Program Coordinator Appointment
- Email from Jason Malinowski, dated January 11, 2024, RE: Community Center Exploration Committee Term Extension
- Job Description for Business Administrator II, Facilities Department
- FY2025 Draft Budget
- Draft Annual Town Meeting Warrant
- Memorandum from Melanie Otsuka, dated January 11, 2024, RE: Proposed Select Board Meeting Dates

Town of Southborough, MA
Meeting of the Select Board
January 16, 2024 6:30 PM
McAuliffe Hearing Room
Town House, 17 Common Street, Southborough, MA
REVISED

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughma.gov/674/Virtual-Meetings

I. Call Meeting to Order

II. Public Comment

III. Scheduled Appointments *(Board may vote)*
a. Leah Emerson, Economic Development Coordinator – EDC Update

IV. Reports
a. Chair's Report
   i. Status of report from Community Center Exploration Committee
   ii. Office Hours schedule
b. Members' Reports
   i. Update on Neary School Building Committee
c. Town Administrator Report
   i. Update on Fire Chief search

V. Consent Agenda
a. Approve Open Session minutes: January 2, 2024; January 6, 2024
b. Accept $500.00 donation from Pilgrim Congregational Church to Youth and Family Services
c. Accept $50.00 donation from St. Anne Church to Ambulance Fund
d. Accept donation from Harvard in the amount of $26,227
e. Accept donation from NECC in the amount of $52,036
f. Approve request to increase Ambulance fee schedule
g. Appoint Gene Novak as Alternate Building Commissioner
h. Appoint Program Coordinator for Recreation Department
i. Approve extension of charge for Community Center Exploration Committee to 2/16/24
j. Approval of job description for Business Administrator II in Facilities Dept.
k. Accept resignation of Officer James Gallagher

VI. Other Matters *(Board may vote)*
a. Recap of 1/6/24 budget meeting with Advisory Committee
b. Review of proposed 2024 Annual Town Meeting warrant articles
c. Set Select Board Meeting schedule through March 31, 2024

VII. Public Comment

VIII. Adjournment

Andrew R. Dennington, II, Chair

UPCOMING MEETINGS

February 6, 2024 *February 27, 2024*

Southborough Police Department
32 Cordaville Road
Southborough, Massachusetts 01772
508-485-2121 Fax 508-485-4634

Ryan M. Newell
Chief of Police

Sean P. McCarthy
Lieutenant

January 2, 2024

Mr. Jeremy McClosky
[redacted]

Dear Mr. McClosky,

Congratulations on your Conditional Offer as a Student Officer for the Town of Southborough. We are happy that you have accepted our verbal offer of employment, contingent upon the successful results of a comprehensive background check (including POST requirements), physical exam, drug screening, psychological evaluations, MPTC Full-Time Certification (the cost of which is borne by the Town), and confirmation by the Select Board. After we receive successful results for these preemployment conditions, we will determine a mutually agreeable date for you to begin as a Southborough Police Officer. The Town's Police Officers are unionized. Compensation, benefits, and conditions of employment available to Police Officers are set forth in the Collective Bargaining Agreement (CBA), which is subject to change. This is a full-time, benefits eligible position starting at Step One Pay Rate of the Union Contract. You may be eligible for additional forms of compensation in accordance with the CBA. Your schedule is based on 40 hours per week. Your immediate supervisor will be the department's training supervisor, Sergeant Tom Rock.

As an employee of the Town of Southborough, you are an at-will employee, which means you or the Town of Southborough may terminate your employment at any time for any lawful reason (per Union Contract). This position classifies you as a non-exempt employee. This means that you will be eligible for overtime under the regulations of the Fair Labor Standard Act (FLSA).

The Town of Southborough will be providing you with additional paperwork and will be happy to assist you with the onboarding process. To confirm your acceptance of this position, please sign and return the enclosed copy of this offer letter to the Chief of Police as soon as possible; retaining the original for your files.

Once again, congratulations on your Conditional Offer. We hope you will have a wonderful employment experience with the Town of Southborough, and very much look forward to having you staff with the Town. Please do not hesitate to contact Chief Ryan M. Newell, Assistant Town Administrator Vanessa Hale, or myself if you have any questions. We wish you success on successful completion of all the above conditions. The Town of Southborough and the Police Department look forward to your contributions.

Mark Purple
Town Administrator
Cc: Ryan M. Newell, Chief of Police
Vanessa Hale, Assistant Town Administrator

Acceptance: _____ Date: 01/02/2024
Mr. Jeremy McClosky

JEREMY MCCLOSKY

[redacted]

Traits

- Integrity
- Strong Moral Compass
- Composed
- Dedicated
- Organized
- Ambitious
- Personable

Education

Douglas High School (2015-2019) / Quinsigamond Community College (2020-2022 / Worcester State University (2022-2023)/ Currently attending MTPC Police Academy.

Experience

Sutton Police Department / Douglas Police Department

Practiced and applied clear and concise communication skills while answering business and emergency 911 phone lines. Responsible for relaying information to the officers dispatched to a call to ensure officer safety and ensuring comfort to the party on the line. Practiced and applied multitasking skills and report writing skills

Goodyear Tire and Rubber Company, Worcester, MA

General Maintenance Technician

Performed basic mechanical duties on vehicles and provided a clear and concise diagnosis of the vehicle to the owner. Encountered with diverse crowds and worked around language barriers. Maintained a safe and friendly environment for customers and co-workers.

Indian Ranch, Webster, MA

Security Officer

While positioned at the main gate, I was responsible for frisking individuals that attended the venue, prior to entry, for any paraphernalia that is prohibited inside the venue. Encountered a diverse crowd and dealt with language barriers while interacting with the venue attendees.

Certificates:

- First Responder
- CPR
- NG-911
- EMD
- APCO
- CJIS and NCIC

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Tuesday, January 2, 2024 6:30 PM
Location: McAuliffe Hearing Room, Town House, 17 Common Street, Southborough, MA
Present: Kathryn Cook, Andrew Dennington, Al Hamilton, Marguerite Landry, Sam Stivers and Town Administrator Mark Purple

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Mr. Dennington called the meeting to order at 6:33 PM.

II. Public Comment

There was no public comment.

III. Scheduled Appointments *(Board may vote)*

a. Interview for committee appointments

i. Parul Sharma to the PILOT Committee; term to expire 6/30/2024

Ms. Sharma introduced herself to the Board and discussed her interest in the position. The Board interviewed Ms. Sharma. Mr. Stivers moved to appoint Parul Sharma to the PILOT Committee, term to expire 6/30/2024. Mr. Hamilton seconded the motion. The motion was unanimously approved (5-0-0).

ii. Khoi Nguyen to the Economic Development Committee; term to expire 6/30/2025

Mr. Nguyen introduced himself to the Board and discussed his interest in the position. The Board interviewed Mr. Nguyen. Mr. Dennington moved to appoint Khoi Nguyen to the Economic Development Committee, term to expire 6/30/2025. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

b. Leah Emerson, Economic Development Coordinator – EDC Update

The Board did not address this agenda item.

IV. Reports

Mr. Dennington resumed the Agenda after Other Matters e.

a. Chair's Report

Mr. Dennington reported that work on the St. Mark's Street Park has concluded for the season and will resume in the spring. He also stated that Belco has assumed liability for any plantings done in December that fail to thrive and will replant in the spring, if necessary. Mr. Dennington also reported that RZND has left the business location and the property is for lease.

b. Member's Report

There were no Member's Reports.

c. Town Administrator's Report

i. Update on Fire Chief search

Mr. Purple stated that the formal bid process has resulted in two quotes for services and he expects to have a third quote by the end of the week. He stated that he would move forward once he has reviewed all bids.

V. Consent Agenda

a. Approve Open Session meeting minutes: December 19, 2023

Mr. Dennington requested to hold Consent Agenda item "a." Mr. Dennington requested the following changes: Line 14: after provider, add "who accepts Aetna"; Line 27 after $1,000,000, add "in the slides presented." Mr. Stivers requested the following change: Line 104: change to DPW. Mr. Dennington moved to approve Consent Agenda item "a", as amended. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

b. Appoint Tony Schoener to the PILOT Committee (CIPC's representative)

c. Approve new Building Department fee schedule

Mr. Stivers requested to hold Consent Agenda item "c." The Board discussed the $50 fee to re-open permits and discussed that the Building Department would need to reach out to homeowners and contractors to inform them about the new process and corresponding fees. They also discussed that, going forward, the Building Department would inform homeowners and contractors about the process, fees and enforcement prior to issuing permits. Mr. Tim Litt, 146 Woodland Road, stated that the Building Department should not be concerned with the cost of fees in surrounding communities and that fees should be determined on a cost recovery basis, not as a revenue source. Ms. Cook stated that the Town has not determined fees on a cost recovery basis. Mr. Jim Colleary, Town Wiring Inspector, stated that, if a permit has lapsed for more than 365 days, a new permit must be issued and the project must come into compliance with current State code. He stated he is supportive of the new process, including fees, and feels the $50 fee would act as an incentive to contractors to complete the permit process. He also stated the revised permitting process benefits residents. He stated he is supportive of the Building Department's efforts towards compliance and stated it is a matter of public safety. The Board discussed the fees. Mr. Dennington moved to approve Consent Agenda item "c." Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

d. Accept Stephen Achilles' resignation from the Cultural Arts Council

e. Approve reduction in EDC membership from 7 to 5 seats

f. Fayville Athletic Association – Change of Manager approval

Mr. Dennington moved to approve Consent Agenda items "b", "d", "e" and "f." Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

VI. Other Matters *(Board may vote)*

a. Review of draft 3/23/2024 Town Meeting warrant

The Board reviewed the draft warrant. The Board discussed creating an article to transfer CPC affordable housing funds directly to the Affordable Housing Trust Fund (AHTF) and agreed to further investigate. The Board agreed to investigate former Select Board member Lisa Braccio's suggestion to reorganize the AHTF Committee. Mr. Stivers suggested reviewing and amending the charter of the AHTF Committee to include the management of projects. Ms. Cook suggested reviewing the appointment of members. The Board agreed any changes would likely be addressed in an article at a potential Fall Town Meeting. The Board agreed to hear citizen petitions prior to Town Meeting to consider potential support and to work collaboratively with sponsors to resolve any potential issues prior to Town Meeting.

b. Discussion of potential Select Board warrant article for Annual Town Meeting

i. Community Preservation Committee; potential super-majority requirement for expenditures involving improvements to private property

Mr. Stivers suggested that this matter deserves discussion and that voters should decide the following: 1) should there be a higher threshold for approvals of expenditures on private property? and, if so, 2) what should that threshold be? Ms. Cook stated that she is not supportive of this article and is not in favor of the Board's sponsorship of it. Mr. Hamilton stated he is supportive of a higher threshold for approval of the use of public funds on private property. All Board members stated

support for having voters weigh in on this matter at Town Meeting. Mr. Dennington stated that, in a discussion with Community Preservation Committee (CPC) chair Ben Smith, he learned that the CPC requires preservation restrictions before there is any use of public funds on private property. The Board discussed the matter. Ms. Patricia Burns-Fiore, 10 Winter Street, stated that she is in support of this potential article and urged Board support of it. She stated that spending public funds on private property is very concerning to her. Mr. Kevin Miller, 18 Latisquama Road and chair of the Historical Commission, stated the Historical Commission has not discussed this matter. He stated he is inclined to support a higher threshold for the use of public funds on private property but is not certain of the right number for approval and welcomes discussion on the matter. The Board agreed to discuss this matter with the CPC.

c. Budget Summit with Advisory Committee on January 6, 2024

Mr. Dennington reviewed the schedule for the Budget Summit.

d. Naming of St. Mark's Street park

Ms. Landry stated that the St. Mark's Street Park Working Group voted to recommend naming the park "Heritage Park." Mr. Miller, member of the Working Group, suggested adding Southborough to the name. Ms. Landry moved that the Board support the name Southborough Heritage Park for the new park in the center of Town. Mr. Dennington seconded the motion. The motion was unanimously approved (5-0-0).

e. Request for use of engineering funds for Atwood Street site (old water tank) investigation

The Board discussed this matter after Scheduled Appointment a.ii. DPW Superintendent William Cundiff appeared before the Board on the matter. Superintendent Cundiff explained that he reached out to Pare Engineering to seek professional advice on the past use of lead paint in sandblasting/repainting the water tower. He also learned that paint and/or construction materials used at the water tower might have contained Polychlorinated biphenyls (PCBs). He reported that Pare Engineering has submitted a proposal for $3,000 - $4,200for soil collection and lead analysis and $1,200 for PCB analysis. He stated that this request is for preliminary review and that, if lead or PCBs were found, a more comprehensive review would need to be done. Ms. Landry asked where samples would be taken from. Superintendent Cundiff stated that samples would be collected in areas where the construction and repainting processes occurred. Mr. Dennington moved to approve an expenditure not to exceed $4,200 from the Engineering Services Article to perform testing for lead paint and PCBs on the Atwood Street site of the former water tank. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

f. Consideration of IMA for Algonquin Athletic Complex Project

Ms. Cook stated that approval of this language is necessary because Southborough funded approximately $218,000 for the construction of the basketball courts, tennis courts and pickleball courts at the Algonquin Athletic Complex through Community Preservation Act (CPA) funds and Northborough funded their portion in a different manner. Ms. Cook moved to approve the proposed Intermunicipal Agreement (IMA) that deals with the issue of the funding of the Algonquin tennis courts, pickleball courts and basketball courts. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

VII. Public Comment

There was no public comment.

VIII. Executive Session

Mr. Dennington moved to enter the Board into Executive Session, per M.G.L. Chapter 30A, Section 21, at 7:45 PM and not return to Open Session for the following purpose: (1) to review and approve Executive Session minutes from December 5, 2023. Mr. Stivers seconded the motion. The motion

was approved by roll call vote: Mr. Dennington, aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye. (5-0-0).

Upcoming Meetings	
January 6, 2024	*January 16, 2024*

Respectfully submitted,

Bridgid Rubin, Recording Secretary

List of Documents referred to at the January 2, 2024 SB Meeting:

- Citizen Activity Form for Parul Sharma
- Board and Committee Activity for Khoi Nguyen
- Open Session Meeting Minutes for December 19, 2023
- Email from Jason Malinowski, dated December 12, 2023, RE: CIPC Appointment to PILOT Committee
- Memorandum from Casey Burlingame, dated December 12, 2023, RE: Building Department Schedule of Fees for 2024
- Email from Stephen Achilles, dated December 20, 2023, RE: Resignation from SCAC
- Email from Leah Emerson, dated December 21, 2023, RE: Committee Reduction
- Application for Amendment-Change of Manager for Fayville Athletic Association, with attachments
- Draft Annual Town Meeting Warrant
- Budget Summit Calendar
- Memorandum from Mark Purple, dated December 28, 2023, RE: Request to use funds from Engineering Services article
- Memorandum from Gregory L. Martineau, dated December 23, 2023, RE: Algonquin Regional High School (ARHS) Athletic Complex Project Intermunicipal Agreement (IMA), with attachments

DRAFT

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Saturday, January 6, 2023 9:00 AM – Joint Meeting with Advisory Committee
Location: Public Safety Meeting Room, 32 Cordaville Road, Southborough, MA
Present: Kathryn Cook, Andrew Dennington, Al Hamilton, Marguerite Landry, Sam Stivers For Select Board; Andrew Pfaff, Howard Rose, Tim Martel, Adam Nodiff, Larry Samberg, and Marci Jones-Salow for Advisory, and Town Administrator Mark Purple

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

Chair Dennington called the meeting to order for the Select Board at 9:01 AM. Chair Pfaff called the Advisory Committee meeting to order at 9:01 AM.

Review of FY2025 Departmental budgets

Capital Budget – Capital Committee Chair Jason Malinowski

Mr. Malinowski walked the boards through his presentation as attached in the packet which included the process the Capital Committee took to come to their recommendations, DPW projects, cosmetic work on the South Union building, Fire and Police capital projects, and the rest of the Committee recommendations. The boards discussed major projects for the fiscal years 2026 – 2029. Mr. Dennington reviewed the process the Select Board has taken regarding the disposition of the South Union School. The citizen petitions on the 2024 Warrant regarding this property were summarized as requests to delay decisions for various years.

Department of Public Works – DPW Superintendent Bill Cundiff

Mr. Cundiff went through his budget with Select Board liaisons Ms. Cook and Mr. Hamilton and Advisory liaisons Mr. Pfaff and Ms. Jones-Salow. The group discussed a proposed town engineer position with a budget for an $80K salary, the tree warden position, the previously discussed FY25 DPW capital projects, TIP projects, and the status of the Cordaville and Framingham Road projects.

Information Technology – IT Manager Jason Montijo

Mr. Montijo reviewed his budget with Ms. Cook and Mr. Stivers as Select Board liaisons, Mr. Samberg as the Advisory liaison, and Mr. Matt Probst from the Municipal Technology Committee. Mr. Probst stated that the MTC supports the full IT budget which includes moving the phone system to the Cloud and multi-year contractual increases with vendors. Mr. Montijo stated he would investigate other options that may exist at a lower cost. The group also discussed the IT infrastructure and security measures implemented, the current status and plans for the Cloud, and the town's redundant ISP services. Ms. Cook gave accolades to the IT staff for all the improvements made to the town's technology infrastructure and security.

Both Boards recessed for lunch at 12:05 PM.

The joint meeting resumed at 12:34 PM.

Treasurer/Collector Brian Ballantine reviewed the first recap for the FY25 budget which included a significant decrease in excess levy capacity and an increase in the Assabet Regional Technical School budget due to an anticipated increase in Southborough enrollment. He added that the budgets included

from K-8 and regional schools are rough estimates and the regional capital budget has not yet been submitted. Mr. Ballantine concluded that a 1% increase in the tax rate will equal $500K.

Police Department – Chief Ryan Newell

Chief Newell reviewed his three budgets which included keeping the 9-1-1 Grant in the budget, adding a second Lieutenant, an additional officer, and four new communication officers.

[*Mr. Nodiff left at 12:44 PM; and continued to participate virtually.*]

Chief Newell explained the need for each of these positions which included assistance with public records requests which are usually very time-consuming and the need for dispatch coverage. Mr. Hamilton suggested separating the Police and Dispatch budgets and Chief Newell requested the time to review alternate paths for his requested new positions before committing to this change. The boards discussed the new hiring requests and the urgency of those requests, and Mr. Pfaff suggested conducting a staffing study to validate Chief Newell's requests.

Fire Department – Chief Steven Achilles

Chief Achilles reviewed his proposed budget and outlined that the staffing budget is at a 3.8% increase mostly due to contracts. The boards discussed the recommendation for a Deputy Chief and Chief Achilles outlined the benefits of the role within the Department. Chief Achilles provided a draft information piece on a replacement tower truck and outlined the current condition of the vehicle and the recommended path forward for a new vehicle. The group discussed these options which included a new truck with the capability to carry and pump water. There was a discussion about the gaps in radio coverage and the lack of a contract with EMC for the tower where the repeaters are located. Chief Achilles suggested the town wait to understand the requirements of regional dispatch before spending funds on upgrades. The Advisory Committee thanked the Chief for his service to the community as Fire Chief and as a resident.

Mr. Dennington moved to adjourn the meeting at 2:37 PM. Ms. Landry seconded the motion. The motion was unanimously approved (5-0-0).

Mr. Pfaff made a motion to adjourn the meeting at 2:37 PM. Mr. Rose seconded the motion. The motion was unanimously approved (5-0-0).

Documents used in the meeting:

- Presentation of recommended FY25 capital from CIPC;
- FY25 requested budgets from IT, Police, Fire, and DPW;
- Fire Chief handout on Capital Purchase Request – Aerial Replacement
- FY25 budget recap from Finance Director, dated January 5, 2024

Respectfully submitted

Mark Purple, Town Administrator

DRAFT

SOUTHBOROUGH YOUTH AND FAMILY SERVICES

STRENGTHENING OUR COMMUNITY BY SUPPORTING ITS FAMILIES

January 2, 2024

Town of Southborough
Select Board
17 Common Street
Southborough, MA. 01772

Dear Select Board:

We request that you accept the attached $500 donation into our donation account. These will be used to pay for items not covered by our Town budget.

Thank you.

Sincerely,

Sarah Cassell

Sarah Cassell
Director
Southborough Youth and Family Services

Mail: 17 Common Street, Southborough, MA 01772
Office: 21 Highland Street, Southborough
Phone: (508) 481-5676



Pilgrim Congregational Church ~ UNITED CHURCH OF CHRIST

December 4, 2023

Sarah Cassell, Director
Southborough Youth & Family Services
17 Common Street
Southborough, MA 01772

Dear Sarah,

Please find enclosed our donation to your organization. The congregation of Pilgrim Church is pleased to support your important work in our community.

We encourage you to share with us how this gift has helped you achieve your goal of service to others. Please call (508) 485-4847 if you would like to schedule a visit during one of our Sunday services. Thank you for your continued commitment to the underserved in our area.

Sincerely,

Carol Cullen

Carol Cullen
Chairperson, Outreach Committee
Pilgrim Congregational Church
Growing faith. Strengthening families. Loving all.

TOWN OF SOUTHBOROUGH
FIRE DEPARTMENT
32 CORDAVILLE ROAD
SOUTHBOROUGH, MA 01772
(508) 485-3235 (508) 485-3887 (FAX)

Thursday, January 4, 2024

Select Board
Town of Southborough
17 Common Street
Southborough, MA 01772

Dear Town of Southborough Select Board,

Below, please find information on a donation made to the Town of Southborough for your acceptance.

RECEIVED FROM:	AMOUNT:	ACCOUNT SPECIFIED:
Fr. Albert Irudayasamy (St. Anne Church)	$50	Ambulance Fund (2659-4-220-483-48310)

Thank you for your consideration in this request.

Sincerely,

Steven E. Achilles
Southborough Fire Chief

HARVARD
CAMPUS SERVICES

January 5, 2024

VIA: FedEx Delivery #812407009752

Town of Southborough
Town Administrator
17 Common Street
Southborough, MA 01772
Attention: Mark J. Purple, Town Administrator

Ladies and Gentlemen:

This letter is being sent to confirm the remittance of $26,227.00, the Harvard University Fiscal Year 2024 PILOT Payment to the Town of Southborough.

As always, please feel free to contact me should you have any questions or need additional information.

Sincerely,

Matthew A. Coady

Matthew A. Coady
Assistant Director of Operations
Harvard Real Estate

Enclosure

CC: Vanessa D. Hale, Assistant Town Administrator

Harvard Real Estate - 1350 Massachusetts Ave., Cambridge, MA 02138

T 617-384-7969 W www.campusservices.harvard.edu E matthew_coady@harvard.edu

The New England Center for Children®
Autism Education and Research

January 3, 2024

Mark J. Purple
Town Administrator
Town of Southborough
17 Common Street
Southborough, MA 01772-9109

Dear Mr. Purple,

Enclosed please find a check in the amount of $52,036.00 which represents the final half of our voluntary contribution in lieu of taxes to the Town of Southborough.

We look forward to a continued good relationship with the town.

Very truly yours,

Michael S. Downey
Chief Financial Officer

MD:mk
Enc.

33 Turnpike Road Southborough, MA 01772-2108 508.481.1015 508.485.3421 fax
www.necc.org

United States • United Arab Emirates

TOWN OF SOUTHBOROUGH
FIRE DEPARTMENT
32 CORDAVILLE ROAD
SOUTHBOROUGH, MA 01772
(508) 485-3235 (508) 485-3887 (FAX)

ADMINISTRATION

DATE: January 4, 2024

TO: Andrew Dennington, Selectboard Chair
Mark Purple, Town Administrator

FROM: Steven Achilles, Fire Chief

RE: Revisions to Fire Department Ambulance Fees

The fire department is seeking the Board's support and approval to revise our current Ambulance Fee Schedule. If possible, I would request the change take effect on February 1, 2024.

Charges	Current Rates	Requested Rates	Increase
BLS EMERGENCY	$1,619.00	$1,694.00	$75.00
ALS1 EMERGENCY	$2,419.00	$2,464.00	$45.00
ALS2 EMERGENCY	$3,551.00	$3,571.00	$20.00
MILEAGE	$38.00	$39.00	$1.00

The rate increases requested are based on increases in operating costs and are consistent with the average rates for our ambulance billing company's highest 50 clients.

I am prepared to discuss the requested revisions at your earliest convenience.

MEMO

To: Mark Purple, Town Administrator

From: Casey Burlingame, Building Commissioner CB.

Date: January 11, 2024

Re: Alternate Building Commissioner

Memo:

I am requesting that Eugene Novak be appointed as the Alternate Building Commissioner. This would allow Mr. Novak to act on matters as the Building Commissioner in my absence due to vacations, illness, etc. Mr. Novak has already been appointed as the Local Building Inspector by the Selectboard and is willing to take on the role of Alternate Building Commissioner in my absence. Mr. Novak has over 30 years of experience as a Certified Building Official and is certified as a Building Commissioner/Inspector of Buildings with the Commonwealth of Massachusetts.

TOWN OF SOUTHBOROUGH

RECREATION DEPARTMENT

SOUTHBOROUGH RECREATION · 21 HIGHLAND ST. · SOUTHBOROUGH, MASSACHUSETTS 01772
(508) 229-4452 · FAX (508) 229-7969
WWW.SOUTHBOROUGHREC.COM

To: Southborough Select Board
From: Tim Davis, Recreation Director
Date: January 11, 2023
RE: Request for appointment of FT Program Coordinator – Christina McCarthy
CC: Recreation Commission; Vanessa Hale, Assistant Town Administrator

It is with great enthusiasm that I write to you with the recommendation of Christina McCarthy to fill the vacant position of Program Coordinator for the Southborough Recreation Department.

Following the resignation of Joe Durant; Vanessa Hale and Recreation worked quickly to post the position as our department was rapidly approaching the Spring and Summer seasons. At the conclusion of the posting period, we received 34 applicants. Ms Hale and I offered interviews to seven (7), three (3) were conducted, with a final interview was offered to Mrs. McCarthy guided by Mark Purple and Brian Ballantine. All were in support of Christina's appointment to the position.

Christina comes to us with a master's degree in Sport Management with a focus in Recreation from Lasell University. Over the last 2+ years she has worked with the Recreation Department on many occasions through her current role as Business Administrator for the Southborough Youth and Family Services Department. These include multiple joint programming initiatives, event and program management at the South Union Building, volunteering for recreation events, and serving, as a resident, with the Friends of Southborough Recreation Board to help run the 2023 Gobble Wobble. Additionally, Mrs. McCarthy sits on the Boards of Southborough Youth Soccer and Southborough Youth Basketball, while coaching for both associations.

The Recreation Department, and Recreation Commission, are thrilled to welcome Christina to our team, with your vote of approval, and we look forward to the positive impact she will have on our community.

From: Jason W. Malinowski
To: Melanie Otsuka
Subject: Community Center Exploration Committee Term Extension
Date: Thursday, January 11, 2024 3:51:51 PM

Hi Melanie,

Please accept this email as our formal request of the Select Board to extend the term of the Community Center Exploration Committee to February 15, 2024. Due to scheduling conflicts for some of our committee members, we needed to push our final presentation to the Select Board back to February 6, 2024. This will allow our Committee to finalize minutes after this presentation in order to then be dissolved.

Please let me know if you have any questions.

Thanks,

Jason

TOWN OF SOUTHBOROUGH

OFFICE OF THE PERSONNEL BOARD
TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 · FAX (508) 480-0161 · personnel@southboroughma.com

TITLE: Business Administrator II

Department: Facilities

SAP Grade: 4

Bi-weekly Hours: 80

Reports to: Director of Facilities

Approved by Personnel Board:

Approved by Appointing Authority:

Position Purpose: This position provides administrative support and day-to-day office management. This position is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control; performs all other related work as required.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Performs general office work: answers phones, distributes mail, drafts correspondence, orders supplies, and acts as a go-to for general inquiries;
- Maintains workflow and streamlines office procedures; implements new procedures as assigned;
- Creates and revises systems and procedures by analyzing practices, recordkeeping systems, and budgetary and personnel requirements; implements changes as needed;
- Resolves administrative problems by coordinating the preparation of reports, analyzing data, and identifying solutions;
- Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques;
- Provides information to the public and town employees/officials by answering questions and researching requests;
- Maintains supplies inventory by checking inventory level and processing orders;

- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks and seeking professional development;
- May lead the work of others and coordinate with volunteers or other peers;
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

Associate's or Bachelor's Degree preferred; Three to five (3-5) years of progressive administrative experience or related field preferred; experience working with government, the public and responding to customer service requests desired. Any equivalent combination of education and experience will be considered.

Special Requirements/Licenses:

Knowledge, Ability and Skill:

Knowledge: Advanced knowledge of the municipal administration process, knowledge of the functions of municipal government, understanding of the interaction between local government, state government, and federal government, basic working knowledge of business administration, general office procedures, and applicable local, state, and federal laws.

Ability: Ability to lead, plan, organize and collaborate with others, ability to communicate effectively, ability to establish and maintain effective working relationships with all town employees, board/committee members, officials and the general public, ability to recognize town-wide priorities and work cooperatively to support their accomplishment, ability to prioritize multiple tasks and deal effectively with interruptions, often under considerable time pressure, ability to operate a computer and proficient in the use of MS Office applications and database applications.

Skill: Excellent customer service and organization skills, excellent written and verbal communication skills, excellent computer skills including MS Office applications.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is frequently required to walk, sit, communicate, or hear; required to handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move objects weighing up to 20 pounds. Vision and hearing at or correctable to normal ranges. This position requires the ability to operate a keyboard and calculator at an efficient speed.

Supervision:

Supervision Scope: Performs routine duties that are clearly defined by protocol and standard operating procedures. This role requires basic knowledge of departmental operations.

Supervision Received: Works under the direct supervision of the Department Head or Manager.

Supervision Given: May supervise volunteers or senior tax work off participants on occasion.

Job Environment:

- Work performed under typical office conditions; work environment is at times moderately noisy
- Operates a computer, calculator, telephone, copier, fax, and other standard office equipment
- Interacts with other town departments, vendors, the general public, and town officials
- Has access to department-related confidential and/or sensitive information including financial records, the disclosure of which would cause a significant breach of trust and seriously damage the reputation of the department
- Errors in judgment could result in department errors, lower standards of service to the community, monetary loss or legal repercussions and possible negative public relations for both the department and the town

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.*

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer

DRAFT

ADDENDUM

Tasks and responsibilities which are assigned specifically to this position:

- Maintains a detailed spreadsheet of recurring maintenance and inspection items pertaining to properties; schedules and coordinates related work items with in-house staff and outside vendors.
- Prepares payroll; verifies that all corresponding payroll documentation is accurate. Performs detailed analyses for the department head, as requested;
- Processes payables and prepares accompanying reports for the accounting and finance departments. Compiles necessary data to create and maintain vendor accounts;
- Assists Director with budget preparation; tracks and balances budgets and articles to ensure effective and efficient use of budgetary funds;
- Procures goods and services by preparing quotes and bid documents in accordance with M.G.L. c. 30B, M.G.L. c. 149 and other applicable statutes. Performs required advertising, and produces appropriate related procurement documentation for submission to the Select Board, Town Accountant and Town Clerk;
- Conducts inventory and tracks custodial supply distribution to town buildings. Maintains up-to-date detailed records in regard to hazmat/chemical products;
- Manages the Town's wireless communications accounts; negotiates hardware costs and upgrades; responsible for tracking expenditures and remedying any related billing issues;
- Uses Que Centre software to create, track, update, and close out work orders; enters and maintains data within the Town's Mass Energy Insight account;
- Conducts CORI background checks on potential new hires;
- Manages and maintains the department's website.
- Organizes informational sessions and clinics aimed at providing department employees with beneficial information geared toward creating and maintaining a safe work environment;
- Prepares required personal injury and automobile accident reports for the Town's insurer;
- Schedules meetings and coordinates room set ups for various boards and committees;
- Prepares and maintains departmental project folders;
- Serves as a member of the Town's Emergency Operation Center (E.O.C.).

DRAFT

TOWN OF SOUTHBOROUGH
POLICE DEPARTMENT
32 Cordaville Road
Southborough, Massachusetts 01772

RYAN NEWELL
CHIEF OF POLICE

Emergency: 9-1-1
All Other: (508) 485-2121
Business: (508) 485-2147
Fax: (508) 485-4634

To: Chief Ryan Newell
From: Officer James Gallagher #64
Date: January 7, 2024
Re: Letter of Resignation

Dear Chief Newell,

After a long and thoughtful process, personal reflection, and conversations with co-workers and family members, I have come to the extremely difficult decision to formally resign from my position as a Police Officer with the Southborough Police Department. My last shift will be on January 20, 2024.

I have learned invaluably as a Police Officer and as a person over the last twelve years during my career in Southborough.

The members of this department have become more than just co-workers; I truly consider each and every one of them family. What we have at the Southborough Police Department is a very rare occurrence in this line of work. I consider myself very lucky to have been part of something so special.

Furthermore, I want to personally thank you for your guidance, support, and friendship. I began my career in Southborough working midnights with you and I have tried to emulate your style of leadership. You have been a role model both personally and professionally. I am confident that you will continue to do great things going forward.

I would also like to express my gratitude to the members of rank, past and present, for their knowledge and guidance throughout my career in Southborough. They have developed my skills as a Police Officer and they are lessons that I will continue to use going forward.

I truly appreciate all of the opportunities, friendships, and memories I have made during my tenure at the Southborough Police Department. I wish you and the department continued success in the future. Despite my departure, I am confident that I will remain close with all of you. Please let me know how I can be of assistance to ensure an easy transition. Thank you again for everything.

Respectfully Submitted,

Officer James Gallagher
Badge #64

FY2025 DRAFT ONLY

1/11/2024	FY2023	FY2024	FY2025	
Fiscal Year				
LEVY	48,293,574	50,172,301	52,147,244	3.9%
2 1/2	1,207,339	1,254,308	1,303,681	3.9%
NEW GROWTH	671,388	720,635	450,000	-37.6%
LEVY	**50,172,301**	**52,147,244**	**53,900,925**	**3.4%**
DEBT-CAP EXEMPT	3,251,883	1,932,522	1,914,646	-0.9%
SBAB PAYMENTS	(920,943)	0	0	0.0%
TOTAL LEVY LIMIT	**52,503,241**	**54,079,766**	**55,815,571**	**3.2%**
TAX RATE	**14.76**	**13.91**	**14.45**	**3.88%**
ASSESSED VALUE	3,241,020	3,566,871	3,776,357	5.9%
CERTIFIED FREE CASH	1,681,761	1,602,386	1,888,463	17.9%
LOCAL RECEIPTS	3,947,525	4,208,600	4,208,600	0.0%
COMM. PRESERV. FUNDS	829,379	919,243	0	-100.0%
LOCAL AID	3,704,247	3,771,119	3,771,119	0.0%
SBAB PAYMENTS	920,943	0	0	0.0%
OTHER AVAILABLE	1,208,401	1,379,488	1,070,209	-22.4%
TOTAL OTHER REVENUES	**12,292,256**	**11,880,836**	**10,938,391**	**-7.9%**
TOTAL REVENUE	**64,795,497**	**65,960,602**	**66,753,962**	**1.2%**
	2023 RECAP	**2024 RECAP**	**2025 RECAP**	
OTHER	931,378	983,607	29,201	-97.0%
STATE- COUNTY CHARGES	266,491	234,445	234,445	0.0%
OVERLAY	440,478	446,742	450,000	0.7%
TOTAL CHARGES	**1,638,347**	**1,664,794**	**713,646**	**-57.1%**
TOWN				
TOWN BUDGET	13,099,285	14,108,403	15,392,997	9.1%
EMPLOYEE BENEFITS	3,986,827	4,275,591	4,701,094	10.0%
LEASE DEBT G-FUND	102,316	35,659	55,114	54.6%
GEN. LIABILITY INSURANCE	133,894	153,770	175,601	14.2%
BUDGET ARTICLES	546,276	313,000	331,634	6.0%
DEBT & INTEREST	1,954,848	1,825,245	1,943,665	6.5%
CAPITAL ARTICLES	859,500	1,222,621	1,845,000	50.9%
TOTAL TOWN	**20,682,946**	**21,934,290**	**24,445,105**	**11.4%**
SCHOOL				
SCHOOLS BUDGET	31,363,292	32,448,469	34,346,493	5.8%
EMPLOYEE BENEFITS	4,882,658	5,158,458	5,560,946	7.8%
GEN. LIABILITY INSURANCE	200,840	230,656	263,401	14.2%
SCHOOL SETTLEMENT NBORO	232,500	0	0	0.0%
DEBT & INTEREST	1,129,125	59,350	174,786	194.5%
TOTAL SCHOOL	**37,808,415**	**37,896,933**	**40,345,626**	**6.5%**
TOTAL EXPENDITURES	**60,129,708**	**61,496,016**	**65,504,377**	**6.5%**
LEVY BALANCE	**4,665,789**	**4,464,586**	**1,249,585**	

893,400.00	Avg House Value FY24
12,427.20	FY24 Taxes
938,070.00	Avg House Value FY25
13,554.52	FY25 Taxes
1,127.32	**Dollar Increase**
9.07%	**% Increase**

450,000	New Growth Estimate
0.01445	Tax Rate
31,142	Value Added

2,339,466	F-Cash Balance
(96,115)	Opioid Funds to appropriate
(689,388)	Set Aside for Reserve or Capital
334,500	Funding of 5 Capital Articles from F/Cash
1,888,463	Used for Budget and Capital
451,003	**Remaining F-cash for reserve or Other**

FY2025 ATM March 2024	FY 23 APPROVED	FY 24 APPROVED	FY 25 REQUESTED	% Chg From FY24	
100-199 GENERAL GOVERNMENT					
114 MODERATOR	100	100	100	0.00%	
121-129 Executive					
121 ELECTED SELECTBOARD	4,000	4,000	4,000	0.00%	
122 SELECTBOARD	459,307	482,263	490,131	1.63%	
131-149 Financial Administration					
131 ADVISORY COMMITTEE	3,500	5,250	5,250	0.00%	
132 RESERVE FUND	180,000	180,000	180,000	0.00%	
135 TOWN ACCOUNTANT	165,269	172,164	177,214	2.93%	
136 AUDIT	27,000	46,000	45,550	-0.98%	
140 ELECTED ASSESSORS	2,250	2,250	2,250	0.00%	
141 ASSESSORS	249,196	259,861	275,138	5.88%	
145 TREASURER/COLLECTOR	242,223	259,534	296,776	14.35%	
151-159 Operation Support					
151 TOWN COUNSEL/153 SP LEGAL	140,000	135,000	147,375	9.17%	
152 PERSONNEL BOARD	17,350	14,875	14,875	0.00%	
154 MUNICIPAL TECH COMMITTEE	1,500	1,500	1,500	0.00%	
155 INFORMATION TECHNOLOGY	505,130	569,009	621,269	9.18%	*adjusted to no cloud 1/2/24
159 OTHER OPERATION SUPP.	452,182	541,531	524,253	-3.19%	
161-169 Licensing & Registration					
160 ELECTED CLERK	92,856	96,570	101,916	5.54%	
161 TOWN CLERK	209,579	224,297	320,820	43.03%	*adjusted 1/3/24 per T-Clerk
171-179 Land Use					
171 CONSERVATION COMMISSION	125,399	138,827	143,169	3.13%	
175 PLANNING BOARD	182,630	187,911	197,884	5.31%	
176 ZONING BOARD OF APPEALS	13,275	12,896	13,655	5.89%	
177 OPEN SPACE	2,000	5,000	5,000	0.00%	
191-199 Other					
182 ECONOMIC DEVELOPMENT	42,938	41,581	43,256	4.03%	
192 FACILITIES DEPARTMENT	601,209	660,108	692,033	4.84%	
193 ADA COMMITTEE	2,500	2,500	2,500	0.00%	
TOTAL GENERAL GOVERNMENT	3,721,393	4,043,027	4,305,914	6.50%	
200-299 Public Safety					
210 POLICE DEPARTMENT	2,551,068	2,818,137	3,457,865	22.70%	*w Dispatch-LT-OFF
220 FIRE DEPARTMENT	2,409,695	2,538,740	2,641,029	4.03%	
241 BUILDING DEPARTMENT	170,259	179,073	188,059	5.02%	
291 EMERGENCY MANAGEMENT	11,225	14,560	16,060	10.30%	
292 ANIMAL CONTROL OFFICER	29,052	30,359	30,359	0.00%	
TOTAL PUBLIC SAFETY	5,171,299	5,580,869	6,333,372	13.48%	
400-499 Public Works					
420,430,490 DPW	2,540,902	2,706,191	2,848,109	5.24%	
TOTAL PUBLIC WORKS	2,540,902	2,706,191	2,848,109	5.24%	
500-599 Human Services					
510 ELECTED BOH SALARIES	450	450	450	0.00%	
512 BOARD OF HEALTH	260,652	275,224	284,218	3.27%	
541 COUNCIL ON AGING	355,425	388,491	413,239	6.37%	
542 YOUTH COMMISSION	262,063	283,486	334,274	17.92%	
543 VETERANS SERVICES	35,735	35,600	39,700	11.52%	
TOTAL HUMAN SERVICES	914,325	983,251	1,071,881	9.01%	
600-699 Culture and Recreation					
610 LIBRARY	587,688	624,447	654,951	4.88%	
630 RECREATION	159,328	166,268	177,770	6.92%	
691 HISTORICAL COMMISSION	1,000	1,000	1,000	0.00%	
692 MEMORIAL DAY	3,350	3,350	0	-100.00%	*Moved to Vets
TOTAL CULTURE & RECREATION	751,366	795,065	833,721	4.86%	
TOTAL TOWN	13,099,285	14,108,403	15,392,997	9.11%	
300-399 Education					
300 ELECTED SCHOOL COMM	500	500	500	0.00%	
301 SOUTHBOROUGH SCHOOLS	22,283,443	23,064,418	24,448,283	6.00%	
302 ALGONQUIN	8,220,295	8,508,457	8,933,880	5.00%	
ALGONQUIN EXEMPT DEBT	393,181	393,796	393,796	0.00%	
304 ASSABET	420,998	436,423	524,500	20.18%	
305 NORFOLK COUNTY AGRIC.	44,875	44,875	45,534	1.47%	
TOTAL EDUCATION	31,363,292	32,448,469	34,346,493	5.85%	
TOWN 900-999 Unclassifed					
910 EMPLOYEE BENEFITS-Town	3,986,827	4,275,591	4,701,094	9.95%	
910 EMPLOYEE BENEFITS-School	4,882,658	5,158,458	5,560,946	7.80%	
TOTAL UNCLASSIFIED BENEFITS	8,869,485	9,434,049	10,262,040	8.78%	
941 LEGAL SETTLEMENT REGIONAL	232,500	0	0	0.00%	
945 GENERAL LIABILITY INS.-Town	133,894	153,770	175,601	14.20%	
945 GENERAL LIABILITY INS.-School	200,840	230,656	263,401	14.20%	
TOTAL LIABILITY INSURANCE	567,234	384,426	439,002	14.20%	
710 RETIREMENT OF DEBT-Town	1,145,097	965,116	1,136,464	17.75%	
710 RETIREMENT OF DEBT-School	1,085,000	50,000	110,000	120.00%	
751 INTEREST ON DEBT-Town	809,751	857,579	806,201	-5.99%	
751 INTEREST ON DEBT-School	44,125	9,350	64,786	592.90%	
700 CONTINUING DISCLOSURE	0	2,550	1,000	-60.78%	
TOTAL DEBT SERVICE GEN FUND	3,083,973	1,884,595	2,118,451	12.41%	
GRAND TOTAL	56,983,269	58,259,942	62,558,983	7.38%	
1/11/24 11:16 AM					

FY2025 CAPITAL G-FUND	Requested Amount	Funding	REMOVED OR NOTE
ROAD MAINTENANCE and MISC - FY25	650,000.00	General Fund	
RECREATION MAINTENANCE ARTICLE	25,000.00	General Fund	
TRASH TRAILER	125,000.00	General Fund	
SIDEWALK TRACTOR W/ ATTACHMENTS	210,000.00	General Fund	Part could be water - TBD
MOWER ATTACHMENT FOR JD TRACTOR ATTACHMENT	20,000.00	General Fund	
CREW CAB SERVICE DUMP (OPS SUPERVISOR)	95,000.00	General Fund	
SOUTH UNION SCHOOL	50,000.00	General Fund	Transfer to Cap Maint Fund
CAPITAL MAINTENANCE FUND	100,000.00	General Fund	
LIBRARY BUILDING ENGINEERING	150,000.00	General Fund	
AMBULANCE POWER STRETCHERS AMB 2	65,500.00	General Fund	
PPE FOR FY25 FIRE	20,000.00	General Fund	
POLICE CRUISERS - 2	150,000.00	General Fund	*FREE CASH
FINN AC	134,500.00	General Fund	*FREE CASH
WOODWARD AC	50,000.00	General Fund	*FREE CASH
TOTAL	**1,845,000.00**		

FY2025 BUDGET ART. G-FUND	Requested Amount	Funding
APPROPRIATE TO OPEB TRUST	250,000.00	General Fund
ENGINEER AND CONSULTANT FUNDS	25,000.00	General Fund
TOWN CLERK SCANNING DOCUMENTS	56,634.00	General Fund
TOTAL	**331,634.00**	

FY2025 LEASE DEBT G-FUND	Requested Amount	Funding
LEASE: DPW DIESEL YEAR 4 OF 7	10,622.00	General Fund
LEASE: DPW HOOK TRUCK YEAR 4 OF 7	25,037.00	General Fund
POLICE TASER LEASE	19,455.00	General Fund
TOTAL	**55,114.00**	

FY2025 AMBULANCE FUND	Requested Amount	Funding
DEFIBRILATORS PARAMEDIC	100,000.00	Ambulance Fund
LEASE: FIRE CH VEHICLE YEAR 4 OF 7	8,422.00	Ambulance Fund
LEASE: FIRE AMBULANCE YEAR 4 OF 5	57,191.00	Ambulance Fund
TOTAL	**165,613.00**	

FY2025 WATER CAPITAL/LEASE	Requested Amount	Funding	
LEASE: DPW DIESEL YEAR 4 OF 7	10,622.00	Water Fund	
LEASE: DPW HOOK TRUCK YEAR 4 OF 7	9,105.00	Water Fund	
MOWER ATTACHMENT JD TRACTOR	18,550.00	Water Fund	
ASPHALT HOT BOX	10,500.00	Water Fund	NOT THIS YEAR
DOUBLE DRUM ROLLER	7,500.00	Water Fund	
WATER MAIN IMPROVEMENTS	250,000.00	Water Fund	NOT THIS YEAR
TOTAL	**306,277.00**		

FY2025 REQUESTED BOND PROJECTS	Requested Amount	Funding	
CORDAVILLE ROAD ENG & CONSTRUCTION	5,223,268.00	General Fund	NOT THIS YEAR
FIRE TOWER DEMO TRUCK	1,300,000.00	General Fund	
AMBULANCE A28	551,000.00	Ambulance Fund	
TOTAL	**7,074,268.00**		

FY2025 CPA FUNDED	Requested Amount	Funding
	-	CPA
TOTAL	**-**	

FY2025 DRAFT ONLY

1/11/2024	FY2023	FY2024	FY2025	
Fiscal Year				
LEVY	48,293,574	50,172,301	52,147,244	3.9%
2 1/2	1,207,339	1,254,308	1,303,681	3.9%
NEW GROWTH	671,388	720,635	450,000	-37.6%
LEVY	**50,172,301**	**52,147,244**	**53,900,925**	**3.4%**
DEBT-CAP EXEMPT	3,251,883	1,932,522	1,914,646	-0.9%
SBAB PAYMENTS	(920,943)	0	0	0.0%
TOTAL LEVY LIMIT	**52,503,241**	**54,079,766**	**55,815,571**	**3.2%**
TAX RATE	**14.76**	**13.91**	**14.33**	**3.01%**
ASSESSED VALUE	3,241,020	3,566,871	3,776,618	5.9%
CERTIFIED FREE CASH	1,681,761	1,602,386	2,339,466	46.0%
LOCAL RECEIPTS	3,947,525	4,208,600	4,208,600	0.0%
COMM. PRESERV. FUNDS	829,379	919,243	0	-100.0%
LOCAL AID	3,704,247	3,771,119	3,771,119	0.0%
SBAB PAYMENTS	920,943	0	0	0.0%
OTHER AVAILABLE	1,208,401	1,379,488	1,070,209	-22.4%
TOTAL OTHER REVENUES	**12,292,256**	**11,880,836**	**11,389,394**	**-4.1%**
TOTAL REVENUE	**64,795,497**	**65,960,602**	**67,204,965**	**1.9%**
	2023 RECAP	**2024 RECAP**	**2025 RECAP**	
OTHER	931,378	983,607	29,201	-97.0%
STATE- COUNTY CHARGES	266,491	234,445	234,445	0.0%
OVERLAY	440,478	446,742	450,000	0.7%
TOTAL CHARGES	**1,638,347**	**1,664,794**	**713,646**	**-57.1%**
TOWN				
TOWN BUDGET	13,099,285	14,108,403	15,392,997	9.1%
EMPLOYEE BENEFITS	3,986,827	4,275,591	4,701,094	10.0%
LEASE DEBT G-FUND	102,316	35,659	55,114	54.6%
GEN. LIABILITY INSURANCE	133,894	153,770	175,601	14.2%
BUDGET ARTICLES	546,276	313,000	331,634	6.0%
DEBT & INTEREST	1,954,848	1,825,245	1,943,665	6.5%
CAPITAL ARTICLES	859,500	1,222,621	1,845,000	50.9%
TOTAL TOWN	**20,682,946**	**21,934,290**	**24,445,105**	**11.4%**
SCHOOL				
SCHOOLS BUDGET	31,363,292	32,448,469	34,346,493	5.8%
EMPLOYEE BENEFITS	4,882,658	5,158,458	5,560,946	7.8%
GEN. LIABILITY INSURANCE	200,840	230,656	263,401	14.2%
SCHOOL SETTLEMENT NBORO	232,500	0	0	0.0%
DEBT & INTEREST	1,129,125	59,350	174,786	194.5%
TOTAL SCHOOL	**37,808,415**	**37,896,933**	**40,345,626**	**6.5%**
TOTAL EXPENDITURES	**60,129,708**	**61,496,016**	**65,504,377**	**6.5%**
LEVY BALANCE	**4,665,789**	**4,464,586**	**1,700,588**	

893,400.00	Avg House Value FY24
12,427.20	FY24 Taxes
938,070.00	Avg House Value FY25
13,441.56	FY25 Taxes
1,014.36	**Dollar increase**
8.16%	**% increase**

450,000	New Growth Estimate
0.01433	Tax Rate
31,403	Value Added

2,339,466	F-Cash Balance
(96,115)	Opioid Funds to appropriate
(689,388)	Set Aside for Reserve or Capital
334,500	Funding of 5 Capital Articles from F/Cash
451,003	Additional Capital and G-fund offset
2,339,466	Used for Budget and Capital
-	**Remaining F-cash for reserve or Other**

REVCAP
011124 W FREE CASH ALL USED

FY2025 ATM March 2024	FY 23 APPROVED	FY 24 APPROVED	FY 25 REQUESTED	% Chg From FY24	
100-199 GENERAL GOVERNMENT					
114 MODERATOR	100	100	100	0.00%	
121-129 Executive					
121 ELECTED SELECTBOARD	4,000	4,000	4,000	0.00%	
122 SELECTBOARD	459,307	482,263	490,131	1.63%	
131-149 Financial Administration					
131 ADVISORY COMMITTEE	3,500	5,250	5,250	0.00%	
132 RESERVE FUND	180,000	180,000	180,000	0.00%	
135 TOWN ACCOUNTANT	165,269	172,164	177,214	2.93%	
136 AUDIT	27,000	46,000	45,550	-0.98%	
140 ELECTED ASSESSORS	2,250	2,250	2,250	0.00%	
141 ASSESSORS	249,196	259,861	275,138	5.88%	
145 TREASURER/COLLECTOR	242,223	259,534	296,776	14.35%	
151-159 Operation Support					
151 TOWN COUNSEL/153 SP LEGAL	140,000	135,000	147,375	9.17%	
152 PERSONNEL BOARD	17,350	14,875	14,875	0.00%	
154 MUNICIPAL TECH COMMITTEE	1,500	1,500	1,500	0.00%	
155 INFORMATION TECHNOLOGY	505,130	569,009	621,269	9.18%	*adjusted to no cloud 1/2/24
159 OTHER OPERATION SUPP.	452,182	541,531	524,253	-3.19%	
161-169 Licensing & Registration					
160 ELECTED CLERK	92,856	96,570	101,916	5.54%	
161 TOWN CLERK	209,579	224,297	320,820	43.03%	*adjusted 1/3/24 per T-Clerk
171-179 Land Use					
171 CONSERVATION COMMISSION	125,399	138,827	143,169	3.13%	
175 PLANNING BOARD	182,630	187,911	197,884	5.31%	
176 ZONING BOARD OF APPEALS	13,275	12,896	13,655	5.89%	
177 OPEN SPACE	2,000	5,000	5,000	0.00%	
191-199 Other					
182 ECONOMIC DEVELOPMENT	42,938	41,581	43,256	4.03%	
192 FACILITIES DEPARTMENT	601,209	660,108	692,033	4.84%	
193 ADA COMMITTEE	2,500	2,500	2,500	0.00%	
TOTAL GENERAL GOVERNMENT	3,721,393	4,043,027	4,305,914	6.50%	
200-299 Public Safety					
210 POLICE DEPARTMENT	2,551,068	2,818,137	3,457,865	22.70%	*w Dispatch-LT-OFF
220 FIRE DEPARTMENT	2,409,695	2,538,740	2,641,029	4.03%	
241 BUILDING DEPARTMENT	170,259	179,073	188,059	5.02%	
291 EMERGENCY MANAGEMENT	11,225	14,560	16,060	10.30%	
292 ANIMAL CONTROL OFFICER	29,052	30,359	30,359	0.00%	
TOTAL PUBLIC SAFETY	5,171,299	5,580,869	6,333,372	13.48%	
400-499 Public Works					
420,430,490 DPW	2,540,902	2,706,191	2,848,109	5.24%	
TOTAL PUBLIC WORKS	2,540,902	2,706,191	2,848,109	5.24%	
500-599 Human Services					
510 ELECTED BOH SALARIES	450	450	450	0.00%	
512 BOARD OF HEALTH	260,652	275,224	284,218	3.27%	
541 COUNCIL ON AGING	355,425	388,491	413,239	6.37%	
542 YOUTH COMMISSION	262,063	283,486	334,274	17.92%	
543 VETERANS SERVICES	35,735	35,600	39,700	11.52%	
TOTAL HUMAN SERVICES	914,325	983,251	1,071,881	9.01%	
600-699 Culture and Recreation					
610 LIBRARY	587,688	624,447	654,951	4.88%	
630 RECREATION	159,328	166,268	177,770	6.92%	
691 HISTORICAL COMMISSION	1,000	1,000	1,000	0.00%	
692 MEMORIAL DAY	3,350	3,350	0	-100.00%	*Moved to Vets
TOTAL CULTURE & RECREATION	751,366	795,065	833,721	4.86%	
TOTAL TOWN	13,099,285	14,108,403	15,392,997	9.11%	
300-399 Education					
300 ELECTED SCHOOL COMM	500	500	500	0.00%	
301 SOUTHBOROUGH SCHOOLS	22,283,443	23,064,418	24,448,283	6.00%	
302 ALGONQUIN	8,220,295	8,508,457	8,933,880	5.00%	
ALGONQUIN EXEMPT DEBT	393,181	393,796	393,796	0.00%	
304 ASSABET	420,998	436,423	524,500	20.18%	
305 NORFOLK COUNTY AGRIC.	44,875	44,875	45,534	1.47%	
TOTAL EDUCATION	31,363,292	32,448,469	34,346,493	5.85%	
TOWN 900-999 Unclassifed					
910 EMPLOYEE BENEFITS-Town	3,986,827	4,275,591	4,701,094	9.95%	
910 EMPLOYEE BENEFITS-School	4,882,658	5,158,458	5,560,946	7.80%	
TOTAL UNCLASSIFIED BENEFITS	8,869,485	9,434,049	10,262,040	8.78%	
941 LEGAL SETTLEMENT REGIONAL	232,500	0	0	0.00%	
945 GENERAL LIABILITY INS.-Town	133,894	153,770	175,601	14.20%	
945 GENERAL LIABILITY INS.-School	200,840	230,656	263,401	14.20%	
TOTAL LIABILITY INSURANCE	567,234	384,426	439,002	14.20%	
710 RETIREMENT OF DEBT-Town	1,145,097	965,116	1,136,464	17.75%	
710 RETIREMENT OF DEBT-School	1,085,000	50,000	110,000	120.00%	
751 INTEREST ON DEBT-Town	809,751	857,579	806,201	-5.99%	
751 INTEREST ON DEBT-School	44,125	9,350	64,786	592.90%	
700 CONTINUING DISCLOSURE	0	2,550	1,000	-60.78%	
TOTAL DEBT SERVICE GEN FUND	3,083,973	1,884,595	2,118,451	12.41%	
GRAND TOTAL	56,983,269	58,259,942	62,558,983	7.38%	
1/11/24 11:19 AM					

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RECREATION MAINTENANCE ARTICLE	25,000.00	General Fund	
TRASH TRAILER	125,000.00	General Fund	
SIDEWALK TRACTOR W/ ATTACHMENTS	210,000.00	General Fund	*FREE CASH
MOWER ATTACHMENT FOR JD TRACTOR ATTACHMENT	20,000.00	General Fund	
CREW CAB SERVICE DUMP (OPS SUPERVISOR)	95,000.00	General Fund	
SOUTH UNION SCHOOL - Transfer to Maint Fund (?)	50,000.00	General Fund	*FREE CASH
CAPITAL MAINTENANCE FUND	100,000.00	General Fund	
LIBRARY BUILDING ENGINEERING	150,000.00	General Fund	*FREE CASH
AMBULANCE POWER STRETCHERS AMB 2	65,500.00	General Fund	
PPE FOR FY25 FIRE	20,000.00	General Fund	
POLICE CRUISERS - 2	150,000.00	General Fund	*FREE CASH
FINN AC	134,500.00	General Fund	*FREE CASH
WOODWARD AC	50,000.00	General Fund	*FREE CASH
TOTAL	1,845,000.00		

FY2025 BUDGET ART. G-FUND	Requested Amount	Funding
APPROPRIATE TO OPEB TRUST	250,000.00	General Fund
ENGINEER AND CONSULTANT FUNDS	25,000.00	General Fund
TOWN CLERK SCANNING DOCUMENTS	56,634.00	General Fund
TOTAL	331,634.00	

FY2025 LEASE DEBT G-FUND	Requested Amount	Funding
LEASE: DPW DIESEL YEAR 4 OF 7	10,622.00	General Fund
LEASE: DPW HOOK TRUCK YEAR 4 OF 7	25,037.00	General Fund
POLICE TASER LEASE	19,455.00	General Fund
TOTAL	55,114.00	

FY2025 AMBULANCE FUND	Requested Amount	Funding
DEFIBRILATORS PARAMEDIC	100,000.00	Ambulance Fund
LEASE: FIRE CH VEHICLE YEAR 4 OF 7	8,422.00	Ambulance Fund
LEASE: FIRE AMBULANCE YEAR 4 OF 5	57,191.00	Ambulance Fund
TOTAL	165,613.00	

FY2025 WATER CAPITAL/LEASE	Requested Amount	Funding
LEASE: DPW DIESEL YEAR 4 OF 7	10,622.00	Water Fund
LEASE: DPW HOOK TRUCK YEAR 4 OF 7	9,105.00	Water Fund
MOWER ATTACHMENT JD TRACTOR	18,550.00	Water Fund
ASPHALT HOT BOX	10,500.00	Water Fund
DOUBLE DRUM ROLLER	7,500.00	Water Fund
WATER MAIN IMPROVEMENTS	250,000.00	Water Fund
TOTAL	306,277.00	

FY2025 REQUESTED BOND PROJECTS	Requested Amount	Funding
CORDAVILLE ROAD ENG & CONSTRUCTION	5,223,268.00	General Fund
FIRE TOWER DEMO TRUCK	1,300,000.00	General Fund
AMBULANCE A28	551,000.00	Ambulance Fund
TOTAL	7,074,268.00	

FY2025 CPA FUNDED	Requested Amount	Funding
	-	CPA
TOTAL	-	

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ANNUAL TOWN MEETING WARRANT

of the

TOWN OF SOUTHBOROUGH

MASSACHUSETTS

For the Annual Town Meeting
on

March 23, 2024

10:00 a.m.

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Town Finance Terminology

The following terms are frequently used in the Advisory Committee Report and at Town Meeting. For your convenience, we provide the following definitions:

Surplus Revenue: (Often referred to as "Excess and Deficiency")
The fund represents the amount by which the Cash, Accounts Receivable and other floating assets exceed the liabilities and reserves.

Available Funds: (Often referred to as "Free Cash")
The amount of the Unreserved Fund Balance (Surplus Revenue) account over and above uncollected taxes of prior years constitutes "free cash" or "available funds".

Overlay:
The Overlay is the amount raised by the Assessors in excess of appropriations and other charges for the purpose of creating a fund to cover abatements and exemptions as granted.

Overlay Reserve:
This is the accumulated amount of the Overlay for various years not used or required to be held in the specific Overlay account for a given year, and may be used by vote of the town for extraordinary or unforeseen purposes or voted into the Reserve Fund.

Stabilization Fund:
An outside section of Chapter 138 of the Acts of 1991 (the FY92 State budget) modifies limitations on the Stabilization Fund appropriation process by enabling communities to appropriate from this fund for any non-capital, lawful purpose without Emergency Finance Board approval (section 333). Beginning in FY92, the Stabilization Fund will thus become a source of revenue for general operating expenses for communities.

The Stabilization Fund is a mechanism for setting aside money for capital projects. It equalizes the effect of capital expenditures over time, as capital appropriations can change considerably from year to year. The balance in the fund will build up during years when expenditures for capital items are low. During years with high capital expenditures, the community will transfer money from the fund to reduce the project's impact on the tax rate or the amount of borrowing required for the project.

A community may appropriate up to 10% of its tax levy each year, as long as the balance in the Stabilization Fund does not exceed 10% of the community's equalized valuation. Interest earned on any fund balance is retained as part of the fund.

Appropriations into a Stabilization Fund can be made at either an annual or special town or district meeting. Chapter 94 of the Acts of 1985 permits appropriations to be made from a Stabilization fund at a special town or district meeting, not just at the annual meeting. Regardless of the timing, appropriations from the Stabilization Fund require a two-thirds vote by the appropriating authority. Until the FY92 state budget, a community could only appropriate from the Stabilization Fund for a non-capital purpose with the approval of the Emergency Finance Board.

Reserve Fund:
This fund is established by the voters at the Annual Town Meeting only and may be composed of (a) an appropriation (not exceeding 5% of the tax levy of the preceding year), (b) money transferred from Overlay Reserve, or (c) both. Transfers from the Reserve fund may be made only by the Advisory Committee and are for "extraordinary or unforeseen expenditures" only.

Conservation Fund:
For land purchases and any other conservation use.

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Introduction to the Rules of Town Meeting

Southborough's Town Meeting is an open town meeting in which all registered voters may participate. Town Meeting is a deliberative assembly, conducted via a defined process, charged with considering a maximum number of questions of varying complexity in a minimum amount of time and with full regard to the rights of the majority, strong minority, individuals, absentees and all of these together. In other words, we gather for the purpose of conducting the Town's business thoughtfully and efficiently.

AUTHORITY

The three elements of authority at Town Meeting are a quorum of one hundred (100) registered voters or more, the Clerk and the Moderator. Of these three, the quorum is the most important.

The Town Clerk is responsible for voter registration, certification of a quorum, setting up the hall and keeping the record of the proceedings. He may also officiate Town Meeting in the absence of a Moderator.

The Moderator presides at and regulates the proceedings, decides all questions of order, and makes declarations of all votes. No one may speak on an issue without being recognized by the Moderator. It is the Moderator's responsibility to approve the distribution of materials, and persons wishing to do so must seek his permission. The Moderator appoints Tellers and alternates for the purpose of counting votes of the meeting.

THE WARRANT

All matters to be considered at Town Meeting must be published in the Town Meeting Warrant, which is the responsibility of the Select Board. The primary and most important purpose of the Warrant is to notify voters in advance the nature of the business to be taken up at Town Meeting. By state law, Town by-law or custom, several business articles (such as budget appropriations) must be presented in the Town Warrant each year for consideration. Other items are added by warrant articles proposed by Town officials, committees, boards, or groups of ten or more registered voters. The Advisory Committee reviews the Warrant, making recommendations on all the items of business to be presented. In accordance with the Town by-laws, all articles in the Warrant are considered in the order in which they appear in the Warrant, unless the Town Meeting votes to change the order for reasons that reasonable people would entertain.

PARTICIPATION

Any voter wishing to participate in Town Meeting must go to one of the floor microphones and wait to be recognized by the Moderator. Upon recognition by the Moderator, first state your name and address, and then state your business.

Anyone whose name is not on the list of registered voters requires the approval of either the Moderator or a majority of the Meeting to sit in the voting area.

All remarks shall be limited to the subject then under discussion. It is improper to indulge in references to personalities, and all expressions of approval or disapproval, such as applause or booing, are out of order. The Moderator may request any person to keep silent. If after warning from the Moderator, a person refuses to be silent or persists in other disorderly behavior, the Moderator may order a person to withdraw and if he fails to withdraw, may order a police officer to remove such person from Town Meeting.

Individuals who have a personal or financial interest with respect to a matter may speak or vote thereon but should frankly disclose their interest. However, no Town Meeting voter should accept compensation for participating without disclosing that fact.

There is no fixed time limit to the debate of any question. However, out of consideration for the others in attendance and the need to give adequate time to all matters coming before Town Meeting, each individual who speaks should make an effort to be as brief as possible and avoid repeating facts, views or opinions already expressed by others.

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Anyone wishing to make a presentation with respect to any article must, prior to Town Meeting, obtain the Moderator's approval.

In order to give all a fair opportunity to speak, no one who has addressed any particular motion shall speak again, except to answer questions, until all others wishing to speak to the motion have done so.

Introduction to the Rules of Town Meeting (continued)

HOW ARE MOTIONS CLASSIFIED?

Main Motions
Motions of this group are for the bringing of questions, or propositions, before Town Meeting for consideration. Only one main motion can be considered at a given time, and once introduced such a motion excludes all other main motions until it has been disposed.

Subsidiary Motions
Motions of this group are for the modification or disposition of the main motion that is being considered. Their existence as motions depends entirely upon the principal motion to which they are subordinate. Since they relate to the question then under consideration, it is in order to propose them when a main motion is pending and to vote upon them before voting upon the main motion.

Privileged Motions
Motions of this group have no connection whatsoever with any main motion, but are motions of such importance that they are entitled to immediate consideration. These motions have the privilege of temporarily setting aside the main business then before Town Meeting.

Incidental Motions
Motions of this group have few characteristics in common, but for convenience have been grouped into one class. The name "incidental" applies because they arise only incidentally out of the business of Town Meeting.

RULES RELATIVE TO MOTIONS

A motion is the means of bringing a proposal or question for consideration by Town Meeting. When first put forward it is a motion; after it is seconded and acknowledged by the Moderator, it becomes the question or proposal. Except for complimentary resolutions (the presentation of which must be approved in advance by the Moderator), no main motion shall be entertained unless its substance is contained within the scope of a Warrant article. Upon completion of debate, articles will be voted upon.

The Moderator shall determine whether a motion, or any discussion relative to a motion, is within the scope of the Warrant article under consideration. That is, the motion and the debate must be relevant to the article as written in the Warrant, since the purpose of the Warrant is to apprise voters of the actions to be taken at Town Meeting.

Articles only give notice to the voters and do not initiate action; motions do. Motions may be withdrawn; articles may not be withdrawn – articles must be acted upon by Town Meeting.

There are four types of amendments: striking out, inserting, striking out and inserting, and substitution. Motions to amend may be hostile as long as they are germane. An amendment to a motion is an amendment of the first rank; an amendment to an amendment is of the second rank; there can be no amendment beyond that of the second rank.

Some motions do not lead to a final determination by Town Meeting. A motion to commit or to refer sends the matter to an existing board or committee or one to be established. The motion to postpone indefinitely disposes of the question without bringing it to a direct vote. The motion to postpone indefinitely should not be confused with the motion to table which only temporarily delays a vote. As previously stated, articles may not be withdrawn; so when the Meeting does not wish to act on a particular article, the proper motion is to postpone consideration indefinitely.

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Motions to reconsider shall be entertained when new information is available that is materially different than was presented (or could have been presented) at the time of the original vote on the article. Articles may be reconsidered only once. If a motion to reconsider is passed by the necessary 2/3 vote, it brings the original article back to the floor (which requires a new motion and additional debate); if the motion to reconsider is defeated, then the original article stands as previously voted and may not be reconsidered again. Actions to reconsider can be taken at the same session or any subsequent session of Town Meeting. A notice of reconsideration may be filed in advance with the Town Clerk stating that, at a specific point during the current Town Meeting, a voter will move for reconsideration on a particular article, and the Moderator will inform the hall of said action. Note that such a motion so noticed in advance must still be in order (i.e., must comply with all conditions required of any reconsideration motion).

All motions other than purely procedural motions must be in writing and signed by the sponsor.

Introduction to the Rules of Town Meeting (continued)

CHART OF PRECEDENCE OF MOTIONS AND SUMMARY OF GOVERNING RULES

	May interrupt a speaker	Req. a sec.	Debatable	Vote Required	Motions that may apply
PRIVILEGED MOTIONS					
1. To dissolve	no	yes	no	majority	none
2. To adjourn	no	yes	limited	majority	amend
3. Point of no quorum	no	no	no	none	none
4. Recess	no	yes	limited	majority	amend
5. Question of privilege	yes	no	no	chair rules	none
SUBSIDIARY MOTIONS					
6. To lay on the table	no	yes	no	2/3	none
7. Previous question	no	yes	no	2/3	none
8. Limit or extend debate	no	yes	no	2/3	amend, reconsider
9. To postpone to time certain	no	yes	limited	majority	amend, reconsider
10. To commit or refer	no	yes	limited	majority	amend, reconsider
11. To amend	no	yes	yes	majority	amend, reconsider
12. To postpone indefinitely	no	yes	yes	majority	reconsider
MAIN MOTIONS					
Main Motions	no	yes	yes	majority*	all
To reconsider or rescind	no	yes	yes	2/3	table previous question postpone definitely
To take from the table	no	yes	no	majority	none
To advance an article	no	yes	yes	majority	amend, reconsider
INCIDENTAL MOTIONS					
Point of order	yes	no	no	chair rules	none
Division of a question	no	yes	no	majority	none
Separate consideration	no	yes	no	majority	none
To withdraw a motion	no	no	no	majority	reconsider
To suspend rules	no	yes	no	2/3	none
Orders of the day	yes	no	no	none	none

*The vote required to pass an affirmative main motion is a matter of substantive law, but is usually a majority.

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FORM USED IN MAKING MOTIONS

1.	Main Motion	Mr. Moderator, I move that..(statement of the proposal)
2.	Adjourn	Mr. Moderator, I move to adjourn to...(state time)
3.	Amend	Mr. Moderator, I move to amend by adding...
		Mr. Moderator, I move to amend by inserting...before...
		Mr. Moderator, I move to amend by stroking out...
		Mr. Moderator, I move to amend by striking out...and inserting...
		Mr. Moderator, I move to substitute...for...
4.	Amend an Amendment	Mr. Moderator, I move to amend the pending amendment by (see above)
5.	Amend Something Previously Adopted	Mr. Moderator, I move to amend the resolution under Article...by...
6.	Commit or Refer	Mr. Moderator, I move that the proposal be referred to a committee of...
8.	Division of a Question	Mr. Moderator, I move to divide the question.
9.	Lay on the Table	Mr. Moderator, I move that the proposal be laid on the table.
10.	Point of Order	Mr. Moderator, I rise to a point of order.
11.	Postpone to a time certain	Mr. Moderator, I move to postpone the question to...
12.	Postpone Indefinitely	Mr. Moderator, I move that the question be postponed indefinitely.
13.	Previous Question	Mr. Moderator, I move the previous question.
14.	Question of Privilege	Mr. Moderator, I rise to a question of privilege.
15.	Recess	Mr. Moderator, I move to recess for...
16.	Reconsider	Mr. Moderator, I move to reconsider the vote under Article...
		Mr. Moderator, I move to reconsider the vote on the amendment to...
17.	Separate Consideration	Mr. Moderator, I move for separate consideration.
18.	Suspend the Rules	Mr. Moderator, I move to suspend the rules which interfere with...
19.	Take from the Table	Mr. Moderator, I move to take from the table the motion relating to...

INTERRUPTING A SPEAKER

No one may interrupt a speaker except for a point of order or a question of privilege.

POINT OF ORDER

A point of order if a question of the Moderator about whether the speaker is entitled to be speaking, or whether the current subject under discussion (or what the speaker is saying) is irrelevant, illegal or contrary to proper procedure. No other “point of order” is proper.

PREVIOUS QUESTION

To call or move the question is a request to stop discussion and to take an immediate vote. This requires a 2/3 vote.

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VOTING

Voting is by hand vote and the Moderator declares the result of such votes. If seven or more voters immediately question the declared result, the Moderator shall determine the result by a standing count of votes by the Tellers. After the vote counted by the Tellers is presented to the Moderator and announced to the floor, any further motions for recount are out of order.

ADJOURNMENT AND DISSOLUTION

Sessions of Town Meeting normally adjourn at eleven o'clock in the evening but may adjourn at such earlier or later time as vote of the majority may determine. Town Meeting shall not dissolve until all articles in the warrant have been properly considered.

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T O W N W A R R A N T
C O M M O N W E A L T H O F M A S S A C H U S E T T S

ANNUAL TOWN MEETING

Worcester, ss. February 27, 2024

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the Inhabitants of the Town of Southborough qualified to vote in town affairs, to meet in the Trottier School Auditorium, 49 Parkerville Road, in Southborough, MA, on

Saturday, March 23, 2023

at ***10:00 a.m.***, then and there to take action on the following Articles:

ARTICLE 1: To see if the Town will vote to accept any sum of money from St. Mark's School, Fay School, Harvard Medical School, L'Abri Fellowship, The New England Center for Children, and any other contributor and deposit same amount in Estimated Receipts Account, and determine what disposition shall be made of the same, if accepted, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *To allow the Select Board to accept donations from Tax Exempt organizations and determine the disposition of funds.*

ARTICLE 2: To see if the Town will vote to authorize the Town Treasurer, with the approval of the Select Board, to borrow from time to time in anticipation of revenue of the financial year beginning July 1, 2024 in accordance with the provisions of Massachusetts General Laws, Chapter 44, and to issue a note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17 as amended, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *This article allows the Town Treasurer to short-term borrow in anticipation of revenue.*

ARTICLE 3: To see if the Town will vote in accordance with the provisions of Massachusetts General Laws Chapter 30B, Section 12(b), to authorize the Select Board or the Superintendent of Schools to solicit and award contracts for terms exceeding three years, but no longer than seven years, including any renewal, extension or option, provided in each instance the longer term is determined to be in the best interest of the Town by a vote of the Select Board or the School Committee, as appropriate, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Board Recommendation:
Summary: *This article allows the Select Board and/or the School Committee to enter into contracts in excess of three years, if deemed in the best interest of the Town to do so. This has been an annual article, and the exemption has been limited to contracts of no more than seven years.*

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ARTICLE 4: To see if the Town will vote to accept the Personnel Salary Administration Plan, as specified in Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL.

, or do or act anything in relation thereto.

Proposed by: PERSONNEL BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *The Personnel By-Law governs policies and pay structures for non-union employees.*

ARTICLE XX: To see if the Town will vote to raise a sum of money as may be necessary for the Town's use for Fiscal Year 2025, and make appropriations of the same, as detailed following, or do or act anything in relation thereto.

SEE BUDGETS ON THE FOLLOWING PAGES

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *The article includes recommendations from both the Select Board and the Advisory Committee for the FY25 budget. Funding recommendations are noted in the individual recommendation columns for each department.*

ARTICLE XX: To see if the Town will vote to raise a sum of money as may be necessary for the Water Enterprise Fund's use for Fiscal Year 2025, and make appropriations of the same, as detailed following, or do or act anything in relation thereto.

ENTER BUDGET EXCEL

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *The Water budget is funded through an Enterprise Fund that is supported entirely through the water rates and the fund's retained earnings, which supports all aspects of the department's operation. The funding for those capital items that are being leased/purchased for use by the Water Department, in whole or in part, are included in this budget.*

ARTICLE XX: To see if the Town will vote to raise and appropriate, or transfer from available funds a sum of money for General Government capital items for the following purposes:

	Description	**Request**	**Levy**	**Receipts Reserved Ambulance/Other**
A.	ROAD MAINT. & MISC STREET REPAIR	$650,000	$650,000	
B.	RECREATION FIELD MAINTENANCE	$ 25,000	$ 25,000	
C.	DPW TRASH TRAILER	$125,000	$125,000	
D.	DPW SIDEWALK TRACTOR W/ ATTACHMENT	$210,000		$210,000
E.	MOWER ATTACHMENT J DEER TRACTOR	$ 20,000	$ 20,000	
F.	DPW CREW CAB SERVICE DUMP SUPERVISOR	$ 95,000	$ 45,000	$ 50,000
G.	LIBRARY BUILDING - ENGINEERING	$150,000		$150,000
H.	AMBULANCE POWER STRETCHERS	$ 65,500	$ 65,500	
I.	FIRE PERSONONAL PROTECTIVE EQUIPMENT	$ 20,000	$ 20,000	
J.	POLICE CRUISERS (2)	$150,000		$150,000
K.	FINN SCHOOL AIR CONDITIONING	$134,500		$134,500
L.	WOODWARD AIR CONDITIONING	$ 50,000		$ 50,000

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, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support (Unanimous)
Advisory Committee Recommendation: Support (Unanimous)
Summary:

ARTICLE XX: Capital requiring borrowing

A. FIRE TOWER DEMO TRUCK

B. CORDAVILLE ROAD ENGINEERING AND CONSTRUCTION

C. AMBULANCE A28

, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE XX: To see if the Town will vote to appropriate a sum of money for the payments of the capital lease agreements as described below:

	Equipment	Authorized Department	Source of Appropriation	FY25 Amount
A.	1 - Horton Type Ambulance	Fire Department	FY25 Capital Budget - Ambulance Fund	$57,191
B.	1 - Swaploader Hook Lift Truck	Dept. of Public Works	FY25 Capital Budget - General Fund	$25,037
C.	1 - Pick Up Diesel F-350	Dept. of Public Works	FY25 Capital Budget - General Fund	$10,622
D.	1 - Fire Dept Chief Vehicle	Fire Department	FY25 Capital Budget - Ambulance Fund	$8,422
E.	Police Taser Program	Police Department	FY25 Capital Budget - General Fund	$19,455

, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *The lease agreements for these vehicles were authorized by Town Meeting in 2021, and these are the third year of the lease payments. With the exception of the Fire Ambulance (5-year lease), all of the leases are for 7 years.*

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ARTICLE XX: To see if the Town will vote to raise and appropriate or transfer from available funds the sum of $25,000 for the purpose of hiring consultants, engineers, water quality specialists, and/or environmental consultants by various Town departments, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *This article allows town departments, with the approval of the Select Board, to hire outside expertise when the need arises.*

ARTICLE XX: To see if the Town will vote to raise and appropriate or transfer from available funds, the sum of $250,000 into the Other Post-Employment Benefits Liability Trust Fund (OPEB Fund) as authorized by General Laws, Chapter 32B, Section 20, in order to offset the anticipated future cost of providing post-retirement health and life insurance benefits to current and future retired Town employees, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *This is an annual appropriation into the Town's OPEB Trust Fund that began back in 2014. The appropriation was previously done as part of the operating budget, but further guidance from the Dept. of Revenue has recommended that it be done in a separate article.*

ARTICLE XX: To see if the Town will vote to raise and appropriate the sum of $10,000 for the purpose of paying the Town's share of casualty and other losses incurred to Town property and equipment which are not covered by insurance policies, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *This article will provide funds to be used to pay the deductible for property damage which is not covered by insurance.*

ARTICLE XX*:* To see if the Town will vote to raise and appropriate or transfer from any available funds the sum of $56,634 for the purpose of paying to scan Town Clerk documents, or do or act anything in relation thereto.

Proposed by: TOWN CLERK
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *This article will fund for preparation and scanning of Town Clerk documents..*

ARTICLE XX: To see if the Town will vote to raise and appropriate, or transfer from available funds the sum of $150,000 for the ongoing maintenance of capital equipment and systems associated with town buildings and facilities. The Town Facilities Manager shall recommend appropriate projects to the Town Administrator. The Town Administrator shall approve all expenditures under this article. The Town Facilities Manager shall report all funded projects to the Capital Improvement and Planning Committee as requested, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *This article will provide for the maintenance and repair of capital equipment and systems associated with the Town's buildings and facilities.*

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ARTICLE XX: To see if the Town will vote pursuant to Massachusetts General Laws, Chapter 44 § 53E ½ to authorize the following spending limits for Fiscal Year 2025:

1. Immunization/Emergency Dispensing Clinic; $15,000.
2. Inspectional Services; $140,000.
3. 9-11 Field Maintenance; $100,000.
4. Wetland Protection; $30,000.
5. Hazardous Materials; $75,000.
6. CPR Classes; $6,500.
7. Community Garden; $3,000.
8. Recreation Programs; $500,000.
9. Tobacco Control Program; $4,000.
10. Golf Course Maintenance; $75,000.

, or do or act anything in relation thereto.

Proposed by: BOARD OF HEALTH, SELECT BOARD, RECREATION COMMISSION, AND CONSERVATION COMMISSION
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *This article approves the annual spending limits for revolving funds that are now authorized by Town by-law.*

ARTICLE 22: To see if the Town will vote to accept the report of the Community Preservation Committee for the FY 2025 Community Preservation Projected Receipts and act upon the recommendations of the Community Preservation Committee and to set aside for later expenditure, certain sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the General Laws, as follows:

Estimated Surcharge Receipts (based on Town Treasurer's projections) ……. $
State Match (projected FY2025 State Match) ……..…….....$
FY23 State Match Adjustment…….....$
Total Projected Revenue…….... $

Set Aside- Open Space
$XX,XXX to be set aside, held in the Community Preservation Fund, and spent in FY2025 or later years for acquisition, creation, or preservation of open space, and for the rehabilitation and/or restoration of open space acquired under the Community Preservation Act.

Set Aside – Historic Preservation
$XX,XXX to be set aside, held in the Community Preservation Fund, and spent in FY2025 or later years for the acquisition, preservation, rehabilitation, and restoration of historic resources.

Set Aside – Community Housing
$XX,XXX to be set aside, held in the Community Preservation Fund, and spent in FY2025 or later years for the creation, preservation, and support of community housing, and for the rehabilitation and/or restoration of community housing acquired under the Community Preservation Act.

Administrative Costs – Community Preservation Committee
$XX,XXX to defray the administrative and operating expenses of the Community Preservation Committee in FY2025 for the Community Preservation Fund

Set Aside - Budgeted Reserve/Discretionary
$XXX,XXX Reserved for FY2025 CPF (Budgeted Reserve/Discretionary)

DRAFT

, or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *The budget and set-asides are an annual requirement under the Community Preservation Act.*

ARTICLE XX: To see if the Town will vote to appropriate $XX,XXX to be applied towards the bond for the Perpetual Preservation Restriction on 84 Main Street also known as the Burnett House for the purpose of Historic Preservation. $XX,XXX from the CPA Historic Preservation Reserve Fund FY2024 and $XX,XXX from the CPA FY2024 Fund Balance. Said funds to be expended under the direction of the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *This article is the Community Preservation Fund payment towards the FY2025 debt funding for the Preservation Restriction of 84 Main Street as approved at ATM 2016.*

ARTICLE XX: To see if the Town will vote to appropriate a total of $XX,XXX to be applied towards the bond for the renovation and restoration of the Historic Southborough Library building for the purpose of Historic Preservation. $XX,XXX from the CPA FY2024 Fund Balance. Said funds to be expended under the direction of the Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation:
Advisory Committee Recommendation:
Summary*: This article is the Community Preservation Fund payment towards the FY2025 debt funding for the renovation and restoration of the Historic Southborough Library.*

ARTICLE XX: To see if the Town will vote to…MBTA Communities Overlay Districts Bylaw

; or do or act anything in relation thereto.

Proposed by: PLANNING BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary*:*

ARTICLE XX: To see if the Town will vote to… 2. Minor amendments to the Zoning Code for Downtown District (some of the sign and lighting bylaw sections need reference to Downtown District where applicable where only the Business Village District is referenced).

; or do or act anything in relation thereto.

Proposed by: PLANNING BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary*:*

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ARTICLE XX: To see if the Town will vote to… modify § 9-2 Meetings prohibited on Election Day, or when Town offices are closed due to weather or other emergency. The intention is to change the code to allow a meeting to still take place via Zoom.

; or do or act anything in relation thereto.

Proposed by: TOWN CLERK
Select Board Recommendation:
Advisory Committee Recommendation:
Summary*:*

ARTICLE XX: To see if the Town will vote to amend Chapter 174 of the Town Code to include an expiration for special permits as required by MGL c. 40A Section 9; or do or act anything in relation thereto.

Proposed by: SELECT BOARD/ZONING BOARD OF APPEALS
Select Board Recommendation:
Advisory Committee Recommendation:
Summary*:*

ARTICLE XX: To see if the Town will vote to… Capital Article for $56,634 – Historical Document Scanning – Town Clerk.

; or do or act anything in relation thereto.

Proposed by: TOWN CLERK
Select Board Recommendation:
Advisory Committee Recommendation:
Summary*:*

ARTICLE XX: To see if the Town will vote to accept MGL Ch 41 S 19 K as follows:

"In any town, that accepts this section, a town clerk who has completed the necessary courses of study and training, and has been awarded a certificate by the Massachusetts Town Clerks' Association as a certified Massachusetts municipal clerk, shall receive as compensation from such town, in addition to the regular annual compensation paid by such town for services in such office, an amount equal to 10 per cent of such regular annual compensation, but not more than $1,000 per year. In order to qualify for such additional compensation, a town clerk shall submit to the board of selectmen of such town proof of the award of such certificate. The additional compensation provided in this section shall be prorated for any 12 month period in which an eligible person does not hold the office of town clerk for 12 consecutive months. Such additional compensation shall discontinue when certification is discontinued or withdrawn."
; or do or act anything in relation thereto.

Proposed by: TOWN CLERK
Select Board Recommendation:
Advisory Committee Recommendation:
Summary*:*

ARTICLE XX: To see if the Town will vote to authorize the Select Board to petition the Legislature to amend the 1991 Special Act (establishment of a Department of Public Works).

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD

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Select Board Recommendation:
Advisory Committee Recommendation:
Summary*:*

ARTICLE XX: To see if the Town will vote to…bylaw to establish a Public Works Advisory Board (to replace current PWPB upon approval of revised Special Act by Legislature).

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary*:*

ARTICLE XX: To see if the Town will vote to petition the General Court for the passage of special enabling legislation authorizing the Town to authorize, issue and sell pension obligation bonds to finance the Town's unfunded pension liability to the Worcester Regional Retirement System, fund any necessary reserves, and all other costs associated therewith, which special enabling legislation shall be in such form as the Select Board shall approve; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary*:*

ARTICLE XX: To see if the Town will vote to appropriate the sum of $96,115.13 for the use of the Board of Health to provide for substance abuse abatement activities following the Town's participation in the Statewide Opioid Settlements negotiated by the Massachusetts Attorney General, and to meet said appropriation the sum of $96,115.13 be transferred from Free Cash.

; or do or act anything in relation thereto.

Proposed by: BOARD OF HEALTH
Select Board Recommendation:
Advisory Committee Recommendation:
Summary*:*

ARTICLE XX: To see if the Town will vote pursuant to M.G.L. Chapter 44 Section 53I to establish a 300th Centennial Celebration Fund for the purpose of receiving and investing such sums as may be appropriated by the Town of Southborough, any and all sums received by way of income from the sale of commemorative items, and any and all sum from admission charges for commemorative ceremonies or events; and, provided further that the Treasurer shall keep such funds separate from other moneys, funds or property of the Town, and the principal and interest thereof may, from time to time upon the authorization of the majority of any special committee established to plan such celebration and the written approval of the Select Board, be expended for the purposes of such celebration in the year of such celebration and in the year preceding or succeeding same and that any surplus remaining in said special fund after such celebration is concluded shall be transferred by the Treasurer into the general fund of the Town; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary*:*

DRAFT

ARTICLE XX: To see if the Town will vote to appropriate or transfer from available funds a sum of money to support the activities of the 300th Centennial Committee; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE XX: To see if the Town will vote to allow the Moderator to serve on ad hoc committees, with Town Meeting approval.

; or do or act anything in relation thereto.

Proposed by: TOWN MODERATOR
Select Board Recommendation:
Advisory Committee Recommendation:
Summary*:*

ARTICLE XX: To see if the Town will vote to allow the Moderator to serve on Tricentennial Committee.

; or do or act anything in relation thereto.

Proposed by:
Select Board Recommendation:
Advisory Committee Recommendation:
Summary*:*

ARTICLE XX: To see if the Town will vote to repurpose the current Lundblad engineering funds to construction funds to provide the required match for the dog park grant.

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD/RECREATION COMMISSION
Select Board Recommendation:
Advisory Committee Recommendation:
Summary*:*

ARTICLE XX: To see if the Town will vote to create a Recreation Facility Maintenance Revolving Fund, generated by field and facility permits.

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD/RECREATION COMMISSION
Select Board Recommendation:
Advisory Committee Recommendation:
Summary*:*

ARTICLE XX: To see if the Town will vote to amend the bylaws to address format/timing/frequency of Town Meeting.

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:

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Advisory Committee Recommendation:
Summary*:*

ARTICLE XX: To see if the Town will vote to expand the use of the Southborough K-8 School "Facility Rental" revolving fund to include Southborough schools other than just Neary.

; or do or act anything in relation thereto.

Proposed by: SOUTHBOROUGH SCHOOL COMMITTEE
Select Board Recommendation:
Advisory Committee Recommendation:
Summary*:*

ARTICLE XX: To see if the Town will vote to authorize payment from Fund 2261 – 9-11 Field Maintenance Revolving the sum of $45,000 for the FY24 principal and interest payment, and $45,000 for the FY25 principal and interest payment, for the May 2018 bond issuance for the resurfacing of 9-11 Field; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary*:*

ARTICLE XX: To see if the Town will vote to authorize the Assabet Valley Regional Vocational Technical School Committee to establish a Stabilization Fund for the Assabet Valley Regional Vocational Technical School District, pursuant to Section 16G ½ of Chapter 71 of the Massachusetts General Laws, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary*:*

ARTICLE XX: To see if the Town will vote to accept MGL, Chapter 203C, to allow the Town Treasurer to apply the Prudent Investor Rule for trust funds; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary*:*

ARTICLE XX: To see if the Town will vote to authorize the Select Board to transfer a certain parcel located at XX Atwood Street to the Southborough Affordable Housing Trust, said property to be used for affordable housing purposes, and to authorize the Select Board to execute any and all documents and agreements as may be necessary to effectuate such transfer; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary*:*

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ARTICLE XX: To see if the Town will vote to transfer the sum of $XX,XXX from the Community Housing account of the Community Preservation Fund to the Affordable Housing Trust Fund; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary*:*

ARTICLE XX: To see if the Town will vote to amend the Town bylaws regarding the structure and appointment of the Affordable Housing Trust Fund Committee; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary*:*

ARTICLE XX: To see if the Town will vote to accept the provisions of M.G.L. c. 59 §5, Clause Twenty-two H (inserted by Chapter 218 of the Acts of 2018, known as An Act Relative to Veterans' Benefits, Rights, Appreciation, Validation, and Enforcement ("BRAVE Act")), signed into law August 28, 2018, which provides for a property tax exemption for real estate as follows: to the full amount of the taxable valuation of the real property of the surviving parents or guardians of soldiers and sailors, members of the National Guard and veterans who: (i) during active duty service, suffered an injury or illness documented by the United States Department of Veterans Affairs or a branch of the armed forces that was a proximate cause of their death; (ii) are missing in action with a presumptive finding of death as a result of active duty service as members of the Armed Forces of the United States; provided, however, that the real estate shall be occupied by the surviving parents or guardians as the surviving parents' or guardians' domicile; and provided further that the surviving parents or guardians shall have been domiciled in the Commonwealth for the 5 consecutive years immediately before the date of filing for an exemption pursuant to this clause or the soldier or sailor, member of the National Guard or veteran was domiciled in the Commonwealth for not less than 6 months before entering service. Surviving parents or guardians eligible for an exemption pursuant to this clause shall be eligible regardless of when the soldier or sailor, member of the National Guard or veteran died or became missing in action with a presumptive finding of death; provided, however, that the exemption shall only apply to tax years beginning on or after January 1, 2019. Such exemption shall be available until such time as the surviving parents or guardians are deceased. No real estate shall be so exempt which has been conveyed to the surviving parents or guardians to evade taxation. To be effective for exemptions granted for any fiscal year beginning on or after, July 1, 2024; or do or act anything in relation thereto.

Proposed by: BOARD of ASSESSORS
Select Board Recommendation:
Advisory Committee Recommendation:
Summary*:* ***The local adoption of clause 22H will expand the real estate exemption benefits for Gold Star parents or guardians.***

ARTICLE XX: To see if the Town will vote that the Town hereby resolves not to seek to sell, agree to sell, or enter into a sale of the 21 Highland St. property until January 1, 2028. It is agreed that the sale or transference of the property could be detrimental to the town until the following factors are resolved: There is currently a new school project being contemplated with an unspecified school price tag that could range as high as 60-100 Million dollars at his moment. The process of planning and building a new school could take another 3 or more years to complete. There is currently 300 408 housing units likely to be built in the next 3-5 years, and the MBTA community Act currently threatens the town with another potential 750 units of multifamily zoning by right, so in the next 3+ years to come the town could lose control of housing development in many areas of the town (there are 3800 housing units in the town currently, the total new burden could add a possible 26% population increase). Although it is unrealistic to expect the full number of units, the current school estimates do not take all of these factors into account, nor can we accurately project numbers with confidence having no control over the zoning, unit type, or building process. There is no current organizational model or plan to mitigate the possible cost or space need effects upon town departments, and no current plan for town

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space needs if this rapid population growth occurs. The current space need plans are dependent upon the premise of building a new school, a historically neutral residential development plan, and turning over one of the current schools to general town use for multiple departments currently inhabiting other buildings, including Recreation, Family and Youth services (both in the 21 Highland property), Building Permit departments, senior center, and Facilities (all in the Cordaville hall building), who have all have been recommended in the space needs plan to vacate their current locations (and to move to Finn currently). If there is a problem with the plan (example: No new school, or other factors as high population growth), selling the 21 Highland St. property could leave the town with little recourse except to sign commercial leases for homeless departments, potentially making the town long term dependent upon the private real estate market fluctuations, and/or possibly build space, adding to town costs. A new school is currently not approved, but selling these properties could be used as financial incentive and space need leverage to coerce support for one, knowing the sale could instigate leases and costs created by a premature property sale and vacating actions by those departments. There is minimal financial risk to delaying a sale of the property for several years. There is a greater financial risk to selling the property prematurely if the building could better serve the short, middle, or long term interests of the town given the current factors facing the town. A vote for this Article shall supersede any prior decision made or entered into by the town without regard to, or for, the legal and financial consequences of violating any and all other agreements and contracts with private parties.

; or do or act anything in relation thereto.

Proposed by: JOSEPH PALMER, et al.
Select Board Recommendation:
Advisory Committee Recommendation:
Summary*: This is a citizen's petition.*

ARTICLE XX: To see if the Town will vote that the Town hereby resolves to own and rehab the current 21 Highland St. property for town, community, and/or rental use, using CPC and other bond allocations to fund the project when needed. The surrounding property will remain open for community use regardless of building use. It is required that the Select Board carry out the will of this resolution, and have a plan in place by the next town Meeting with the understanding that the citizenry will not entertain a proposal to dispose of the property till the year 2033. A vote for this Article shall supersede any prior decision made or entered into by the town without regard to, or for, the legal and financial consequences of violating any and all other agreements and contracts with private parties.

; or do or act anything in relation thereto.

Proposed by: JOSEPH PALMER, et al.
Select Board Recommendation:
Advisory Committee Recommendation:
Summary*: This is a citizen's petition.*

ARTICLE XX: To see if the Town will vote that the Town hereby resolves not to seek to sell, agree to sell, or enter into a sale the 21Highland St. property until January 1, 2030. It is agreed that the citizenry prefers to tastefully retire use of the building at 21 Highland St., and keep the building at 21 Highland St. property owned by the town if or when departments housed wherein should move to other locations and there is no reason to keep the building in use. At such time, the 21 Highland St. building interior will be "Mothballed", the exterior of the windows protected with tasteful covers, the roof and exterior sealed, so the building will keep in a relatively preserved state til it should be desired for future use again, remodeling or demolition by the town. A vote for this Article shall supersede any prior decision made or entered into by the town without regard to, or for, the legal and financial consequences of violating any and all other agreements and contracts with private parties.

; or do or act anything in relation thereto.

Proposed by: JOSEPH PALMER, et al.
Select Board Recommendation:
Advisory Committee Recommendation:
Summary*: This is a citizen's petition.*

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And you are to give notice hereby by posting true and attested copies of the Warrant on the Town website, the Southborough Town House, 17 Common Street, Southborough Senior Center, 9 Cordaville Road, Southborough Library, 25 Main Street, and Southborough Transfer Station, 147 Cordaville Road; seven (7) days at least before the time appointed for such meeting.

Given under our hand this 27th day of February, 2024

_____

Andrew R. Dennington II, Chair

_____

Kathryn M. Cook, Vice-Chair

_____

Sam Stivers

_____

Marguerite Landry

_____

Alfred Hamilton

SELECT BOARD OF THE TOWN OF SOUTHBOROUGH

DRAFT

MEMORANDUM

DATE: January 11, 2024

TO: Select Board

FROM: Melanie Otsuka, Executive Assistant

SUBJECT: PROPOSED SELECT BOARD MEETING DATES

Below are the proposed dates for Select Board meetings through March 31, 2024:

- January 30
- February 6
- February 27
- March 5
- March 19
- March 23- Town Meeting

This schedule maintains the typical 1st and 3rd Tuesday meeting schedule, except February 27, so as not to conflict with school vacation dates; special or workshop meetings, in addition to regular meetings, can be added as needed. This schedule reflects the Annual Town Meeting on March 23, 2024.

RECEIVED
By Town Clerk/ksb at 9:03 am, Feb 02, 2024

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Tuesday, January 23, 2024 9:00 A.M.
Location: Via Zoom
Present: Kathryn Cook, Andrew Dennington, Al Hamilton, Marguerite Landry, Sam Stivers, Assistant Town Administrator Vanessa Hale, and Town Administrator Mark Purple

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Chair Dennington Called the meeting to order at 9:00 A.M.

II. Public Comment

None

III. Scheduled Appointments

Introduce and appoint Paul Fillebrown, Interim Fire Chief

Mr. Dennington explained that Community Paradigm recommends Mr. Paul Fillebrown to bridge between Chief Achilles' departure and the appointment of a new permanent Fire Chief. He stated that he met Chief Fillebrown with Ms. Hale and Mr. Purple and he supports this appointment. Mr. Fillebrown gave a background of his experience which included over 38 years of fire services and retiring as Fire Chief from the Town of Boxboro. He added that he has worked with Chief Achilles as they are in the same Fire District and felt the Southborough Fire Department was strong. He hopes to make a smooth transition, and he looks forward to working with the community.

Ms. Cook thanked Mr. Fillebrown for being willing to take on this role so soon after retirement. His having the endorsement of Mr. Jason Malinowski, which means a lot to her. She asked about his experience with transitioning a public safety dispatch function to a regional model and he explained his experience and ability to keep that goal moving forward. Mr. Stivers and Mr. Hamilton both spoke about their appreciation for him and his recommendations and willingness to discuss and work towards regional dispatch. Mr. Dennington made a motion to appoint Paul Fillebrown to the position of Interim Fire Chief subject to him reaching a contractual agreement with the Town of Southborough. Mr. Stivers seconded. The motion passed all in favor (5-0-0) by roll call vote: Cook, aye; Landry; aye; Hamilton, aye; Stivers, aye; Dennington, aye. Mr. Hamilton made a motion to authorize the Chair to execute the contract. Ms. Cook seconded. The motion passed all in favor (5-0-0) by roll call vote: Cook, aye; Landry; aye; Hamilton, aye; Stivers, aye; Dennington, aye.

Ms. Landry left the meeting at 9:09 A.M.

Update on Fire Chief recruitment

Ms. Hale informed the Board that the Fire Chief job description and ad are on the Community Paradigm website, the town website, the Massachusetts Municipal Association website, and has been distributed to other communities as well.

Mr. Dennington moved to adjourn the meeting at 9:11 A.M. Mr. Stivers seconded the motion. The motion was approved (4-0-0) by roll call vote: Ms. Cook, aye; Mr. Stivers, aye; Mr. Hamilton, aye; Mr. Dennington, aye.

Upcoming Meetings	
January 30, 2024	*February 27, 2024*

Respectfully submitted,

Katie Barry, Business Administrator

List of Documents referred to at the January 23, 2024 SB Meeting:

None

RECEIVED
By Town Clerk/ksb at 9:30 am, Feb 16, 2024

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Tuesday, January 30, 2024 6:30 PM
Location: Training Room; Public Safety Building; 32 Cordaville Road, Southborough, MA
Present: Andrew Dennington, Al Hamilton, Marguerite Landry, Sam Stivers and Town Administrator Mark Purple, Assistant Town Administrator Vanessa Hale. Kathryn Cook appeared via ZOOM.

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Mr. Dennington called the meeting to order at 6:33 PM.

II. Public Comment

Susan and John Pomfred, 7 Cottage Street, appeared before the Board to request that the Board address drainage issues caused by the recent road reconstruction near their home. They shared two videos and Mrs. Pomfred read a prepared statement for the Board and public.

III. Scheduled Appointments *(Board may vote)*

a. Continued discussion of Warrant articles

Mr. Dennington shared his approach to the review of the Warrant with the Board.

i. Barry Rubenstein, Personnel Board Chair

Mr. Dennington stated that Mr. Rubenstein is unable to attend tonight's meeting and the Board will discuss Article 4 at its February 6th meeting.

ii. Jen Hansen and Tim Davis, Recreation Commission Chair and Recreation Director

Ms. Hansen appeared via ZOOM and Mr. Davis appeared in person before the Board to discuss Articles 14, 17 and 18. Mr. Davis provided background on efforts to construct a dog park at Lundblad Field. He stated Article 14 seeks to repurpose engineering funds to be used as the Town's 10% construction grant match. Mr. Hamilton asked what the original purpose of the funds was. Ms. Hansen stated that the original purpose of the funds was to investigate the feasibility of future use. Ms. Cook asked what is the plan for the field. Mr. Davis stated that 40% of the field would be used for the dog park with the remaining area used as a full-sized field for Town use. Mr. Davis stated that the grant is time-sensitive, as it is no longer available in one year. Mr. Cundiff stated that the Massachusetts Department of Environmental Protection (DEP) contacted him to inform him there are documents missing for the proper closure of the landfill under Lundblad Field and he is working to locate those documents. Mr. Hamilton asked about the balance in the engineering fund. Mr. Davis stated the balance in the account is $46,411. Mr. Dennington suggested a brief summary would be helpful to attendees at Town Meeting for clarity. Mr. Davis stated that Article 17 seeks to establish a Recreation Maintenance Fund of $25,000 for FY 25 for preventative maintenance and resting of fields outside of general maintenance costs.

iii. Paul Cibelli, Principal Assessor

Mr. Cibelli appeared before the Board to discuss Article 44. Mr. Cibelli stated this article relates to the local adoption of a State real estate exemption for Gold Star families. The Board discussed Article 44.

iv. Jim Hegarty, Town Clerk

Mr. Hegarty appeared before the Board to present Articles 15, 33, 34 and 35. Mr. Hegarty stated that Article 15 authorizes funds to be spent to copy documents that cannot be done in house. He

stated the amount of the request had been reduced and he will know that number next week. Mr. Hegarty stated that Article 33 allows for meetings to take place virtually if there is inclement weather or an emergency. Mr. Hegarty stated that Article 34 allows for a stipend for Town Clerks who obtain a certificate from the Massachusetts Town Clerks Association. Mr. Hegarty stated that Article 35 deals with the Town deadline for minutes and a requirement to include a document list. Mr. Tim Litt (148 Woodland Road) commented that speech to text might be useful for minute takers.

v. Authorize ZBA article for extension of special permits to be sent to Planning Board

The Board discussed the article. Mr. Stivers requested language that describes granting of extensions for Special Permits be changed from "shall" to "may." Mr. Dennington moved that the Select Board send the ZBA Article (**Article 32**) providing for extensions for Special Permits to the Planning Board with the recommendation that the word "shall" in the current draft be changed to "may." Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye; Mr. Dennington, aye (5-0-0).

vi. Don Morris, Tricentennial Committee Chair

The Board heard Scheduled Appointments vi. after Scheduled Appointments iii. Mr. Morris and Ms. Hale appeared before the Board to discuss Articles 37 and 38. Ms. Hale stated Article 37 seeks to create a fund to receive monies for the Tricentennial Celebration and Article 38 seeks $30,000 in seed money for the Tricentennial Celebration. Mr. Morris stated the Tricentennial Committee has done extensive research to determine the amount needed for seed money and described various events the Committee is considering. Ms. Cook asked if the Tricentennial Committee would be soliciting funds. Mr. Morris stated that they would. Ms. Cook offered to work with the three private schools to coordinate efforts. Mr. Stivers stated the School Dept. expressed an interest in participating in the Tricentennial Committee. Mr. Litt advised the Board and public that if public art is considered, it is an undertaking that requires considerable time and money.

The Board took a recess at 8:10 PM and resumed meeting at 8:24 PM.

Mr. Dennington moved that the Board support **Articles 1, 2, 3, 9, 10, 11, 13, 16 and 27** at Town Meeting. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Ms. Cook, aye; Mr. Dennington, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye; Mr. Dennington, aye (5-0-0).

Mr. Dennington moved that the Board support **Article 14** at Town Meeting. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Ms. Cook, aye; Mr. Dennington, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye (5-0-0).

Mr. Dennington moved that the Board support **Article 44** at Town Meeting. Mr. Hamilton seconded the motion. The motion was approved by roll call vote: Ms. Cook, aye; Mr. Dennington, aye; Mr. Stivers, no; Ms. Landry, aye; Hamilton, aye (4-1-0).

Mr. Dennington moved to support **Article 34** at Town Meeting. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Ms. Cook, aye; Mr. Dennington, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye (5-0-0).

Mr. Dennington moved to support **Article 35** at Town Meeting. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Ms. Cook, aye; Mr. Dennington, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye (5-0-0).

Mr. Dennington moved to support **Article 37** at Town Meeting. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Ms. Cook, aye; Mr. Dennington, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye (5-0-0).

Mr. Dennington moved to support **Article 36** at Town Meeting. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Ms. Cook, aye; Mr. Dennington, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye (5-0-0).

Mr. Dennington moved to support **Article 31** at Town Meeting. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Ms. Cook, aye; Mr. Dennington, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye (5-0-0).

Mr. Dennington moved to support **Article 28** at Town Meeting. Mr. Stivers seconded the motion. The motion was approved by roll call vote: Ms. Cook, aye; Mr. Dennington, aye; Mr. Stivers, aye; Ms. Landry, abstain; Mr. Hamilton, aye (4-0-1).

The Board discussed Article 29 and decided to include a sunset clause. Mr. Litt stated that he is not supportive of adding a sunset clause for the newly created Public Works Advisory Committee (PWAC). The Board discussed the matter. Mr. Dennington moved to add a 10-year sunset provision to the draft Article 29. Mr. Hamilton seconded the motion. The motion was approved by roll call vote: Mr. Dennington, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye; Ms. Cook, no (4-1-0).

The Board discussed Mr. Palmer's Citizens' Petitions, Articles 45, 46 and 47. Mr. Dennington stated that Town Counsel's position is that these articles should not be removed from the Warrant, as other individuals have signed the petitions. Mr. Dennington moved to support **Articles 45, 46 and 47** at Town Meeting. Mr. Stivers seconded the motion. The motion unanimously failed by roll call vote: Mr. Dennington, no; Mr. Stivers, no; Ms. Landry, no; Mr. Hamilton, no, Ms. Cook, no (0-5-0).

The Board discussed Articles 48 and 49. The Board agreed to address these articles further at their joint meeting with the Advisory Committee on February 13th. The Board also agreed to send any typographical errors on the Warrant to Mr. Purple for editing the draft Warrant.

IV. Reports

a. Chair's Report

i. Report of MMA Annual Meeting

Mr. Dennington reported that he recently attended the Massachusetts Municipal Association's Annual Meeting. He stated that the proposed Municipal Empowerment Act would provide efficiencies for municipalities. Mr. Purple stated that State Aid has increased approximately $30,000 over FY24. He also stated that he spoke with a representative from Massachusetts Housing Partnership who suggested that having a committee solely focused on affordable housing issues might be a more effective structure for achieving the Town's goals. He also stated he spoke with an arborist who provided timely information regarding tree issues in municipalities.

b. Member's Report

i. Atwood Update

Mr. Hamilton stated that samples have not yet been taken from the site, due to weather conditions, and he expects a decision to be made on the article for Town Meeting within the next two weeks.

ii. Alternative affordable housing sites

Mr. Hamilton stated he is exploring other sites for affordable housing. He stated he remains committed to increasing the Town's affordable housing stock.

c. Town Administrator's Report

i. Regional Dispatch: Update on Westborough RECC

Mr. Purple reported that the Westborough Select Board has chosen the old Harvey Building as the new site for the Regional Emergency Communications Center. He stated they have offered to give a tour of the site and engage with Southborough if the Town is interested. Mr. Hamilton stated it makes sense to explore this new avenue. Mr. Stivers suggested communicating with Hopkinton for informational purposes.

V. Consent Agenda

a. Approve Open Session meeting minutes: January 16, 2024; January 23, 2024

Mr. Stivers requested to hold Consent Agenda item "a." **January 16, 2024 minutes:** Mr. Stivers had scrivener's changes to Lines 134 and 204. Mr. Dennington moved to approve the January 16, 2024 Open Session Meeting Minutes, as amended. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Ms. Cook, aye; Mr. Dennington, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye (5-0-0). **January 23, 2024 minutes:** Mr. Stivers had ten edits to the minutes and sent a written copy to Ms. Hale detailing the edits. Mr. Dennington had an edit to Line 24. Mr. Dennington moved to approve the January 23, 2024 Open Session Meeting Minutes, as amended. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Ms. Cook, aye; Mr. Dennington, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye (5-0-0).

b. Approve Job Description for Junior Civil Engineer

c. Appoint Johanna Sheyner as Recreation Commission representative to 21 Highland Committee, term to expire 6/30/24

d. Appoint Kevin Miller as Historical Commission representative to 21 Highland Committee, term to expire 6/30/24

e. Approval of 2024 Warrant for Presidential Primary; March 5, 2024

f. Accept donation in the amount of $25 to the Library from Bonnie and Brian Rennell

Mr. Dennington moved to approve Consent Agenda items "b", "c", "d", "e" and "f." Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Ms. Cook, aye; Mr. Dennington, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye (5-0-0).

VI. Other Matters *(Board may vote)*

VII. Public Comment

There was no public comment.

VIII. Executive Session

Mr. Dennington moved to enter the Board into Executive Session, per M.G.L. Chapter 30A, Section 21, at 9:15 PM and did not return to Open Session to consider the purchase, exchange, lease or value of National Grid parcel 54-60, as the Chair determined that an open meeting may have a detrimental effect on the Town's position (Exemption 6). Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Ms. Cook, aye; Mr. Dennington, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye (5-0-0).

Upcoming Meetings	
February 6, 2024	*February 13, 2024*

Respectfully submitted,

Bridgid Rubin, Recording Secretary

List of Documents referred to at the January 30, 2024 SB Meeting:

- Amendments to the FY25 Salary Administration Plan
- Draft FY25 Salary Administration Plan Bylaw
- Draft Special Permit Expiration Zoning Board of Appeals Bylaw
- Open Session Meeting Minutes for January 16, 2024
- Open Session Meeting Minutes for January 23, 2024
- Email Communication from William Cundiff, dated January 24, 2024, RE: Junior Civil Engineer Position

- Email Communication from Tim Davis, dated January 26, 2024, RE: 21 Highland Street Committee Appointment – Recreation Commission
- Letter from Kevin Miller, dated January 25, 2024, RE: Historical Commission Appointment to the 21 Highland Street Future Use Committee
- Commonwealth of Massachusetts Warrant for 2024 Presidential Primaries
- Email Communication from Ryan Donovan, dated January 24, 2024, RE: Library Donation
- Draft Annual Town Meeting Warrant

Town of Southborough, MA
Meeting of the Select Board
February 13, 2024 6:30 PM
McAuliffe Hearing Room
Town House, 17 Common Street, Southborough, MA
Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughma.gov/674/Virtual-Meetings

I. **Call Meeting to Order**

II. **Public Comment**

III. **Scheduled Appointments**
   a. Supt. Ernest Houle – Assabet Valley FY25 budget and warrant article
   b. Joint Meeting with School Committee; Supt. Greg Martineau
      i. FY25 Budget (K-8, Regional); warrant articles 21, 22, and 23
      ii. Request for warrant articles for Finn School and Trottier School
   c. Brian Ballantine, Finance Director – FY25 Budget update
   d. Joint Meeting with the Advisory Committee
      i. FY25 Budget
      ii. March 23, 2024 Town Meeting warrant articles

IV. **Reports**
   a. Chair's Report
   b. Members' Report
   c. Town Administrator's Report

V. **Consent Agenda**
   a. Approve Open Session meeting minutes: January 30, 2024
   b. Approve updated Senior Tax Work Off Program policy
   c. Approve Executive Session minutes: January 30, 2024

VI. **Other Matters *(Board may vote)***
   a. Select Board positions on warrant articles
   b. Review of ARPA allocations

VII. **Public Comment**

VIII. **Adjournment**

Andrew R. Dennington, II, Chair

UPCOMING MEETINGS	
February 27, 2024	*March 4, 2024*

DRAFT 02-09-2024

ANNUAL TOWN MEETING WARRANT

of the

TOWN OF SOUTHBOROUGH

MASSACHUSETTS

For the Annual Town Meeting
on

March 23, 2024
10:00 a.m.

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Town Finance Terminology

The following terms are frequently used in the Advisory Committee Report and at Town Meeting. For your convenience, we provide the following definitions:

Surplus Revenue: (Often referred to as "Excess and Deficiency")
The fund represents the amount by which the Cash, Accounts Receivable and other floating assets exceed the liabilities and reserves.

Available Funds: (Often referred to as "Free Cash")
The amount of the Unreserved Fund Balance (Surplus Revenue) account over and above uncollected taxes of prior years constitutes "free cash" or "available funds".

Overlay:
The Overlay is the amount raised by the Assessors in excess of appropriations and other charges for the purpose of creating a fund to cover abatements and exemptions as granted.

Overlay Reserve:
This is the accumulated amount of the Overlay for various years not used or required to be held in the specific Overlay account for a given year, and may be used by vote of the town for extraordinary or unforeseen purposes or voted into the Reserve Fund.

Stabilization Fund:
An outside section of Chapter 138 of the Acts of 1991 (the FY92 State budget) modifies limitations on the Stabilization Fund appropriation process by enabling communities to appropriate from this fund for any non-capital, lawful purpose without Emergency Finance Board approval (section 333). Beginning in FY92, the Stabilization Fund will thus become a source of revenue for general operating expenses for communities.

The Stabilization Fund is a mechanism for setting aside money for capital projects. It equalizes the effect of capital expenditures over time, as capital appropriations can change considerably from year to year. The balance in the fund will build up during years when expenditures for capital items are low. During years with high capital expenditures, the community will transfer money from the fund to reduce the project's impact on the tax rate or the amount of borrowing required for the project.

A community may appropriate up to 10% of its tax levy each year, as long as the balance in the Stabilization Fund does not exceed 10% of the community's equalized valuation. Interest earned on any fund balance is retained as part of the fund.

Appropriations into a Stabilization Fund can be made at either an annual or special town or district meeting. Chapter 94 of the Acts of 1985 permits appropriations to be made from a Stabilization fund at a special town or district meeting, not just at the annual meeting. Regardless of the timing, appropriations from the Stabilization Fund require a two-thirds vote by the appropriating authority. Until the FY92 state budget, a community could only appropriate from the Stabilization Fund for a non-capital purpose with the approval of the Emergency Finance Board.

Reserve Fund:
This fund is established by the voters at the Annual Town Meeting only and may be composed of (a) an appropriation (not exceeding 5% of the tax levy of the preceding year), (b) money transferred from Overlay Reserve, or (c) both. Transfers from the Reserve fund may be made only by the Advisory Committee and are for "extraordinary or unforeseen expenditures" only.

Conservation Fund:
For land purchases and any other conservation use.

Introduction to the Rules of Town Meeting

Southborough's Town Meeting is an open town meeting in which all registered voters may participate. Town Meeting is a deliberative assembly, conducted via a defined process, charged with considering a maximum number of questions of varying complexity in a minimum amount of time and with full regard to the rights of the majority, strong minority, individuals, absentees and all of these together. In other words, we gather for the purpose of conducting the Town's business thoughtfully and efficiently.

AUTHORITY

The three elements of authority at Town Meeting are a quorum of one hundred (100) registered voters or more, the Clerk and the Moderator. Of these three, the quorum is the most important.

The Town Clerk is responsible for voter registration, certification of a quorum, setting up the hall and keeping the record of the proceedings. He may also officiate Town Meeting in the absence of a Moderator.

The Moderator presides at and regulates the proceedings, decides all questions of order, and makes declarations of all votes. No one may speak on an issue without being recognized by the Moderator. It is the Moderator's responsibility to approve the distribution of materials, and persons wishing to do so must seek his permission. The Moderator appoints Tellers and alternates for the purpose of counting votes of the meeting.

THE WARRANT

All matters to be considered at Town Meeting must be published in the Town Meeting Warrant, which is the responsibility of the Select Board. The primary and most important purpose of the Warrant is to notify voters in advance the nature of the business to be taken up at Town Meeting. By state law, Town by-law or custom, several business articles (such as budget appropriations) must be presented in the Town Warrant each year for consideration. Other items are added by warrant articles proposed by Town officials, committees, boards, or groups of ten or more registered voters. The Advisory Committee reviews the Warrant, making recommendations on all the items of business to be presented. In accordance with the Town by-laws, all articles in the Warrant are considered in the order in which they appear in the Warrant, unless the Town Meeting votes to change the order for reasons that reasonable people would entertain.

PARTICIPATION

Any voter wishing to participate in Town Meeting must go to one of the floor microphones and wait to be recognized by the Moderator. Upon recognition by the Moderator, first state your name and address, and then state your business.

Anyone whose name is not on the list of registered voters requires the approval of either the Moderator or a majority of the Meeting to sit in the voting area.

All remarks shall be limited to the subject then under discussion. It is improper to indulge in references to personalities, and all expressions of approval or disapproval, such as applause or booing, are out of order. The Moderator may request any person to keep silent. If after warning from the Moderator, a person refuses to be silent or persists in other disorderly behavior, the Moderator may order a person to withdraw and if he fails to withdraw, may order a police officer to remove such person from Town Meeting.

Individuals who have a personal or financial interest with respect to a matter may speak or vote thereon but should frankly disclose their interest. However, no Town Meeting voter should accept compensation for participating without disclosing that fact.

There is no fixed time limit to the debate of any question. However, out of consideration for the others in attendance and the need to give adequate time to all matters coming before Town Meeting, each individual who speaks should make an effort to be as brief as possible and avoid repeating facts, views or opinions already expressed by others.

Anyone wishing to make a presentation with respect to any article must, prior to Town Meeting, obtain the Moderator's approval.

In order to give all a fair opportunity to speak, no one who has addressed any particular motion shall speak again, except to answer questions, until all others wishing to speak to the motion have done so.

HOW ARE MOTIONS CLASSIFIED?

Main Motions
Motions of this group are for the bringing of questions, or propositions, before Town Meeting for consideration. Only one main motion can be considered at a given time, and once introduced such a motion excludes all other main motions until it has been disposed.

Subsidiary Motions
Motions of this group are for the modification or disposition of the main motion that is being considered. Their existence as motions depends entirely upon the principal motion to which they are subordinate. Since they relate to the question then under consideration, it is in order to propose them when a main motion is pending and to vote upon them before voting upon the main motion.

Privileged Motions
Motions of this group have no connection whatsoever with any main motion, but are motions of such importance that they are entitled to immediate consideration. These motions have the privilege of temporarily setting aside the main business then before Town Meeting.

Incidental Motions
Motions of this group have few characteristics in common, but for convenience have been grouped into one class. The name "incidental" applies because they arise only incidentally out of the business of Town Meeting.

RULES RELATIVE TO MOTIONS

A motion is the means of bringing a proposal or question for consideration by Town Meeting. When first put forward it is a motion; after it is seconded and acknowledged by the Moderator, it becomes the question or proposal. Except for complimentary resolutions (the presentation of which must be approved in advance by the Moderator), no main motion shall be entertained unless its substance is contained within the scope of a Warrant article. Upon completion of debate, articles will be voted upon.

The Moderator shall determine whether a motion, or any discussion relative to a motion, is within the scope of the Warrant article under consideration. That is, the motion and the debate must be relevant to the article as written in the Warrant, since the purpose of the Warrant is to apprise voters of the actions to be taken at Town Meeting.

Articles only give notice to the voters and do not initiate action; motions do. Motions may be withdrawn; articles may not be withdrawn – articles must be acted upon by Town Meeting.

There are four types of amendments: striking out, inserting, striking out and inserting, and substitution. Motions to amend may be hostile as long as they are germane. An amendment to a motion is an amendment of the first rank; an amendment to an amendment is of the second rank; there can be no amendment beyond that of the second rank.

Some motions do not lead to a final determination by Town Meeting. A motion to commit or to refer sends the matter to an existing board or committee or one to be established. The motion to postpone indefinitely disposes of the question without bringing it to a direct vote. The motion to postpone indefinitely should not be confused with the motion to table which only temporarily delays a vote. As previously stated, articles may not be withdrawn; so when the Meeting does not wish to act on a particular article, the proper motion is to postpone consideration indefinitely.

Motions to reconsider shall be entertained when new information is available that is materially different than was presented (or could have been presented) at the time of the original vote on the article. Articles may be reconsidered only once. If a motion to reconsider is passed by the necessary 2/3 vote, it brings the original article back to the floor (which requires a new motion and additional debate); if the motion to reconsider is defeated, then the original article stands as previously voted and may not be reconsidered again. Actions to reconsider can be taken at the same session or any subsequent session of Town Meeting. A notice of reconsideration may be filed in advance with the Town Clerk stating that, at a specific point during the current Town Meeting, a voter will move for reconsideration on a particular article, and the Moderator will inform the hall of said action. Note that such a motion so noticed in advance must still be in order (i.e., must comply with all conditions required of any reconsideration motion).

All motions other than purely procedural motions must be in writing and signed by the sponsor.

Introduction to the Rules of Town Meeting (continued)

CHART OF PRECEDENCE OF MOTIONS AND SUMMARY OF GOVERNING RULES

	May interrupt a speaker	Req. a sec.	Debatable	Vote Required	Motions that may apply
PRIVILEGED MOTIONS					
1. To dissolve	no	yes	no	majority	none
2. To adjourn	no	yes	limited	majority	amend
3. Point of no quorum	no	no	no	none	none
4. Recess	no	yes	limited	majority	amend
5. Question of privilege	yes	no	no	chair rules	none
SUBSIDIARY MOTIONS					
6. To lay on the table	no	yes	no	2/3	none
7. Previous question	no	yes	no	2/3	none
8. Limit or extend debate	no	yes	no	2/3	amend, reconsider
9. To postpone to time certain	no	yes	limited	majority	amend, reconsider
10. To commit or refer	no	yes	limited	majority	amend, reconsider
11. To amend	no	yes	yes	majority	amend, reconsider
12. To postpone indefinitely	no	yes	yes	majority	reconsider
MAIN MOTIONS					
Main Motions	no	yes	yes	majority*	all
To reconsider or rescind	no	yes	yes	2/3	table previous question postpone definitely
To take from the table	no	yes	no	majority	none
To advance an article	no	yes	yes	majority	amend, reconsider
INCIDENTAL MOTIONS					
Point of order	yes	no	no	chair rules	none
Division of a question	no	yes	no	majority	none
Separate consideration	no	yes	no	majority	none
To withdraw a motion	no	no	no	majority	reconsider
To suspend rules	no	yes	no	2/3	none
Orders of the day	yes	no	no	none	none

*The vote required to pass an affirmative main motion is a matter of substantive law, but is usually a majority.

FORM USED IN MAKING MOTIONS

1. Main Motion	Mr. Moderator, I move that..(statement of the proposal)
2. Adjourn	Mr. Moderator, I move to adjourn to...(state time)
3. Amend	Mr. Moderator, I move to amend by adding...
	Mr. Moderator, I move to amend by inserting...before...
	Mr. Moderator, I move to amend by stroking out...
	Mr. Moderator, I move to amend by striking out...and inserting...
	Mr. Moderator, I move to substitute...for...
4. Amend an Amendment	Mr. Moderator, I move to amend the pending amendment by (see above)
5. Amend Something Previously Adopted	Mr. Moderator, I move to amend the resolution under Article...by...
6. Commit or Refer	Mr. Moderator, I move that the proposal be referred to a committee of...
8. Division of a Question	Mr. Moderator, I move to divide the question.
9. Lay on the Table	Mr. Moderator, I move that the proposal be laid on the table.
10. Point of Order	Mr. Moderator, I rise to a point of order.
11. Postpone to a time certain	Mr. Moderator, I move to postpone the question to...
12. Postpone Indefinitely	Mr. Moderator, I move that the question be postponed indefinitely.
13. Previous Question	Mr. Moderator, I move the previous question.
14. Question of Privilege	Mr. Moderator, I rise to a question of privilege.
15. Recess	Mr. Moderator, I move to recess for...
16. Reconsider	Mr. Moderator, I move to reconsider the vote under Article...
	Mr. Moderator, I move to reconsider the vote on the amendment to...
17. Separate Consideration	Mr. Moderator, I move for separate consideration.
18. Suspend the Rules	Mr. Moderator, I move to suspend the rules which interfere with...
19. Take from the Table	Mr. Moderator, I move to take from the table the motion relating to...

INTERRUPTING A SPEAKER

No one may interrupt a speaker except for a point of order or a question of privilege.

POINT OF ORDER

A point of order if a question of the Moderator about whether the speaker is entitled to be speaking, or whether the current subject under discussion (or what the speaker is saying) is irrelevant, illegal or contrary to proper procedure. No other "point of order" is proper.

PREVIOUS QUESTION

To call or move the question is a request to stop discussion and to take an immediate vote. This requires a 2/3 vote.

VOTING

Voting is by hand vote and the Moderator declares the result of such votes. If seven or more voters immediately question the declared result, the Moderator shall determine the result by a standing count of votes by the Tellers. After the vote counted by the Tellers is presented to the Moderator and announced to the floor, any further motions for recount are out of order.

ADJOURNMENT AND DISSOLUTION

Sessions of Town Meeting normally adjourn at eleven o'clock in the evening but may adjourn at such earlier or later time as vote of the majority may determine. Town Meeting shall not dissolve until all articles in the warrant have been properly considered.

ANNUAL TOWN MEETING

Worcester, ss. February 27, 2024

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the Inhabitants of the Town of Southborough qualified to vote in town affairs, to meet in the Trottier School Auditorium, 49 Parkerville Road, in Southborough, MA, on

Saturday, March 23, 2023

at ***10:00 a.m.***, then and there to take action on the following Articles:

ARTICLE 1: To see if the Town will vote to accept any sum of money from St. Mark's School, Fay School, Harvard Medical School, L'Abri Fellowship, The New England Center for Children, and any other contributor and deposit same amount in Estimated Receipts Account, and determine what disposition shall be made of the same, if accepted, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support (5-0-0)
Advisory Committee Recommendation:
Summary: *To allow the Select Board to accept donations from Tax Exempt organizations and determine the disposition of funds.*

ARTICLE 2: To see if the Town will vote to authorize the Town Treasurer, with the approval of the Select Board, to borrow from time to time in anticipation of revenue of the financial year beginning July 1, 2024 in accordance with the provisions of Massachusetts General Laws, Chapter 44, and to issue a note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17 as amended, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support (5-0-0)
Advisory Committee Recommendation:
Summary: *This article allows the Town Treasurer to short-term borrow in anticipation of revenue.*

ARTICLE 3: To see if the Town will vote in accordance with the provisions of Massachusetts General Laws Chapter 30B, Section 12(b), to authorize the Select Board or the Superintendent of Schools to solicit and award contracts for terms exceeding three years, but no longer than seven years, including any renewal, extension or option, provided in each instance the longer term is determined to be in the best interest of the Town by a vote of the Select Board or the School Committee, as appropriate, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support (5-0-0)
Advisory Board Recommendation:
Summary: *This article allows the Select Board and/or the School Committee to enter into contracts in excess of three years, if deemed in the best interest of the Town to do so. This has been an annual article, and the exemption has been limited to contracts of no more than seven years.*

ARTICLE 4: To see if the Town will vote to accept the Personnel Salary Administration Plan, as specified in Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL.

PERSONNEL BYLAW
ENTITLED "THE SALARY ADMINISTRATION PLAN"

Effective July 1, 2024, this bylaw establishes a Salary Administration Plan for the Town of Southborough that (i) groups position classifications in Town services, (ii) establishes salary schedules and employee benefits and (iii) establishes and authorizes the Personnel Board to administer the bylaw to provide oversight and guidance to the Town Administrator in the development and maintenance of personnel policies and regulations. and to represent the interest of both the taxpayers and the Town employees.

This Salary Administration Plan applies to the positions of all officers and employees in the service of the Town, whether full-time, part-time, temporary, seasonal, special or any other, except those positions filled by popular election, under the direction and control of the School Committee, performed pursuant to a contract approved by the Town, encompassed in any officially recognized labor union and/or association, or exempted by statute. The positions covered by this Salary Administration Plan are hereby classified by titles in the groups listed in Schedule A through E ("Classification Schedule") as set forth in Section 20 of this bylaw.

The classification of positions subject to the Massachusetts Welfare Compensation Plan (as amended) and the scheduled rates therefor, as well as the applicable provisions of the Massachusetts General Laws relating to the application of rates set forth in the aforementioned Welfare Compensation Plan are hereby incorporated by reference.

SECTION 1. DEFINITIONS

As used in this bylaw, the following words and phrases shall have the following meanings:

"Administrative Authority" means the elected or appointed official or board having jurisdiction over a function or activity.

"Base Pay" means the compensation paid by the Town of Southborough for the purposes of determining retirement credits and contributions for Town employees.

The Town shall contribute funds as required for each eligible employee in accordance with the procedures and formula established by the Worcester Regional Retirement System and the bylaws of the Town of Southborough. Contributions shall include (i) wages earned during the first eight hours worked in any one day (no contributions shall be made for hours worked in excess of 40 per week,) (ii) any lump sum bonus that is guaranteed by the Salary Administration Plan or the Bylaws of the Town, (e.g., longevity pay); (iii) vacation pay, except when paid in lieu of taking vacation; (iv) sick pay; and (v) holiday pay.

"Class" means a group of positions in the Town service sufficiently similar with respect to duties and responsibilities such that for each position the same (i) descriptive title may be used, (ii) qualifications shall be required, (iii) tests of fitness may be used to choose qualified employees and (iv) scale of compensation can be equitably applied.

"Classification Schedule" means any of Schedules A, B, C, D and E of Section 20 hereof.

"Compensation Grade" means a range of salary/wage rates as may appear in the Classification Schedules.

"Continuous Full-Time Service" means employment requiring a predetermined minimum work period that is uninterrupted except for authorized leaves (e.g., vacation, sick, etc.).

"Continuous Employment" means full-time or part-time employment that is uninterrupted except for authorized leaves (e.g., vacation, sick, etc.).

"Department" means a functional unit of Town government.

"Department Head" means the person appointed and responsible to carry out the duties of a Department.

"Exempt employee" means an employee who is not entitled to overtime pay under the Fair Labor Standards Act (FLSA).

"Full-Time Employment" means employment for not less than 20 hours per week for fifty-two weeks per annum, excepting authorized holidays and leave periods.

"Group" means a group of classes as may appear in the Classification Schedules.

"Maximum Rate" means the highest compensation rate to which an Employee is entitled.

"Minimum Rate" means the lowest rate in a Range, and is normally the hiring rate of a new employee.

"Non-exempt employee" means an employee who is entitled to overtime pay under the Fair Labor Standards Act (FLSA).

"On-Call Compensation" refers to additional money paid to an employee who is available to work when the need requires oftentimes in an evening or weekend capacity.

"Part-Time Employment" means employment less than 20 hours per week.

"Position" means an office or post of employment in the Town service with duties and responsibilities calling for the Full-Time or Part-Time employment of one person in the performance and exercise thereof (or of more than one person sharing the same position).

"Position Class" means the same as "Class" (note that a class may include only one position, in which event it is defined as a "single position class").

"Probationary Employee" means a first-time Town employee within his/her first six months of employment, or longer if extended.

"Promotion" means a change from one position to another position in a higher class and/or compensation grade.

"Range" means the difference between minimum and maximum rates of an assigned grade.

"Rate" means the measure of compensation for personal services on an hourly, weekly, monthly, annual or other basis.

"Salary Administration Plan" means the Personnel Bylaw Entitled "The Salary Administration Plan."

"Single Rate" means a rate for a specific position class that is not in a designated range

"Start Date" means the first day of employment with the Town.

SECTION 2. POSITION TITLES

No person shall be appointed, employed or paid in any position under any title other than those of the Classification Schedule for which the duties are actually performed. The position title in the Classification Schedule shall be the official title for all purposes, including payrolls, budgeting and official reports.

SECTION 3. NEW OR CHANGED POSITIONS

No new position shall be established, nor the duties of an existing position so changed that a new level or work demand exists, unless upon presentation of substantiating data satisfactory to the Personnel Board, the Board shall (a) approve an appropriate job description, (b) rate such new or changed position, and (c) allocate it to its appropriate classification grade and establish the rate thereof.

SECTION 4. RECLASSIFICATION OF EMPLOYEES

No position may be reclassified to another grade, whether higher or lower, unless the Personnel Board shall have determined such reclassification is consistent with this Salary Administration Plan.

SECTION 5. JOB DESCRIPTIONS

The Personnel Board shall maintain such criteria as it deems appropriate for the positions and classes in the schedules. Each department or public body (board, committee, commission) with SAP employees shall maintain current job descriptions for such employees. All such job descriptions and any revisions thereto must be submitted to the Personnel Board for approval following review and approval by the Select Board or appropriate public body. The criteria for any class shall not be deemed to limit the duties or responsibilities of any position as set forth in the job description, nor to affect in any way the power of any administrative authority to appoint, to assign duties to, or to direct and control the work of any employee under the jurisdiction of such authority.

SECTION 6. COMPENSATION

a. The bi-weekly pay period shall begin at 12:00 a.m. Thursday and shall end at 11:59 p.m. on the following second Wednesday.

b. Non-exempt employees subject to this Salary Administration Plan shall be paid for one and one-half hours worked for any hour worked in the excess of forty in their weekly pay period, provided such extra hours were authorized by the Department Head.

c. The salary schedules set forth in Schedules A, B, C, D and E of Section 20 hereof reflect the maximum and minimum salaries for each grade.

d. The annual salary set forth in Schedule A represents a 40-hour work week and in the event an employee works less than 40 hours per week but more than 20 hours per week, the indicated annual salary is pro-rated reflective of the posted salary schedule in Schedule A.

e. Amounts paid to employees in reimbursement for expenses incurred in the performance of their duties (e.g., mileage, meals, dues, etc.) shall be paid in addition to their compensation. Reimbursement shall be based upon the actual documented expenditure made by the employee, or at rates established by the Internal Revenue Service, supported by that agency's requirements for documentation.

f. On-Call Compensation: The on-call member of the Facilities Department shall be eligible to earn a weekly stipend for on-call service if the department head has required them to be available to respond to situations outside of their normal work schedule. This weekly stipend shall be equal to a set rate of $300 per week. If the on-call staff member must report to work outside of their normal work schedule, compensation for this time shall be based on the standard SAP overtime practices. Additionally, if the on-call staff member is faced with a situation that renders them unable to serve as the on-call individual on a particular day that they are scheduled to be on call, said employee may request that another eligible staff member cover their on-call time, with the approval of the department head. In such an event, the regularly scheduled employee's weekly stipend will be reduced by $45.00 per day that they are unable to be on call; this stipend amount will instead be paid to the covering employee per day of coverage. There is no provision to accrue compensation time in lieu of payment for on-call time.

SECTION 7. SALARY ADJUSTMENT & COMPENSATION POLICIES

a. Every employee that is in Continuous Full-Time or Part-Time service of the Town, as computed from the date of their latest employment, shall be eligible for consideration of a salary increase annually on July 1. Employees hired between April 1 and June 30 will be eligible for a salary increase the July 1st following their twelve-month anniversary. Except as may be authorized by the Personnel Board in exceptional circumstances, such increase is not to exceed one increase in any single twelve-month period until the maximum of the grade is obtained, and such increase shall be subject to the recommendation of the Department Head, with the approval of the Select Board or their designated appointee in the case of departments within the jurisdiction of the Select Board, or the appropriate Commissioners or Trustees in the case of departments outside the jurisdiction of the Select Board.

Retroactive salary increases voted by the Personnel Board shall not be compensated beyond July 1 of that fiscal year, regardless of the funding mechanism.

Unless specifically exempted by Personnel Board policy, requests for salary increases must be accompanied by a certification from an employee's manager that the employee's performance has been "satisfactory" or better and that a written employee performance appraisal, on a form approved by the Personnel Board, has been completed. The

form of this certification will be prescribed by Personnel Board policy promulgated hereunder. Upon receiving such documentation, the Personnel Board shall have final review and approval of all adjustments.

An employee may appear before the Personnel Board prior to its action on any request for an increase. Any employee denied such an increase may appeal, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Select Board or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter.

b. Special Non-Continuous Part-Time employees and employees in Schedule B classifications shall be eligible for consideration for salary increases upon the recommendation of the appropriate department manager or Board and approval of the Personnel Board.

c. Probationary Employees

1. During the probationary period, benefit eligible employee(s) will earn vacation, sick and personal time in accordance with Section 11(b-d) hereof.

2. During the probationary period, paid leave accruals shall be based on the Start Date.

SECTION 8. TRANSFERS AND PROMOTIONS

a. An employee who is promoted to a job with a higher range or rate of pay shall enter it at the rate recommended by the Department Head with the approval of the Personnel Board, provided the maximum for the job is not exceeded. This is contingent upon the Department Head's recommendation that qualifications and performance warrant it.

b. An employee transferred to a job with a lower range or rate of pay shall enter it at the rate paid for the previous position or at the maximum rate for the job, whichever is the lower, provided the Personnel Board approves. The employee shall have a right to appeal this decision, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Select Board or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter.

SECTION 9. NEW PERSONNEL HIRING; DEPARTURES

a. Pre-employment physical examinations will be required of newly-hired employees consistent with the Town's policies.

b. Probationary period: For new hires, the first six months of employment shall be a probationary period. The probationary period does not apply to Town employees who change positions within the Town. The probationary period is a time during which an employee will be evaluated to ensure that the employee has the requisite knowledge, skills, and abilities to perform the position (with or without reasonable accommodations). Completing the probationary period does not change the employee's relationship with the Town, which will remain one in which either the employee or the Town may terminate the relationship at will. The probationary period may be extended by a Department Head [or Appointing Authority] when deemed necessary.

c. A new employee's hiring rate shall be the minimum of the rate range of the job, unless otherwise authorized by the Personnel Board or Personnel Director. The Personnel Board is cognizant of the need to make timely decisions during the recruitment process, therefore, the Personnel Director is empowered to set starting salaries for new employees with comparable experience up to Step 8 for the appropriate job grade as set forth in Schedule A of the Salary Administration Plan.

d. The Personnel Director or his/her delegatee shall notify the Personnel Board in writing of the hiring of all personnel and their hiring rates. The Personnel Director or his/her delegatee shall also notify the Personnel Board in writing of the departure of any employee.

SECTION 10. DEPARTMENT BUDGETS

Each Department Head shall include in the annual departmental budget a pay adjustment section to provide funds for anticipated pay adjustments, with expenditures to be made only in accordance with this Salary Administration Plan and with the approval of the Personnel Board. Degree bonus [Sec 11i(1)] funds shall also be budgeted in the departmental budget.

SECTION 11. EMPLOYEE BENEFITS

Employee benefits are a cost to the Town and a form of "indirect pay" to employees. The benefits listed below are not intended to supersede what State or Federal law may otherwise require. The benefits set forth in this section are applicable to Full-Time employees only, except where noted.

All forms of paid leave set forth in this section are based on a 40 hour work week; in the event an employee works less than 40 hours per week but more than 20 hours per week, the indicated benefit shall be pro-rated reflective of the approved hours per week for that position.

a. Holidays with Pay

Full-Time employees shall receive one day's pay at their regular rate for the following:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents' Day	Veteran's Day
Patriot's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Juneteenth	Christmas Day
Independence Day	Day before or after Christmas Day (as set by the Town annually

To be eligible for holiday pay, an employee must work (or be duly excused from working) their regular scheduled days preceding and following the holiday. Employees who do not work 20 hours or more per week on a regular basis shall not be compensated for holidays.

Employees whose regular day off falls on a holiday may have one day off with pay within the ensuing thirty days in lieu of holiday pay, with the specific choice of day subject to Department Head approval. Furthermore, the day granted in lieu of holiday pay shall not cross fiscal years.

All administrative policies and practices relative to holidays with pay shall be prepared and established under the direction of the Personnel Board.

b. Vacations with Pay

(1) Full-Time employees who have been in the continuous employ of the Town shall earn paid vacation in accordance with the following schedule:

Years of Employment	Hours Earned Per Month	Vacation Earned Per Year (Pro-rata)
0 - 2	6.666	Two weeks
2+ - 7	10.0	Three weeks
7+ - 15	13.333	Four weeks
15+ - or more	16.666	Five weeks

Employees hired prior to July 1, 2005, shall be eligible to earn twenty hours per month after serving twenty years of full-time employment with the Town.

(2) At the recommendation of the hiring authority and upon the approval of the Personnel Board, new employees entering into a position with the Town of Southborough from a similar position will be allowed to enter into the vacation schedule using their years of service from their prior employment, up to a maximum of four weeks' vacation [pro-rated] for the first year of employment with the Town.

Vacation shall be granted by Department Heads at their discretion subject to the regular work needs of the Department. An employee shall be permitted to carry over to the following year one year's worth of earned vacation. Employees hired on or after July 1, 2023, shall be permitted to carry over a maximum of two weeks to the following fiscal year. The employee must have the Department Head's approval to take any portion of a prior year's unused vacation in addition to the days earned in the current fiscal year. Employees commencing employment with three weeks per year will be required to complete two years of service before ascending to the next band (four weeks) in the vacation schedule chart and seven years of service before ascending to the following band. Awarding four weeks should be the exception based on evidence that the employee is leaving another position that already provides this benefit. Employees commencing employment with four weeks per year will be required to complete five years of service before ascending to the next band (five weeks).

(3) If in the opinion of the Department Head there are unusual work-related circumstances that warrant it, a department head may seek approval from the Town Administrator or his/her delegatee to allow the employee to continue to work and receive vacation pay in lieu of taking vacation. Approval granted in this section may not exceed ten days per fiscal year.

(4) In the event of termination of employment the employee shall be paid, or be entitled to time off with pay, for any accumulated vacation time. Personal and sick leave shall not be compensated at termination.

(5) Vacation administrative policies and practices shall be prepared and established under the direction of the Personnel Board.

c. Sick Leave

(1) Full-Time employees shall be entitled to accrue 10 sick hours per month, equaling 120 hours annually (15 sick days); employees working less than 40 hours in a weekly pay period will accrue ratably based on hours worked per week. Pay for each day of sick leave shall be at the regular rate. Absences on account of sickness in excess of that authorized shall be charged to vacation or other available paid leave. Sick leave shall be payable only in cases of genuine illness, non-work connected accident, or work connected accidents not covered by Massachusetts General Laws Chapter 152 (Workers' Compensation).

(2) Unused sick leave may be accumulated without limitation for employees hired before July 1, 2007. Employees of the Town of Southborough hired on or after July 1, 2007 may only accrue 120 sick days at any one time. At retirement [or death] only, the Town will pay the employee twenty percent (20%) of the employee's then-accumulated sick leave. Employees of the Town of Southborough hired on or after July 1, 2023, will not be subject to any payout of accumulated sick leave.

(3) Employees who because of genuine illness or a non-work connected accident are absent for a period of more than three days shall be required to present a doctor's certificate to their Department Head before returning to work stating the reason, the period of time the employee was absent and whether there are any physical restrictions or required outpatient services the employee must adhere to in the workplace.

(4) Annually, an employee may use up to seven of the allowed fifteen days of sick leave for the care of a sick family member.

(5) Sick Leave administrative policies and practices shall be prepared and established under the direction of the Personnel Board.

d. Personal Days

Full-Time employees shall be entitled to three personal days per year, to be granted annually on the anniversary of the employee's Start Date. New employees shall be granted three personal days which shall be pro-rated based on hours worked per pay period. Requests for personal days shall be approved by the Department Head. Personal days shall not accumulate from year to year.

e. Military Leave

(1) Reserve Duty: An employee in full-time employment in the military reserve shall be paid the difference between compensation received while on reserve duty and regular compensation rates paid the employee by the Town. Such payment by the Town shall be limited to a period not to exceed two weeks in any twelve-month period.

(2) Active Duty: Pursuant to Article 8 of the April 11, 2005 Annual Town Meeting, an employee in the federal military reserve or a state National Guard who is called to active service shall be entitled to their regular base salary and shall not lose any seniority or paid leave benefits while on military leave; *provided*, however, that such base pay shall be reduced by any amount received from the United States as pay or allowance for military service performed.

f. Jury Duty

Any employee who is called to jury duty shall be paid the difference between their normal compensation and the amount (excluding any travel allowance) received from the court, upon presentation of evidence of the amount paid by the court.

g. Miscellaneous Paid Time Off

Working time lost from regularly scheduled work days for reasons listed below shall be without loss of pay, provided such lost time is authorized by the Department Head. Sections (1) – (3) are applicable to Full-Time employees only; Section (4) is applicable to both Full-Time and Part-Time employees.

(1) Bereavement leave – In the event of the death of a spouse, father, mother, child, father-in-law, mother-in-law, brother, sister, grandparent, or of any other person then residing with the employee, such employee shall be entitled to receive three days' leave for the purpose of the funeral and services of the deceased. If out-of-state travel is required, the Department Head may authorize up to two additional days of travel time.

(2) Medical examination or inoculation required by the Town.

(3) Blood donation authorized by the Department Head.

(4) Attendance at professional and/or educational programs authorized by the Department Head.

h. Court Time Pay

If the Town requires that an employee appear in Court as a witness or in any other capacity arising from the performance of the employee's duty, or on behalf of the Commonwealth or the Town in any civil or criminal case pending in any Court or other official governmental board or agency, such appearance and related travel time shall constitute work time for purposes of calculating weekly hours worked. If such appearance or related travel time causes a non-exempt employee to exceed forty hours of work in any given work week, the employee shall be eligible for overtime pay in accordance with Section 6(b). This section does not apply to exempt employees.

i. Employee Educational Support/Professional Development

(1) Degree Bonus: All Part-Time and Full-Time employees who, while an employee of the Town, earns a degree in a field applicable to their position from an accredited college or university, shall receive a one-time bonus subject to appropriation, according to the following schedule:

Associates Degree ...$ 800.00
Bachelors Degree ..$1,200.00
Masters Degree $1,500.00

A copy of the completed transcript, diploma or other appropriate evidence of the completed degree must be presented to the Department Head and the Personnel Board, and shall be submitted as documentation for accounts payable.

(2) Tuition reimbursement: the Town may offer tuition reimbursement to eligible Full-Time and Part-Time employees as prescribed by Personnel Board policy enacted under this Bylaw.

j. Group Medical Insurance

Starting July 1, 2009, the Town will contribute fifty percent (50%) of the cost of a medical indemnity plan or seventy-five percent [75%] of the cost of a Health Maintenance Organization plan for Full-Time employees only.

SECTION 12. UNPAID LEAVES OF ABSENCE

a. A leave of absence without compensation may be granted by the Personnel Board.

b. Leaves of absence of over three months' duration (except Military Leave) shall be deemed a break in employment, and on return to work the employee shall have the status of a new employee unless an extension of leave beyond three months was authorized by the Personnel Board.

SECTION 13. PART-TIME EMPLOYEES WORKING FULL-TIME HOURS TEMPORARILY

a. A Part-Time employee may work 20 hours or more per week for no longer than two bi-weekly pay periods, or four bi-weekly pay periods in the case of an Election Worker during an election cycle, if requested by their Department Head due to exigent circumstances, or for longer if recommended by the appointing authority or the Personnel Director, with the authorization of the Finance Director and approval of the Personnel Board. In such cases, the employee will remain a Part-Time employee with no change in status.

b. Department Heads may submit requests for additional compensation for Part-Time employees temporarily working Full-Time hours, subject to available funding as authorized by the Finance Director and approved by the Personnel Board.

SECTION 14. APPOINTMENT OF "ACTING" DEPARTMENT HEADS

a. In the absence or retirement of a Department Head for three consecutive weeks, the Select Board or appropriate board or commission may appoint an "Acting" Department Head to serve for a period ofnot more than three months. Such three-month period may be extended for up to three additional three-month periods, upon the approval of the Select Board or other appropriate board or commission for each such extension. In no case shall an appointment of an "Acting" Department Head exceed one year.

b. Duly appointed "Acting" employees shall be compensated at an additional 10% per week, payable retroactively only upon the conclusion of three consecutive weeks of service by the "Acting" employee. Such employees shall still be eligible for overtime pay when fulfilling regular duties from the previous job beyond normal working hours.

SECTION 15. PERSONNEL BOARD

a. There shall be a Personnel Board to administer the Salary Administration Plan. Said Board is to be appointed by the Town Moderator. The Board shall consist of five voters other than employees of the Town or those regularly serving the Town in any elective capacity. They shall serve without compensation.

b. Other than as may be needed to fill unexpected vacancies, appointments shall be for three years. The

Moderator shall fill any vacancies. The Personnel Board may employ assistance and incur expenses as it deems necessary, subject to appropriation of funds therefor.

SECTION 16. DUTIES OF THE PERSONNEL BOARD

a. The Personnel Board shall administer the Salary Administration Plan and shall establish such policies, procedures and regulations as it deems necessary for the administration of the Plan.

b. The Town Administrator serves as the Town's Personnel Director under the Town Administrator Bylaw [Ch. 27, Art. IX]. As such, the Personnel Director is invested with personnel authority and responsibilities as set forth therein. From time to time, and as may be necessary, the Personnel Board will consult and/or act in concert with the Personnel Director or his/her delegatee on matters of joint responsibility and concern. The Personnel Board shall provide oversight and guidance to the Personnel Director in the development and maintenance of personnel policies and regulations.

c. The Board shall meet annually in July and organize by the choice of a Chair and Vice-Chair. The Board shall meet at least monthly, except when there is no business before the Board. A majority of the Board shall constitute a quorum for the transaction of business. The votes of the majority of all the members of the Board shall be necessary on any matter upon which it is authorized to or required to pass under the Salary Administration Plan.

d. The Personnel Board shall maintain records of all employees subject to this Plan as it deems desirable, including personnel evaluations. Such records are to be kept by the Personnel Director or his/her delegatee, under the direction of the Personnel Board. Department Heads shall furnish such information as requested by the Board.

e. The Personnel Board shall from time to time, but no less often than every federal Election Year, review the Classification Schedule, Salary Schedules, and administration policies of the Salary Administration Plan. It shall keep informed as to pay rates and policies outside the Town, and shall recommend to the Town any action that the Board deems desirable in that regard. The Personnel Board may tentatively add a new class to the Classification Schedule or reallocate an existing class to a different compensation grade, either higher or lower, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan at the next Annual Town Meeting.

f. The Personnel Board may vote an annual adjustment (but shall reserve the right to vote no adjustment) to the Classification Schedule and establish the effective rate for employees of each grade for the next fiscal year, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan at the next Annual Town Meeting. The Personnel Board shall base any annual adjustments upon available relevant information. Approval of the rate for any given employee is not guaranteed and is driven by the annual performance evaluation.

g. Matters of concern by SAP employees that are communicated in writing to the Chair of the Personnel Board will be scheduled on an agenda at the next available meeting providing all necessary and requested information has been submitted in time to be part of the meeting packet. In addition, notice in writing shall be forwarded to the concerned employee and respective Department Head within seven days of the Board's decision. Notwithstanding the foregoing, if the Personnel Board shall so request and the concerned employee and Department Head shall agree, a reasonable extension of these time periods may be granted.

h. Upon recommendation of a Department Head, supported by evidence in writing of special reasons and exceptional circumstances satisfactory to the Personnel Board, the Board may authorize variances in the Salary Administration Plan as it may deem necessary for the proper functioning of the services of the Town, and to effectuate the basic intent of the Plan.

SECTION 17. EMPLOYEES AND THE PERSONNEL BOARD

a. All employees covered by this Salary Administration Plan shall have the right to request an appointment to confer with the Personnel Board on any matter of interest or concern to them that is covered by the Salary Administration Plan. The employee shall notify the Department Head in writing in advance of the desire to discuss the matter with the Board. One of the duties of the Board shall be to foster mutual understanding and good will with the personnel of the Town.

b. To facilitate this, if any employee should feel aggrieved by the operation of any provision of the Plan, the employee shall first discuss the matter with the Department Head, in a mutual effort to clear up any problems or misunderstanding.

c. If two weeks after such a conference a satisfactory understanding and solution of the problem has not been reached, then either the Department Head or the employee may take the matter to the Personnel Board, and the Board shall hear the parties not later than at its next regular meeting. There shall be no discrimination or prejudice by a Department Head against any employee who may take a matter to the Board.

SECTION 18. AMENDMENT OF THE PLAN

The Salary Administration Plan may be amended in the same manner that Town Bylaws may be amended. However, no amendment to the Plan shall be made until it has been presented to the Personnel Board and the Personnel Board has the opportunity to act on it. The Board of its own motion may propose an amendment to the Plan.

SECTION 19. SEVERABILITY PROVISION

In the event that any provision of this bylaw, or application thereof, shall be held to be invalid by the proper authorities, this shall not be construed to affect the validity of any other provision, or application thereof, of this bylaw.

SECTION 20: CLASSIFICATION SCHEDULE

SCHEDULE A: GRADED POSITIONS

Title	Grade
Library Page	1
Library Technician	1
Administrative Assistant	2
Library Assistant	2
Administrative Assistant	3
Library Associate	3
Business Administrator I	4
Library Supervisor	4
Maintenance Technician	4
Police Dispatcher**	4
Assistant Town Accountant	5
Business Administrator II	5
Clinician	5
EDC Coordinator	5
Executive Assistant to Select Board	5
Program Coordinator	5
Youth Services Librarian	5
Assistant Library Director	6
Assistant Director, Youth & Family Services	6
Deputy Assessor	6
Deputy Town Clerk	6
Deputy Treasurer/Collector	6
Electrician	6
Local Inspector	6
Nurse	6
Outreach Coordinator	6
Police Business Administrator	6
Program Manager	6
Assistant Director/Nurse/Outreach	7
Conservation Agent	7
Recreation Director	7
Senior IT Specialist	7
Town Planner	7
Youth & Family Services Director	7
Assistant Town Administrator	8
Building Commissioner	8
Council on Aging Director	8
Director of Facilities	8

IT Manager	8
Library Director	8
Police Lieutenant	8
Principal Assessor*	8
Town Accountant	8
Finance Director/Treasurer-Collector*	9
Superintendent of Public Works*	9

*when not under contract
**effective March 25, 2024

SCHEDULE A

GRADE	MINIMUM	2	3	4	5	6	7	8	9	10	11	12	13	14	15
A-1	$15.38	$15.68	$15.99	$16.31	$16.64	$16.97	$17.31	$17.66	$18.01	$18.37	$18.74	$19.11	$19.49	$19.88	$20.28
A-2	$19.22	$19.60	$19.99	$20.39	$20.80	$21.22	$21.64	$22.07	$22.51	$22.96	$23.42	$23.89	$24.37	$24.86	$25.36
A-3	$23.06	$23.52	$23.99	$24.47	$24.96	$25.46	$25.97	$26.49	$27.02	$27.56	$28.11	$28.67	$29.24	$29.82	$30.42
A-4	$26.53	$27.06	$27.60	$28.15	$28.71	$29.28	$29.87	$30.47	$31.08	$31.70	$32.33	$32.98	$33.64	$34.31	$35.00
A-5	$29.18	$29.77	$30.37	$30.98	$31.60	$32.23	$32.87	$33.53	$34.20	$34.88	$35.58	$36.29	$37.02	$37.76	$38.52
A-6	$32.10	$32.75	$33.41	$34.08	$34.76	$35.46	$36.17	$36.89	$37.63	$38.38	$39.15	$39.93	$40.73	$41.54	$42.37
A-7	$40.13	$40.93	$41.75	$42.59	$43.44	$44.31	$45.20	$46.10	$47.02	$47.96	$48.92	$49.90	$50.90	$51.92	$52.96
A-8	$48.15	$49.12	$50.10	$51.10	$52.12	$53.16	$54.22	$55.30	$56.41	$57.54	$58.69	$59.86	$61.06	$62.28	$63.53
A-9	$52.97	$54.03	$55.11	$56.21	$57.33	$58.48	$59.65	$60.84	$62.06	$63.30	$64.57	$65.86	$67.18	$68.52	$69.89

SCHEDULE B: MISCELLANEOUS ANNUAL COMPENSATION SCHEDULE

Cemetery Agent $8,000
Clerk, Board of Registrars $1,638.33
Deputy Emergency Management Director $2,000
Energy Management Stipend $6,000
Registrar of Voters $205.66
Tree Warden $4,000
Veterans' Agent and Director of Veterans' Services $15,000

SCHEDULE C: FEE BASED COMPENSATION (Recreation Seasonal Personnel)

Positions
Grade 1
Camp Counselor
Program Aide (1:1)
Program Supervisor (i.e. RAP Monitor)
Grade 2
Camp Assistant Supervisor
Grade 3
Camp Supervisor
Assistant Coach
Head Coach
Grade 4
Program Instructor

Rates for Recreation Seasonal Personnel

Grade	Minimum		Midpoint		Maximum	
	Hourly	Annual	Hourly	Annual	Hourly	Annual
1	$ 15.00	$ 31,200.00	$ 16.00	$ 33,280.00	$ 17.00	$ 35,360.00
2	$ 19.00	$ 39,520.00	$ 20.00	$ 41,600.00	$ 21.00	$ 43,680.00
3	$ 23.00	$ 47,840.00	$ 24.00	$ 49,920.00	$ 25.00	$ 52,000.00
4	$ 30.00	$ 62,400.00	$ 31.00	$ 64,480.00	$ 32.00	$ 66,560.00

SCHEDULE D: SPECIAL ADMINISTRATIVE AND SUPERVISORY POSITIONS

Police Lieutenant:

In addition to all the benefits provided employees under the SAP, he/she would be eligible for some additional benefits as provided members of Mass COP Local 167, the police union collective bargaining agreement.

As a result, a separate policy is adopted by the Southborough Select Board and enforced by the Southborough Police Department subject to change in conjunction with future collective bargaining agreements.

*Increases in salary for long term employees will be considered case by case by Personnel Board.

SCHEDULE E: LONGEVITY SCHEDULE: Full-Time Employees of Town of Southborough – Compensated annually on the anniversary of the employee's Start Date

After 5 years $400
After 10 years $600
After 15 years $700
After 20 years $850
After 25 years $1,000
After 30 years $1,200
After 40 years $1,500

, or do or act anything in relation thereto.

Proposed by: PERSONNEL BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *The Personnel By-Law governs policies and pay structures for non-union employees.*

ARTICLE 5: To see if the Town will vote to raise a sum of money as may be necessary for the Town's use for Fiscal Year 2025, and make appropriations of the same, as detailed following, or do or act anything in relation thereto.

SEE BUDGETS ON THE FOLLOWING PAGES

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:

Summary: *The article includes recommendations from both the Select Board and the Advisory Committee for the FY25 budget. Funding recommendations are noted in the individual recommendation columns for each department.*

ARTICLE 6: To see if the Town will vote to raise a sum of money as may be necessary for the Water Enterprise Fund's use for Fiscal Year 2025, and make appropriations of the same, as detailed following, or do or act anything in relation thereto.

ENTER BUDGET EXCEL

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *The Water budget is funded through an Enterprise Fund that is supported entirely through the water rates and the fund's retained earnings, which supports all aspects of the department's operation. The funding for those capital items that are being leased/purchased for use by the Water Department, in whole or in part, are included in this budget.*

ARTICLE 7: To see if the Town will vote to transfer a sum of money from Water Retained Earnings for use in the FY24 Water Enterprise Fund budget, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *This article is intended to supplement the water revenue for the current fiscal year in the Water Enterprise Fund. FY24 has seen lower than expected water usage, and the use of retained earnings will complement the revenue from water rates and provide sufficient support for the Water Enterprise Fund.*

ARTICLE 8: To see if the Town will vote to raise and appropriate, or transfer from available funds a sum of money for General Government capital items for the following purposes:

	Description	Request	Levy	Receipts Reserved Ambulance/Other
A.	ROAD MAINT. & MISC STREET REPAIR	$650,000	$650,000	
B.	DPW TRASH TRAILER	$125,000	$125,000	
C.	DPW SIDEWALK TRACTOR W/ ATTACHMENT	$210,000		$210,000
D.	MOWER ATTACHMENT J DEERE TRACTOR	$ 20,000	$ 20,000	
E.	DPW CREW CAB SERVICE DUMP SUPERVISOR	$ 95,000	$ 95,000	
F.	AMBULANCE POWER STRETCHERS	$ 65,500	$ 65,500	
G.	FIRE PERSONAL PROTECTIVE EQUIPMENT	$ 20,000	$ 20,000	
H.	POLICE CRUISERS (2)	$150,000		$150,000
I.	FINN SCHOOL AIR CONDITIONING	$134,500		$134,500
J.	WOODWARD AIR CONDITIONING	$ 50,000		$ 50,000
K.	DEFIBRILLATORS - PARAMEDIC	$ 100,000		$ 100,000

, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 9: To see if the Town will vote to apply for, accept, and expend Massachusetts Public Library Construction Program ("MPLCP") grant funds if approved, and vote to raise and appropriate or transfer from available funds the sum of $150,000, or any other sum if said MPLCP grant is approved, said sum to be expended by the Town for library assessment, planning, feasibility and/or design, or act in any manner relating thereto, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 10: Capital requiring borrowing

A. FIRE TOWER DEMO TRUCK

B. AMBULANCE A28

, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 11: To see if the Town will vote to appropriate a sum of money for the payments of the capital lease agreements as described below:

	Equipment	Authorized Department	Source of Appropriation	FY25 Amount
A.	1 - Horton Type Ambulance	Fire Department	FY25 Capital Budget - Ambulance Fund	$57,191
B.	1 - Swaploader Hook Lift Truck	Dept. of Public Works	FY25 Capital Budget - General Fund	$25,037
C.	1 - Pick Up Diesel F-350	Dept. of Public Works	FY25 Capital Budget - General Fund	$10,622
D.	1 - Fire Dept Chief Vehicle	Fire Department	FY25 Capital Budget - Ambulance Fund	$8,422
E.	Police Taser Program	Police Department	FY25 Capital Budget - General Fund	$19,455

, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support (5-0-0)
Advisory Committee Recommendation:
Summary: *The lease agreements for these vehicles were authorized by Town Meeting in 2021, and these are the third year of the lease payments. With the exception of the Fire Ambulance (5-year lease), all of the leases are for 7 years.*

ARTICLE 12: To see if the Town will vote to authorize payment from Fund 2261 – 9-11 Field Maintenance Revolving the sum of $45,000 for the FY24 principal and interest payment, and $45,000 for the FY25 principal and interest payment, for the May 2018 bond issuance for the resurfacing of 9-11 Field; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support (5-0-0)
Advisory Committee Recommendation:
Summary:

ARTICLE 13: To see if the Town will vote to raise and appropriate or transfer from available funds the sum of $5,000 for the purpose of hiring consultants, engineers, water quality specialists, and/or environmental consultants by various Town departments, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support (5-0-0)
Advisory Committee Recommendation:
Summary: *This article allows town departments, with the approval of the Select Board, to hire outside expertise when the need arises.*

ARTICLE 14: To see if the Town will vote to raise and appropriate or transfer from available funds, the sum of $250,000 into the Other Post-Employment Benefits Liability Trust Fund (OPEB Fund) as authorized by General Laws, Chapter 32B, Section 20, in order to offset the anticipated future cost of providing post-retirement health and life insurance benefits to current and future retired Town employees, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *This is an annual appropriation into the Town's OPEB Trust Fund that began back in 2014. The appropriation was previously done as part of the operating budget, but further guidance from the Dept. of Revenue has recommended that it be done in a separate article.*

ARTICLE 15: To see if the Town will vote to raise and appropriate the sum of $10,000 for the purpose of paying the Town's share of casualty and other losses incurred to Town property and equipment which are not covered by insurance policies, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support (5-0-0)
Advisory Committee Recommendation:
Summary: *This article will provide funds to be used to pay the deductible for property damage which is not covered by insurance.*

ARTICLE 16: To see if the Town will modify the intent of Article 18 passed at the Annual Town Meeting on April 9th 2018 which stated "Lundblad Field design & specialty consultant" to re-purpose to "Lundblad Field construction and upgrades", or do or act anything in relation thereto.

Proposed by: SELECT BOARD/RECREATION COMMISSION
Select Board Recommendation: Support (5-0-0)
Advisory Committee Recommendation:
Summary: *The original article was to "fund research and design work including investigation of the membrane and other aspects of the property." As a balance of $46,411.00 remains the Town would like to utilize the residual funds for the construction of facility improvements, including, but not limited to, a community dog park.*

ARTICLE 17: To see if the Town will vote to raise and appropriate or transfer from any available funds a sum of money for the purpose of scanning historical Town Clerk documents, or do or act anything in relation thereto.

Proposed by: TOWN CLERK
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *This Article funds the scanning of historically significant documents in the Town Clerk's office that cannot be scanned using in-house scanners due to the size of the documents and/or how they are housed. Community Preservation Act ("CPA") funds cannot be used for this expense because of a recent Department of Revenue ruling prohibiting use of CPA funds to scan documents unless the documents themselves are also physically preserved, and the relatively good physical condition of these documents does not warrant the extra expense of preservation. Examples of the types of documents to be scanned are records from the 1700s including minutes of the town's first town meeting in 1727 and all of the town's Revolutionary War and Militia related documents, records from the 1800s including Civil War Records, school, land and legal records, and records from the early 1900s including Citizen's Caucus, Cemetery records, and Jury and Voter lists. Additionally, approximately 55,000 pages of historically significant documents are currently being scanned at no cost through the Massachusetts Digital Commonwealth and we anticipate sending an additional 60,000 pages later in the year. These documents are being uploaded to the new website 01772history.org, along with a description of the historical significance of the document.*

ARTICLE 18: To see if the Town will vote to raise and appropriate, or transfer from available funds the sum of $150,000 for the ongoing maintenance of capital equipment and systems associated with town buildings and facilities. The Town Facilities Manager shall recommend appropriate projects to the Town Administrator. The Town Administrator shall approve all expenditures under this article. The Town Facilities Manager shall report all funded projects to the Capital Improvement and Planning Committee as requested, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support (5-0-0)
Advisory Committee Recommendation:
Summary: *This article will provide for the maintenance and repair of capital equipment and systems associated with the Town's buildings and facilities.*

ARTICLE 19: To see if the Town will vote to raise and appropriate or transfer from available funds the sum of $25,000 for the ongoing maintenance of capital investments associated with outdoor recreational facilities. The Town's Director of Recreation shall recommend appropriate projects to the Recreation Commission. The Recreation Commission shall approve all expenditures under this article, or do or act anything in relation thereto.

Proposed by: SELECT BOARD/RECREATION COMMISSION
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 20: To see if the Town will vote pursuant to Massachusetts General Laws, Chapter 44 § 53E ½ to authorize the following spending limits for Fiscal Year 2025:

1. Immunization/Emergency Dispensing Clinic; $15,000.
2. Inspectional Services; $140,000.
3. 9-11 Field Maintenance; $100,000.
4. Wetland Protection; $30,000.
5. Hazardous Materials; $75,000.
6. CPR Classes; $6,500.
7. Community Garden; $3,000.

8. Recreation Programs; $500,000.
9. Tobacco Control Program; $4,000.
10. Golf Course Maintenance; $75,000.

, or do or act anything in relation thereto.

Proposed by: BOARD OF HEALTH, SELECT BOARD, RECREATION COMMISSION, AND CONSERVATION COMMISSION
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *This article approves the annual spending limits for revolving funds that are now authorized by Town by-law.*

ARTICLE 21: To see if the Town will vote to accept Massachusetts General Law Ch. 40, Section 3 to allow the Southborough School District to keep monies received from the rental of space in its schools. These monies may be expended by the Southborough School Committee for the purpose of upkeep and maintenance of any and all Southborough Public Schools with no further legislative body approval. The monies may accumulate from year to year, and shall not be considered to be part of the general funds unassigned balance, or do or act anything in relation thereto.

Proposed by: SOUTHBOROUGH SCHOOL COMMITTEE
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 22: To see if the Town will vote to authorize the Northborough-Southborough Regional School District to establish a Stabilization Fund according to Chapter 71, Section 16G 1/2 of the General Laws for the purposes of funding capital items as identified in the Northborough-Southborough Regional School District Capital Plan, or do or act anything in relation thereto.

Proposed by: REGIONAL SCHOOL COMMITTEE
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 23: To see if the Town will vote to authorize the Southborough School District to establish a Special Education Stabilization Fund according to Section 24 of Chapter 218 of the Acts of 2016 for the purposes of establishing a reserve fund that can be used in future years for unanticipated or unbudgeted costs of special education, out of district tuition, transportation, and recovery high school tuition, or do or act anything in relation thereto.

Proposed by: SOUTHBOROUGH SCHOOL COMMITTEE
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 24: To see if the Town will vote to accept the report of the Community Preservation Committee for the FY 2025 Community Preservation Projected Receipts and act upon the recommendations of the Community Preservation Committee and to set aside for later expenditure, certain sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the General Laws, as follows:

Estimated Surcharge Receipts (Based on Town Treasurer's Projections) ..... $ 447,844
State Match (Projected FY2024 State Match) ..... $ 64,905

Total Projected Revenue..... ... $ 512,479

Set Aside- Open Space
$51,275 to be set aside, held in the Community Preservation Open Space Reserve Account, and spent in FY2025 or later years for acquisition, creation, or preservation of open space, and for the rehabilitation and/or restoration of open space acquired under the Community Preservation Act.

Set Aside – Historic Preservation
$51,275 to be set aside, held in the Community Preservation Historic Reserve Account, and spent in FY2025 or later years for the acquisition, preservation, rehabilitation, and restoration of historic resources.

Set Aside – Community Housing
$51,275 to be set aside, held in the Community Preservation Housing Reserve Account, and spent in FY2025 or later years for the creation, preservation, and support of community housing, and for the rehabilitation and/or restoration of community housing acquired under the Community Preservation Act.

Set Aside Administrative Costs – Community Preservation Committee
$25,637 to defray the administrative and operating expenses of the Community Preservation Committee in FY2025 for the Community Preservation Administration Account

Set Aside – CPA Budgeted Reserve/Discretionary
$ 333,287 Reserved for FY25 Budgeted Reserve/Discretionary Account

, or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *The budget and set-asides are an annual requirement under the Community Preservation Act.*

ARTICLE 25: To see if the Town will vote to accept the report of the Community Preservation Committee for the FY2024 State Match Adjustment and act upon the recommendations of the Community Preservation Committee and to set aside for later expenditure, certain sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the General Laws, as follows:

Actual FY24 State Match Receipts..... $86,561
ATM2023 Projected FY24 State Match $82,596
FY24 State Match Adjustment ..... $ 4,035

Set Aside- Open Space
$403 to be set aside, held in the Community Preservation Open Space Reserve Account, and spent in FY2025 or later years for acquisition, creation, or preservation of open space, and for the rehabilitation and/or restoration of open space acquired under the Community Preservation Act.

Set Aside – Historic Preservation
$403 to be set aside, held in the Community Preservation Historic Reserve Account, and spent in FY2025 or later years for the acquisition, preservation, rehabilitation, and restoration of historic resources.

Set Aside – Community Housing
$403 to be set aside, held in the Community Preservation Housing Reserve Account, and spent in FY2025 or later years for the creation, preservation, and support of community housing, and for the rehabilitation and/or restoration of community housing acquired under the Community Preservation Act.

Set Aside Administrative Costs

$201– Community Preservation Fund to defray the administrative and operating expenses of the Community Preservation Committee in FY2024 in the FY2024 Community Preservation Administration Account.

$2,625.00 Reserved for FY24 Community Preservation Budgeted Reserve/Discretionary)
Summary: This article is to account for an adjustment to the state match from what was budgeted at 2023 ATM and the FY24 State Match received.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *Summary: This article is to account for an adjustment to the state match from what was budgeted at 2023 ATM and the FY24 State Match received.*

ARTICLE 26: To see if the Town will vote to appropriate $75,438 to be applied towards the bond for the perpetual Preservation Restriction on 84 Main Street also known as the Burnett House for the purpose of historic preservation. $72,280.38 from the CPA Historic Preservation Reserve Account and $3,157.62 from the CPA Fund Balance. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *This article is the Community Preservation Fund payment towards the FY2025 debt funding for the Preservation Restriction of 84 Main Street as approved at ATM 2016.*

ARTICLE 27: To see if the Town will vote to appropriate a total of $61,00.00 to be applied towards the bond for the renovation and restoration of the historic Southborough Library building for the purpose of historic preservation. $61,00.00 from the CPA Fund Balance. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *This article is the Community Preservation Fund payment towards the FY2025 debt funding for the renovation and restoration of the Historic Southborough Library.*

ARTICLE 28: To see if the Town will vote to appropriate $52,841.35 to be applied towards the bond for the historic restoration of the Southborough Town House for the purpose of historic preservation from the CPA Fund Balance. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *This article is the Community Preservation Fund payment towards the FY2024 debt funding for the Restoration of the historic Southborough Town House as approved at ATM 2021.*

ARTICLE 29: To see if the Town will vote to appropriate $141,850 to be applied towards the bond for the historic restoration of the Southborough Town House for the purpose of historic preservation from the CPA Fund Balance. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *This article is the Community Preservation Fund payment towards the FY2025 debt funding for the Restoration of the historic Southborough Town House as approved at ATM 2021.*

ARTICLE 30: To see if the Town will vote to appropriate $46,046 from the CPA Fund FY2024 Budgeted Reserve for the rehabilitation and restoration of historic Town records for historic purposes as requested by Jim Hegarty, Southborough Town Clerk. This consists of $45,046 in project costs and an additional $1,000 in contingency funding. Contingency funds only available after approval of the Community Preservation Committee for unexpected costs unforeseen at the time of application. Funding is contingent on a project start of July 1, 2024, and to be completed by June 30, 2027 or funds to be returned to the Southborough Community Preservation Fund Balance as directed by the Southborough Community Preservation Committee. Project to be completed in conformance with details as presented to the members of the Community Preservation Committee and to be documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *Under the direction of Town Clerk Jim Hegarty said funds will be used for the restoration of historic Town documents dating back to the 1700's.*

ARTICLE 31: To see if the Town will vote to appropriate $211,232 from the CPA Fund FY2024 Budgeted Reserve for the construction of the final segment of Peninsula Trail requested by the Southborough Trails Committee for recreational purposes. This consists of $183,680 in project costs and an additional $27,552 in contingency funding. Contingency funds only available after approval of the Community Preservation Committee for unexpected costs unforeseen at the time of application. Funding is contingent on a project start date of July 1, 2024, and to be completed by December 1, 2026 or funds to be returned to the Southborough Community Preservation Fund Balance as directed by the Community Preservation Committee. Project to be completed in conformance with details as presented to the members of the Community Preservation Committee and to be documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *Under the direction of Kathryn McKee, Chair of the Southborough Trials Committee (STC), and with Recreation Director Tim Davis as an advisor, said funds will be used for the installation of the boardwalk, footbridge, and other trail construction related tasks for "Bridging the Gap" Phase II of the STC Peninsula Trail Project.*

ARTICLE 32: To see if the Town will vote to appropriate $553,750 for the installation of a new irrigation system at the Southborough Golf Club, with $ 333,287 from the CPA FY25 Budgeted Reserve Account and $220,463 from the CPA Fund, as requested by the Southborough Golf Committee for the purpose of recreation. This consists of $475,000 in project costs and an additional $78,750 in contingency funding. Contingency funds only available after approval of the Community Preservation Committee for unexpected costs unforeseen at the time of application. Funding is contingent on project completion by December 1, 2026 or funds to be returned to the CPA Fund Balance as directed by the Community Preservation Committee. Project to be completed in conformance with details as presented to the members of the Community Preservation Committee and to be documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *Under the direction of Tony Schoener, Chair of the Southborough Golf Committee (STC), and with the golf course management company - New England Golf, overseeing the installation, said funds will be used for the installation of the new irrigation system to replace the existing 50+ year old system which is leaky, prone to failure requiring frequent repair, and time consuming to operate. A new system will reduce water consumption, provide improved coverage, and be more cost efficient. This article is the Community Preservation share of funding a total project amount of $603,750 offset by a $50,000 contribution from the Golf Course Revolving fund.*

ARTICLE 33: To see if the Town will vote to appropriate the sum of $96,115.13 for the use of the Board of Health to provide for substance abuse abatement activities following the Town's participation in the Statewide Opioid Settlements negotiated by the Massachusetts Attorney General, and to meet said appropriation the sum of $96,115.13 be transferred from Free Cash.

; or do or act anything in relation thereto.

Proposed by: BOARD OF HEALTH
Select Board Recommendation: Support (5-0-0)
Advisory Committee Recommendation:
Summary:

ARTICLE 34: To see if the Town will vote to authorize the Select Board under Clause (1) of Section 8 of Article 2, as amended, of the Amendments to the Constitution of the Commonwealth of Massachusetts to submit to the General Court a Home Rule Petition, accompanied by a bill for a special law relating to the Town of Southborough, to the end that legislation be adopted precisely as submitted. The General Court may make clerical or editorial changes of form only to the bill, unless after a public hearing the Select Board approves amendments to the bill before enactment by the General Court. The Select Board is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition. Said submission shall be accompanied by an attested copy of the motion and vote of the Town Meeting on this article.

Said bill shall make the following modifications to Ch. 447 of the acts of 1991: (a) Re-establish the office of Tree Warden as an appointee of the Select Board, supervised by the DPW superintendent; (b) dissolve the Public Works Planning Board of the town of Southborough; (c) replace "board of selectmen" with "select board" throughout.
The form and wording of said submission shall be determined by the Select Board in consultation with Town Counsel and the Town's representatives to General court.

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support (4-0-1)
Advisory Committee Recommendation:
Summary: *The Public Works Planning Board was created in 1991, and does not meet current expectations. The Select Board is officially the town's Tree Warden by the Special Act which has proven inefficient. The office of Tree Warden would be reinstated as an appointed officer of the Town.*

ARTICLE 35: To see if the Town will vote to establish a Public Works Advisory Committee by deleting Article I ("Solid Waste Disposal Committee") of the Town Code in its entirety and inserting the following into the Town Code:

Article XIII Public Works Advisory Committee

§9-52 Purpose

Because the Department of Public Works ("DPW") is a complex organization that consumes a significant portion of the Town's budget and directly impacts the life of every resident: planning, prioritization, coordination and communications with the residents is essential. The PWAC provides a focal point for and assistance with this complex function.

§9-52-A Establishment; Membership; Qualifications

Effective upon the dissolution of the Southborough Public Works Planning Board, there shall be a Public Works Advisory Committee ("PWAC"), which shall consist of five voting members and the non-voting ex-officio members identified below.

Each voting member shall be a resident of the Town and shall not be a Town officer or employee. Preferably at least 3 voting members should have significant relevant work experience and knowledge of activities undertaken by the DPW.

The voting members shall be appointed by the Select Board.

§9-52-B Appointments; Terms; Vacancies; Removal

Voting members shall be appointed for three-year terms. The initial appointments shall be two members for three years, two members for two years, and one member for one year, so as to establish overlapping terms.

Any voting member who shall remove from the Town, resign, or die shall cease to be a member. When notified that any voting member has failed to faithfully discharge his duties, or has failed without good cause to attend at least three quarters of the PWAC meetings held in any six-month interval: the Select Board shall promptly give notice, hold a hearing and determine whether such member shall be removed from the PWAC. In any case of a vacancy in the voting membership, the Select Board shall make every effort to, within thirty days, appoint a replacement for the balance of the unexpired term.

The ex-officio (non-voting) members have terms coincident with their employment and shall be: the Superintendent of Public Works and the Town Planner.

§9-52-C Organization; Meetings

The members shall select, from among themselves, a Chair, vice-Chair, and a Secretary.

The PWAC shall establish a regular schedule of meetings sufficient to complete its duties, but shall meet at least quarterly.

The PWAC shall ordinarily and preferentially meet in the Town, but may conduct meetings, investigations or inspections within the scope of its duties and authority anywhere, subject to standard Town travel budgets and policies.

The PWAC may appoint from its own membership subcommittees and delegate to them such of its powers as it deems expedient.

All reports and recommendations of the PWAC made to the Town shall be voted by a majority of the voting members of the PWAC, but this shall not be construed to prevent recommendations by a minority nor to discourage full participation by the non-voting members.

§9-52-D Funding

The PWAC may incur expenses for consultants, communications, minute-takers and other purposes. Such expenses shall be from a separate line item under the DPW's budget, established by the Town's regular budget process. Any expenditures from its budget shall require a majority vote of the PWAC, and be subject to the Town's policies for such expenditures.

§9-53 Functions and Definitions

The duty of the PWAC shall be to respond to requests for support from the Superintendent of Public Works, the Select Board, the Planning Board, the Advisory Committee, the Capital Improvement Planning Committee, and such other Town Entities as may be appropriate.

Further, PWAC shall also proactively evaluate, study, recommend, propose, and/or report on significant projects to be undertaken by the DPW.

The PWAC shall assume the functions of the former Green Technology and Recycling Committee that were assigned to the former Public Works Planning Board.

In this Article XIII, the phase "Town Entities" includes any Town board, committee, or agency of Town government, or subsidiary organization of any of these, whether statutory, elected or appointed.

In this Article XIII, the phase "Public Works Projects" includes projects conducted or planned to be conducted by the DPW, including but not limited to: road and sidewalk construction and maintenance; solid waste disposal (including operation of the transfer station, recycling and fees); cemetery operation; construction and maintenance of the water system (including conservation and fees); tree maintenance, removal, and replacement; public stormwater, and traffic management.

§9-54 Mission and Authority

The PWAC shall assist with establishing priorities and long-term planning for significant Public Works Projects. The PWAC may evaluate and/or develop options to be considered for Public Works Projects that significantly deviate from their plans in scope, expense, and/or schedule. The PWAC may assist in locating and/or evaluating the desirability of external (e.g., grant) funding for Public Works Projects.
The PWAC shall coordinate its work with the Advisory Committee, Capital Improvement Planning Committee, Planning Board, Trails Committee, and Recreation Commission as reasonably necessary.
The PWAC shall not manage or direct the Superintendent of Public Works, DPW employees, or projects.
The PWAC shall assist the Superintendent of Public Works to communicate plans for Public Works Projects and the status of such projects to residents (especially neighbors) at the earliest feasible time. It shall serve as a focal point for citizen concerns with Public Works Projects, and may conduct public hearings.

§9-54-A Other Agencies

The PWAC may meet with other governmental agencies to discuss opportunities for interoperation, efficiencies or other synergies. However, the PWAC does not have the authority to commit the Town to pursue such opportunities, which authority rests with the Superintendent of Public Works, other Town Entities, and/or their designees.

§9-55 Reporting

From time to time, as may be necessary, the PWAC shall report to the Superintendent of Public Works and/or the Select Board on its activities and such reports, studies, evaluations, recommendations, and/or proposals as it has initiated or have been requested of it.
From time to time, as may be necessary, the PWAC shall report to the Town Meeting.

§9-56 Interpretation

The section headings and numbering of this Article XIII are for convenience and shall not be construed to modify the interpretation of the article.
In this Article XIII, the masculine forms (including "his", "he", and "him") are used inclusively to refer to any person regardless of gender or sexual orientation.
In this Article XIII, terms are defined in quotation marks within parenthesis, and their uses are indicated by capitalization. The definition of each such term applies to its use in the entirety of this Article XIII, whether or not the definition appears before such use.
In this Article XIII, the word "will" is to be interpreted as descriptive of an outcome or process and not as an imperative; the word "shall" is to be interpreted in the imperative sense of "must" or "is required to"; while the word "may" is to be interpreted in the permissive sense of "optionally", or "has discretion whether or not to". ADD SUNSET PROVISION?

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *Replaces the Special Act-chartered Public Works Planning Board with a Town standing committee when the PWPB dissolves as initiated by Article 28.*

ARTICLE 36: To see if the Town will vote to add a new **§ 174-10.3** to the Town of Southborough's Zoning Bylaws, amend the zoning map, amend certain other sections to integrate the new section into the current zoning bylaw, and make any minor modifications to the text required for consistency with the existing format of the bylaws.

Add the following definitions to § 174-2. Definitions.
B. Definitions
Add definitions here if the Town would prefer them to be in the main section rather than the MCMOD zoning. The current definition of Lot is similar, so I retained the Town's. The Town's definitions of Dwelling, Multifamily, Dwelling Unit, and Open Space were sufficiently different, so I left those in. See § 174-10.3.C.

Add the following text to: § 174-3. Districts enumerated.
N. MBTA Communities Multi-family Overlay District, referred to as MCMOD.

Add the following text to:§ 174-10. Site plan approval

A. The purpose of the site plan review procedure is to encourage a desirable and compatible character of development within the Town of Southborough and to assure safety, promote logic, imagination and innovation in the design process while complying with all zoning requirements. The requirements of this section shall be applicable to the following:

(6) All multi-family development with more than 10 units within the MCMOD (§174-10.3).

Add the following text to:§ 174-12.1. Outdoor illumination

(3) LZ-2: moderate ambient lighting

(a) Areas of human activity where the vision of human residents and users is adapted to moderate light levels. Lighting may typically be used for safety and convenience, but it is not necessarily uniform or continuous. After curfew, lighting may be extinguished or reduced as activity levels decline.

(b) Zoning District: Business Village, **MCMOD**

Add the following section:

§ 174-10.3: MBTA Communities Multi-family Overlay District

A. Purpose

The purpose of the MBTA Communities Multi-family Overlay District (MCMOD) is to allow multi- family housing as of right in accordance with Section 3A of the Zoning Act (Massachusetts General Laws Chapter 40A). This zoning provides for as of right multi-family housing to accomplish the following purposes:

(1) Encourage the production of a variety of housing sizes and typologies to provide equal access to new housing throughout the community for people with a variety of needs and income levels;

(2) Support vibrant neighborhoods by encouraging an appropriate mix and intensity of uses to support an active public space that provides equal access to housing, jobs, gathering spaces, recreational opportunities, goods, and services within a half-mile of a transit station.

(3) Locate housing within walking distance of public transit [and downtowns or town centers] to promote general public health, reduce the number of vehicular miles travelled, support economic development, and meet community-based environmental goals, including reducing greenhouse gases and improving air quality.

(4) Preserve open space in a community by locating new housing within or adjacent to existing developed areas and infrastructure.

(5) Support public investment in public transit and pedestrian- and bike-friendly infrastructure.

(6) Increase the municipal tax base through private investment in new residential developments.

B. Establishment and Applicability

This MCMOD is an overlay district having a land area of approximately 53.9 acres in size that is superimposed over the underlying zoning district (s) and is shown on the Zoning Map.

(1) **Applicability of MCMOD.** An applicant may develop multi-family housing located within a MCMOD in accordance with the provisions of this § 174-10.3.

(2) **Underlying Zoning.** The MCMOD is an overlay district superimposed on underlying zoning districts. The regulations for use, dimensions, and all other provisions of the Town of Southborough's Zoning Bylaw governing the respective underlying zoning district(s) shall remain in full force, except for uses allowed as of right or by special permit in the MCMOD. Uses that are not identified in § 174-10.3 are governed by the requirements of the underlying zoning district(s).

(a) The requirements of § 174-10.13.2 Major residential development do not apply to the MCMOD.

(b) The requirements of § 174-10.13.3 Lower impact development may be used as a component of site plan review under § 174-10.3.J, but the Planning Board may not require a separate special permit for a multifamily use within the MCMOD.

(c) The requirements of § 174-10.13.4 Water resource protection may be used as a component of site plan review under § 174-10.3.J, but the Planning Board may not require a separate special permit for a multifamily use within the MCMOD.

(3) **Sub-districts.** The MCMOD contains the following sub-districts, all of which are shown on the MCMOD Boundary Map: Subdistrict A and Subdistrict B.

C. **Definitions.**
For purposes of this § 174-10.3, the following definitions shall apply.
(1) **Affordable unit.** A multi-family housing unit that is subject to a use restriction recorded in its chain of title limiting the sale price or rent or limiting occupancy to an individual or household of a specified income, or both.

(2) **Affordable housing.** Housing that contains Affordable Units as defined by this § 174-10.3.

(3) **Applicant.** A person, business, or organization that applies for a building permit, Site Plan Review, or Special Permit.

(4) **Area Median Income (AMI).** The median family income for the metropolitan statistical region that includes the Town] of Southborough, as defined by the U.S. Department of Housing and Urban Development (HUD).

(5) **As of right.** Development that may proceed under the Zoning in place at time of application without the need for a special permit, variance, zoning amendment, waiver, or other discretionary zoning approval.

(6) **Development standards.** Provisions of § 174-10.3: G. General Development Standards made applicable to projects within the MCMOD.

(7) **EOHLC.** The Massachusetts Executive Office of Housing and Livable Communities, DHCD's successor agency.
(8) **Multi-family housing.** A building with three or more residential dwelling units or two or more buildings on the same lot with more than one residential dwelling unit in each building.

(9) **Multi-family zoning district.** A zoning district, either a base district or an overlay district, in which multi-family housing is allowed as of right.

(10) **Open space.** Contiguous undeveloped land within a parcel boundary.

(11) **Parking, structured.** A structure in which vehicle parking is accommodated on multiple stories; a vehicle parking area that is underneath all or part of any story of a structure; or a vehicle parking area that is not underneath a structure, but is entirely covered, and has a parking surface at least eight feet below grade. Structured Parking does not include surface parking or carports, including solar carports.
(12) **Parking, surface.** One or more parking spaces without a built structure above the space. A solar panel designed to be installed above a surface parking space does not count as a built structure for the purposes of this definition.
(13) **Residential dwelling unit.** A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking. and sanitation.

(14) **Site plan review authority.** Town of Southborough Planning Board.

(15) **Sub-district.** An area within the MCMOD that is geographically smaller than the MCMOD district and differentiated from the rest of the district by use, dimensional standards, or development standards.

(16) **Subsidized Housing Inventory (SHI).** A list of qualified Affordable Housing Units maintained by EOHLC used to measure a community's stock of low-or moderate- income housing for the purposes of M.G.L. Chapter 40B, the Comprehensive Permit Law.

D. Permitted Uses
(1) **Permitted Uses are as follows:** The following uses are permitted as of right within the MCMOD. (a) Multi-family housing.

(2) **Accessory Uses.** The following uses are considered accessory as of right to any of the permitted uses in Section D.1. (a) Parking, including surface parking and parking within a structure such as an above ground or underground parking garage or other building on the same lot as the principal use.

(b) Customary home occupation.

(3) **Prohibited uses.** All uses which are not listed above, legally nonconforming or otherwise allowable by the provisions of the zoning regulations, are prohibited.

E. Development standards are as follows:

Table of Dimensional Standards. Notwithstanding anything to the contrary in this Zoning, the dimensional requirements applicable in the MCMOD are as follows:	**Subdistrict A** *Area 6A* *Area 6B* *Area 6C*	**Subdistrict B** *Area 7* *Area 21*
Standards		
(a) Minimum lot area	25,000	43,560
(b) Minimum frontage	125	200
(c) Minimum setbacks		
(i) Front	30	Area 7 75* Area 21 50*
(ii) Rear	35	50
(iii) Side	15	50
(d) Maximum height	2.5 stories or 35 feet	3 stories of 45 feet
(e) Maximum floor area ratio	0.3	0.6
(f) Maximum dwelling units per acre	15.0	15.0

; or do or act anything in relation thereto.

Proposed by: PLANNING BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 37: To see if the Town will vote to amend the Town Code to add Downtown District to Chapter 174 - Zoning as follows:

- Schedule of use regulations – 174-8.C(5) after Business Village District.
- Signs – 174-11 (D) – sign regulations next to Business Village
- Signs-174-11.E [1] [a] after Business Village District.
- Signs-174-11.E [1] [b] after Business Village District.
- Signs-174-11.E [2] [a] after Business Village District.
- Signs-174-11.E [2] [b] after Business Village District.
- Signs-174-11.E (d) [1] after Business Village District.
- Signs-174-11.E (d) [2] after Business Village District.

➢ Outdoor Illumination – 174-12.1.E (3) (b), and Table 1 under LZ-2 add Downtown District below Business Village

➢ Landscaping – 174-13.A(3) as follows:

(3) Exceptions.

The requirements of this section do not apply to developments or renovations in the Business Village District and the Downtown District. However, the Planning Board may require landscaping as part of the site plan or special permit application within the Business Village District and Downtown District.

And anywhere else in the code where the Business Village District is referenced and appropriate.

; or do or act anything in relation thereto.

Proposed by: PLANNING BOARD
Select Board Recommendation: Support (5-0-0)
Advisory Committee Recommendation:
Summary:

ARTICLE 38: To see if the Town will vote to amend Chapter 174 of the Town Code to include an expiration for special permits as required by MGL c. 40A Section 9 as follows:

In Chapter 174 Section 9 – Special Permit Requirements, to add after the sentence ending with "...or destructive of property values therein." the following clause: "Unless otherwise designated by this chapter, if the rights authorized by a special permit are not exercised within two years from the date of grant thereof, they shall lapse, and a new petition, notice, and hearing will be required for their reestablishment. The applicant shall be granted a single one-year extension by applying in writing to the special permit granting authority at least 30 days prior to the date when the special permit is due to lapse. An extension will only be granted for good cause and/or at the discretion of the special permit granting authority."

; or do or act anything in relation thereto.

Proposed by: PLANNING BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *This article would amend the Zoning Bylaw to comply with MGL c. 40A Section 9, which requires bylaws to provide a specified period of time in which special permits will lapse.*

ARTICLE 39: To see if the Town will vote to delete in its entirety Chapter § 9-2 of the town code "Meetings prohibited on Election Day, or when Town offices are closed due to weather or other emergency" and replace it with:

§ 9-2 Meetings prohibited on Election Day, or when Town offices are closed due to a weather or other emergency

A. If the Select Board or their designee announce that all Town offices are closed due to a weather or other emergency, any scheduled public meeting shall be cancelled. However, public meetings may be held if the meeting is held in an online format where the public may observe the meeting. A previously scheduled in-person only meeting may be changed to an online format by submitting a revised agenda to the Town Clerk. If a meeting is cancelled, the Town Clerk shall post notice of the cancellation on the Town website.

B. This prohibition will not apply to emergency meetings held to address weather or other emergencies as defined by the Attorney General.

C. No board, committee or commission shall schedule a meeting on the day of any Town, state or federal election.

; or do or act anything in relation thereto.

Proposed by: TOWN CLERK
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *This Article modifies the existing town code to allow meetings to be held when town buildings are closed to the public due to a weather or other emergency, if the meeting is held in an online format where the public may observe the meeting*

ARTICLE 40: To see if the Town will vote to accept MGL Ch 41 S 19 K as follows:

"In any town, that accepts this section, a town clerk who has completed the necessary courses of study and training, and has been awarded a certificate by the Massachusetts Town Clerks' Association as a certified Massachusetts municipal clerk, shall receive as compensation from such town, in addition to the regular annual compensation paid by such town for services in such office, an amount equal to 10 per cent of such regular annual compensation, but not more than $1,000 per year. In order to qualify for such additional compensation, a town clerk shall submit to the board of selectmen of such town proof of the award of such certificate. The additional compensation provided in this section shall be prorated for any 12 month period in which an eligible person does not hold the office of town clerk for 12 consecutive months. Such additional compensation shall discontinue when certification is discontinued or withdrawn."

; or do or act anything in relation thereto.

Proposed by: TOWN CLERK
Select Board Recommendation: Support (5-0-0)
Advisory Committee Recommendation:
Summary: *This Article accepts the Massachusetts General Law that provides an annual $1,000 stipend to a town clerk who obtains certification as a Massachusetts Municipal Clerk. Only 31% of Massachusetts town clerks have the required experience, have taken the required continuing education courses and passed the 250 - question examination required to earn this certification.*

ARTICLE 41: To see if the Town will vote to amend Town Code § 9-25 Meeting minutes, by deleting it in its entirety and replacing it with:

Each board, committee, or commission shall provide minutes for each of its meetings to the Town Clerk within 45 days of the meeting. Minutes shall be kept by the Town Clerk for a period as required by applicable state law.

A. Minutes shall indicate whether they have or have not been approved by the board, committee or commission when submitted to the Town Clerk.
(1) Minutes that have not been approved at the time of their receipt shall be labeled "Draft."
(2) The Town Clerk shall log the receipt of all minutes and the Town Clerk shall post minutes on the Town website.

B. Minutes shall be submitted in a manner consistent with the Open Meeting Law (MGL c. 30A, § 22), and the Attorney General's Open Meeting Law Guide, and must include:
- the date, time and place of the meeting;
- the members present or absent;
- the decisions made and actions taken, including a record of all votes;
- a summary of the discussions on each subject;
- a list of all documents and exhibits used at the meeting; and
- the name of any member who participated in the meeting remotely.

C. Minutes submitted to the Town Clerk shall include, as reasonably possible, copies of all documents, exhibits, and electronic files of any audio or video presentations used at the meeting, including items created by the board members, or by others allowed to make presentations at the meeting.

(1) The term "used at the meeting" shall mean a document, exhibit, audio or video presentation that was (1) identified by name, (2) present at the meeting, and (3) discussed at the meeting.
(2) If copies of documents or other exhibits used at the meeting cannot be provided due to the physical nature of the exhibit (e.g., size of the exhibit, etc.), the specific filing location of the document or exhibit shall be identified.

D. The last page of the minutes shall include a section labelled Documents Used at This Meeting and shall list the names of each document that was used at the meeting.

; or do or act anything in relation thereto.

Proposed by: TOWN CLERK
Select Board Recommendation: Support (5-0-0)
Advisory Committee Recommendation:
Summary: *This Article clarifies the existing requirements for board, committee, or commission ("the board') meetings to maintain minutes and documents used at meetings. This Article adds the requirement that any audio or video presentation that a board allows to be displayed at a meeting be retained, regardless of who created the presentation. This Article also adds the requirement that the last page of the minutes includes a section labelled "Documents Used at This Meeting" with a list the names of each document that was used at the meeting. A recent review of minutes submitted to the town clerk revealed several instances where no documents were submitted by the board.*

ARTICLE 42: To see if the Town will vote to petition the General Court for the passage of special enabling legislation authorizing the Town to authorize, issue and sell pension obligation bonds to finance the Town's unfunded pension liability to the Worcester Regional Retirement System, fund any necessary reserves, and all other costs associated therewith, which special enabling legislation shall be in such form as the Select Board shall approve; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 43: To see if the Town will vote to establish a Tricentennial Committee Fund as provided for in MGL Ch. 44, §53I for the purpose of receiving funds appropriated by Town Meeting, generated from the sale of merchandise, tickets, or donations, and authorizing the Tricentennial Committee to expend said funds for the purpose of special events or other associated costs related to the 300th Anniversary of the Town of Southborough's incorporation, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support (5-0-0)
Advisory Committee Recommendation:
Summary: *State law allows a Town to establish this type of special fund to offset expenses related to incorporation celebrations. This will ensure that the funds are properly accounted for and included in the Town's independent audit.*

ARTICLE 44: To see if the Town will vote to raise and appropriate or transfer from available funds the sum of Thirty Thousand Dollars ($30,000) or such other amount as Town Meeting may approve for the purpose of funding events [i.e. fireworks, parade, public art, etc.] as authorized by the Tricentennial Committee celebrating the Town of Southborough's incorporation, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:

Summary: *This funding will serve as seed money to support the work of the Tricentennial Committee. Expenditures will be approved by the Committee Chair [subject to approval by the Committee] and may include items like patriotic bunting, memorabilia, assistance with digital media or deposits on events such as fireworks, etc.*

ARTICLE 45: To see if the Town will vote to approve the Assabet Valley Regional Vocational Technical School Committee's vote on January 9, 2024, to establish a Stabilization Fund for the Assabet Valley Regional Vocational Technical School District, pursuant to Section 16G ½ of Chapter 71 of the Massachusetts General Laws, said Stabilization Fund to be invested and to retain its own interest earnings as provided by law and further set up an operational line item to be created to transfer available monies into said Stabilization Fundor do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 46: To see if the Town will vote to authorize the Select Board to transfer a certain parcel located at XX Atwood Street to the Southborough Affordable Housing Trust, said property to be used for affordable housing purposes, and to authorize the Select Board to execute any and all documents and agreements as may be necessary to effectuate such transfer; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 47: To see if the Town will vote to transfer the sum of $XX,XXX from the Community Housing account of the Community Preservation Fund to the Affordable Housing Trust Fund; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 48: To see if the Town will vote to accept the provisions of M.G.L. c. 59 §5, Clause Twenty-two H (inserted by Chapter 218 of the Acts of 2018, known as An Act Relative to Veterans' Benefits, Rights, Appreciation, Validation, and Enforcement ("BRAVE Act")), signed into law August 28, 2018, which provides for a property tax exemption for real estate as follows: to the full amount of the taxable valuation of the real property of the surviving parents or guardians of soldiers and sailors, members of the National Guard and veterans who: (i) during active duty service, suffered an injury or illness documented by the United States Department of Veterans Affairs or a branch of the armed forces that was a proximate cause of their death; (ii) are missing in action with a presumptive finding of death as a result of active duty service as members of the Armed Forces of the United States; provided, however, that the real estate shall be occupied by the surviving parents or guardians as the surviving parents' or guardians' domicile; and provided further that the surviving parents or guardians shall have been domiciled in the Commonwealth for the 5 consecutive years immediately before the date of filing for an exemption pursuant to this clause or the soldier or sailor, member of the National Guard or veteran was domiciled in the Commonwealth for not less than 6 months before entering service. Surviving parents or guardians eligible for an exemption pursuant to this clause shall be eligible regardless of when the soldier or sailor, member of the National Guard or veteran died or became missing in action with a presumptive finding of death; provided, however, that the exemption shall only apply to tax years beginning on or after January 1, 2019. Such exemption shall be available until such time as the surviving parents or guardians are deceased. No real estate shall be so exempt which has been conveyed to the surviving parents or guardians to evade

taxation. To be effective for exemptions granted for any fiscal year beginning on or after, July 1, 2024; or do or act anything in relation thereto.

Proposed by: BOARD of ASSESSORS
Select Board Recommendation: Support (4-1-0)
Advisory Committee Recommendation:
Summary: *The local adoption of clause 22H will expand the real estate exemption benefits for Gold Star parents or guardians. Gold Star families are those that have lost an immediate family member serving in the United States armed forces during any period of war or hostilities in which the armed forces of the United States were engaged.*

ARTICLE 49: To see if the Town will vote that the Town hereby resolves not to seek to sell, agree to sell, or enter into a sale of the 21 Highland St. property until January 1, 2028. It is agreed that the sale or transference of the property could be detrimental to the town until the following factors are resolved: There is currently a new school project being contemplated with an unspecified school price tag that could range as high as 60-100 Million dollars at his moment. The process of planning and building a new school could take another 3 or more years to complete. There is currently 300 408 housing units likely to be built in the next 3-5 years, and the MBTA community Act currently threatens the town with another potential 750 units of multifamily zoning by right, so in the next 3+ years to come the town could lose control of housing development in many areas of the town (there are 3800 housing units in the town currently, the total new burden could add a possible 26% population increase). Although it is unrealistic to expect the full number of units, the current school estimates do not take all of these factors into account, nor can we accurately project numbers with confidence having no control over the zoning, unit type, or building process. There is no current organizational model or plan to mitigate the possible cost or space need effects upon town departments, and no current plan for town space needs if this rapid population growth occurs. The current space need plans are dependent upon the premise of building a new school, a historically neutral residential development plan, and turning over one of the current schools to general town use for multiple departments currently inhabiting other buildings, including Recreation, Family and Youth services (both in the 21 Highland property), Building Permit departments, senior center, and Facilities (all in the Cordaville hall building), who have all have been recommended in the space needs plan to vacate their current locations (and to move to Finn currently). If there is a problem with the plan (example: No new school, or other factors as high population growth), selling the 21 Highland St. property could leave the town with little recourse except to sign commercial leases for homeless departments, potentially making the town long term dependent upon the private real estate market fluctuations, and/or possibly build space, adding to town costs. A new school is currently not approved, but selling these properties could be used as financial incentive and space need leverage to coerce support for one, knowing the sale could instigate leases and costs created by a premature property sale and vacating actions by those departments. There is minimal financial risk to delaying a sale of the property for several years. There is a greater financial risk to selling the property prematurely if the building could better serve the short, middle, or long term interests of the town given the current factors facing the town. A vote for this Article shall supersede any prior decision made or entered into by the town without regard to, or for, the legal and financial consequences of violating any and all other agreements and contracts with private parties.

; or do or act anything in relation thereto.

Proposed by: JOSEPH PALMER, et al.
Select Board Recommendation: Support (0-5-0)
Advisory Committee Recommendation:
Summary: *This is a citizen's petition.*

ARTICLE 50: To see if the Town will vote that the Town hereby resolves to own and rehab the current 21 Highland St. property for town, community, and/or rental use, using CPC and other bond allocations to fund the project when needed. The surrounding property will remain open for community use regardless of building use. It is required that the Select Board carry out the will of this resolution, and have a plan in place by the next town Meeting with the understanding that the citizenry will not entertain a proposal to dispose of the property till the year 2033. A vote for this Article shall supersede any prior decision made or entered into by the town without regard to, or for, the legal and financial consequences of violating any and all other agreements and contracts with private parties.

; or do or act anything in relation thereto.

Proposed by: JOSEPH PALMER, et al.
Select Board Recommendation: Support (0-5-0)
Advisory Committee Recommendation:
Summary: *This is a citizen's petition.*

ARTICLE 51: To see if the Town will vote that the Town hereby resolves not to seek to sell, agree to sell, or enter into a sale the 21 Highland St. property until January 1, 2030. It is agreed that the citizenry prefers to tastefully retire use of the building at 21 Highland St., and keep the building at 21 Highland St. property owned by the town if or when departments housed wherein should move to other locations and there is no reason to keep the building in use. At such time, the 21 Highland St. building interior will be "Mothballed", the exterior of the windows protected with tasteful covers, the roof and exterior sealed, so the building will keep in a relatively preserved state til it should be desired for future use again, remodeling or demolition by the town. A vote for this Article shall supersede any prior decision made or entered into by the town without regard to, or for, the legal and financial consequences of violating any and all other agreements and contracts with private parties.

; or do or act anything in relation thereto.

Proposed by: JOSEPH PALMER, et al.
Select Board Recommendation: Support (0-5-0)
Advisory Committee Recommendation:
Summary: *This is a citizen's petition.*

ARTICLE 52: To see if the Town of Southborough will vote to raise and appropriate or transfer from available funds a sum of $289,414.00 to the Police Department Budget, #210 for the purpose of hiring four full-time dispatchers to provide coverage 24/7, or do or act anything in relation thereto.

Proposed by: BONNIE PHANEUF, ET AL.
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *Over the past two and a half years the Town has been exploring joining a Regional Emergency Communications Center (RECC). Now is the time to address the immediate need. This is NOT a clerical job. Dispatchers provide critical emergency communication services to Police, Fire, EMS, Public Health, DPW, School Departments, Building Departments, Youth and Family Services, Senior Services, Recreation, State Police, Court, Commonwealth of Mass. Properties, Dam, MBTA Station,9-11 Field, Reservoir trails, Businesses and private non-profits.*Select Board Packet, March 7, 2023, Office of the Select Board, the original intent of looking at Regional Emergency Communications Center (RECC) was not for financial purposes for Southborough. There has been consensus that maintaining 1 dispatcher per shift is not acceptable. However, there have been questions raised about the costs. Three different scenarios of future dispatch costs with assumptions outlined in memo. * Select Board Meeting Minutes, December 19, 2023, III.i.ii. Chief Achilles & Chief Newell recommendation for maintaining current model Chief Newell and Chief Achilles shared their findings on enhancing the current dispatch operation system. "The Chiefs state that whether or not the Town chooses to regionalize, the immediate need is to add four full-time dispatchers to provide coverage 24/7."*

ARTICLE 53: To see if the Town of Southborough will vote to raise and appropriate, or transfer from available funds a sum of $119,372.00 for the purpose of covering the Employee Benefits for the additional four full-time dispatchers, or do or act anything in relation thereto.

Proposed by: BONNIE PHANEUF, ET AL.
Select Board Recommendation:
Advisory Committee Recommendation:

Summary: *These Employee Benefits funds for the additional four full-time dispatchers will be applied to the Employee Benefits Budget, #910, as standard practice in Southborough.*

ARTICLE 54: The Citizens of Southborough hereby resolve that, any petition to the CPC for funding for a project, asset, or service on private land, or for private benefit and use, being not town owned or operated, should require a 2/3 majority passing vote tally for approval at Town Meeting; or do or act anything in relation thereto.

Proposed by: JOSEPH PALMER, et al.
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *This is a citizen's petition.*

And you are to give notice hereby by posting true and attested copies of the Warrant on the Town website, the Southborough Town House, 17 Common Street, Southborough Senior Center, 9 Cordaville Road, Southborough Library, 25 Main Street, and Southborough Transfer Station, 147 Cordaville Road; seven (7) days at least before the time appointed for such meeting.

Given under our hand this 27th day of February, 2024

_____
Andrew R. Dennington II, Chair

_____
Kathryn M. Cook, Vice-Chair

_____
Sam Stivers

_____
Marguerite Landry

_____
Alfred Hamilton

SELECT BOARD OF THE TOWN OF SOUTHBOROUGH

DRAFT

Mark Purple

From: Martineau, Gregory <gmartineau@nsboro.k12.ma.us>
Sent: Thursday, February 8, 2024 2:05 PM
To: Mark Purple
Cc: Brian Ballantine; Kamali O'Meally; Chelsea Malinowski
Subject: Additional Warrant Articles

Follow Up Flag: FollowUp
Flag Status: Flagged

[EXTERNAL]

Hi Mark,

Here are the two additional warrant articles. Let me know if you have any questions.

Thanks,
Greg

Article: Mold Mitigation Funds for Finn Elementary School
Proposed by: PreK-8 Southborough School Committee

To see if the Town will vote to appropriate the sum of $87,970.01 for the use of the K-8 Southborough School Committee to pay for mitigation related to mold at Finn Elementary School, said appropriation in the sum of $87,970.01 to be transferred from Free Cash.

Article: Lease and Power Purchasing Agreement
Proposed by: PreK-8 Southborough School Committee

To see if the Town will authorize the Select Board to lease all or a portion of the roof of Trottier Middle School located at 49 Parkerville Road for a term of 10-20 years, upon such terms and conditions as are acceptable to the Select Board, to a solar energy provider to construct, maintain, and operate a solar facility on the property and to enter into a power purchase agreement with the solar energy provider; and further, to authorize the Select Board to grant an easement to National Grid to install, maintain, operate, repair, reinstall, or replace any utilities required for interconnection to the solar facility project.

Gregory L. Martineau
Superintendent
The Public Schools of Northborough and Southborough
Vision 2026: Educate - Inspire - Challenge
Educate - Inspire - Challenge
Pronouns: He/him/his
(508) 486-5115

TOWN OF SOUTHBOROUGH

FINANCE DIVISION: TREASURER AND COLLECTOR

TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 x3010 · FAX (508) 480-0161 · bballantine@southboroughma.com

DATE: February 8, 2024

TO: Honorable Select Board

Cc: Mark Purple, Town Administrator

From: Brian Ballantine, Finance Director T/C

RE: FY25 Budget Status

Please see attached the current summary for FY25 recommended budgets.

The current model indicates a 7.45% estimated tax rate increase. In contrast to the prior two years, most of the residential value shift has run it's course and is no longer a material consideration. This current model carries all the Departmental requests at the high end, meaning any new staff are incorporated into the requests (4 FT Dispatchers, 1 new Lieutenant, 1 new Officer, 1 new DPW engineer).

Levy Capacity Used: $2,445,028 (54%)
Local Revenue Increased: $280,000 (6.7%)
Local Aid Increase: $37,374 (1.1%)

Please see items of note:

REVENUES

- Free cash: Designated to fund opioid aid expenses and an additional six capital and budget articles. The remaining amount is used as a source of funds for the operating budget.

- Ambulance Fund is now utilizing entire revenue capacity. With the recent rate change requested by the Fire Chief and subsequently approved next year there may be additional revenue available for appropriation.
- Projecting out to FY27, levy capacity is fully exhausted and FY27 indicates a shortfall of -$1,123,308

EXPENSES

- Benefits budget: Retirement assessment received and was within $3,040 of estimate. Additionally built into the budget are 4 new plans for additional new Town staff. If any combination of new staff exceeds or is less than four the budget will have to be adjusted. Final health renewal rates may not be available until possibly after Town Meeting.
- The Police Department has potential staffing requests on the table comprising 4 dispatchers, a new Lieutenant, and a new Officer. Additionally the Department of Public Works is seeking an engineer position. The Town had this in the past but through restructuring the position was contracted out.
- The debt service budget for FY25 is approximately $200,000 higher. This is due to some new permanent loans that came online for FY25 for projects previously approved.
- In general most Town Departments are requesting increases between 3-6% year over year. Much of this is salary increases however there has been a general rise in supply and material costs.
- Capital equipment requests did increase approximately one million this year. Although every effort is made to have the capital plan set up to avoid large swings, this year due to several reasons (for example ARPA FY24 funding of several items) the dollar increase was more pronounced.
- No capital items to date have been removed and re-positioned to ARPA funding, however this discussion will likely take place.
- Assabet FY25 Assessment: Southborough has added three additional students and the budget reflects the need to return to pre-COVID-19 staffing and educational service levels. It also brings two grant-funded positions back into the budget.
- K8 has a current increase of 5.18% and the Regional assessment has an increase of 3.97% however they are requesting some needed capital that totals approximately $149,000. Additional lull time equivalent staffing requests are 10.16 for K-8 and 3.36 for the Region. Challenges in this year's budgets are the phaseout of ESSER funding, materials costs, transportation costs, and expected insurance increases.

Should you have any further questions please do not hesitate to contact me by e-mail or phone.

FY2025 DRAFT ONLY

2/9/2024	FY2023	FY2024	FY2025	
Fiscal Year				
LEVY	48,293,574	50,172,301	52,147,244	3.9%
2 1/2	1,207,339	1,254,308	1,303,681	3.9%
NEW GROWTH	671,388	720,635	500,000	-30.6%
LEVY	**50,172,301**	**52,147,244**	**53,950,925**	**3.5%**
DEBT-CAP EXEMPT	3,251,883	1,932,522	1,917,819	-0.8%
SBAB PAYMENTS	(920,943)	0	0	0.0%
TOTAL LEVY LIMIT	**52,503,241**	**54,079,766**	**55,868,744**	**3.3%**
TAX RATE	**14.76**	**13.91**	**14.95**	**7.51%**
ASSESSED VALUE	3,241,020	3,566,871	3,602,816	1.0%
CERTIFIED FREE CASH	1,681,761	1,602,386	2,339,466	46.0%
LOCAL RECEIPTS	3,947,525	4,208,600	4,488,600	6.7%
COMM. PRESERV. FUNDS	829,379	919,243	811,028	-11.8%
LOCAL AID	3,704,247	3,771,119	3,826,263	1.5%
SBAB PAYMENTS	920,943	0	0	0.0%
OTHER AVAILABLE	1,208,401	1,379,488	1,237,189	-10.3%
TOTAL OTHER REVENUES	**12,292,256**	**11,880,836**	**12,702,546**	**6.9%**
TOTAL REVENUE	**64,795,497**	**65,960,602**	**68,571,290**	**4.0%**
	2023 RECAP	**2024 RECAP**	**2025 RECAP**	
OTHER	931,378	983,607	850,229	-13.6%
STATE- COUNTY CHARGES	266,491	234,445	252,215	7.6%
OVERLAY	440,478	446,742	450,000	0.7%
TOTAL CHARGES	**1,638,347**	**1,664,794**	**1,552,444**	**-6.7%**
TOWN				
TOWN BUDGET	13,099,285	14,108,403	15,350,341	8.8%
EMPLOYEE BENEFITS	3,986,827	4,275,591	4,701,094	10.0%
LEASE DEBT G-FUND	102,316	35,659	55,114	54.6%
GEN. LIABILITY INSURANCE	133,894	153,770	175,601	14.2%
BUDGET ARTICLES	546,276	313,000	434,115	38.7%
DEBT & INTEREST	1,954,848	1,825,245	1,943,665	6.5%
CAPITAL ARTICLES	859,500	1,222,621	2,011,243	64.5%
TOTAL TOWN	**20,682,946**	**21,934,290**	**24,671,173**	**12.5%**
SCHOOL				
SCHOOLS BUDGET	31,363,292	32,448,469	34,359,508	5.9%
EMPLOYEE BENEFITS	4,882,658	5,158,458	5,560,946	7.8%
GEN. LIABILITY INSURANCE	200,840	230,656	263,401	14.2%
SCHOOL SETTLEMENT NBORO	232,500	0	0	0.0%
DEBT & INTEREST	1,129,125	59,350	174,786	194.5%
TOTAL SCHOOL	**37,808,415**	**37,896,933**	**40,358,641**	**6.5%**
TOTAL EXPENDITURES	**60,129,708**	**61,496,016**	**66,582,258**	**8.3%**
LEVY BALANCE	**4,665,789**	**4,464,586**	**1,989,032**	

893,400.00	Avg House Value FY24
12,427.20	FY24 Taxes
893,400.00	Avg House Value FY25
13,360.70	FY25 Taxes
933.50	**Dollar increase**
7.51%	**% increase**

500,000	New Growth Estimate
0.01391	Tax Rate
35,945	Value Added

FY2025 ATM March 2024	FY 23 APPROVED	FY 24 APPROVED	FY 25 REQUESTED	% Chg From FY24
100-199 GENERAL GOVERNMENT				
114 MODERATOR	100	100	100	0.00%
121-129 Executive				
121 ELECTED SELECTBOARD	4,000	4,000	4,000	0.00%
122 SELECTBOARD	459,307	482,263	490,131	1.63%
131-149 Financial Administration				
131 ADVISORY COMMITTEE	3,500	5,250	5,250	0.00%
132 RESERVE FUND	180,000	180,000	180,000	0.00%
135 TOWN ACCOUNTANT	165,269	172,164	177,214	2.93%
136 AUDIT	27,000	46,000	45,550	-0.98%
140 ELECTED ASSESSORS	2,250	2,250	2,250	0.00%
141 ASSESSORS	249,196	259,861	275,138	5.88%
145 TREASURER/COLLECTOR	242,223	259,534	296,776	14.35%
151-159 Operation Support				
151 TOWN COUNSEL/153 SP LEGAL	140,000	135,000	147,375	9.17%
152 PERSONNEL BOARD	17,350	14,875	14,875	0.00%
154 MUNICIPAL TECH COMMITTEE	1,500	1,500	1,500	0.00%
155 INFORMATION TECHNOLOGY	505,130	569,009	621,269	9.18%
159 OTHER OPERATION SUPP.	452,182	541,531	524,253	-3.19%
161-169 Licensing & Registration				
160 ELECTED CLERK	92,856	96,570	101,916	5.54%
161 TOWN CLERK	209,579	224,297	323,052	44.03%
171-179 Land Use				
171 CONSERVATION COMMISSION	125,399	138,827	143,169	3.13%
175 PLANNING BOARD	182,630	187,911	197,884	5.31%
176 ZONING BOARD OF APPEALS	13,275	12,896	29,731	130.54%
177 OPEN SPACE	2,000	5,000	5,000	0.00%
191-199 Other				
182 ECONOMIC DEVELOPMENT	42,938	41,581	43,256	4.03%
192 FACILITIES DEPARTMENT	601,209	660,108	692,033	4.84%
193 ADA COMMITTEE	2,500	2,500	2,500	0.00%
TOTAL GENERAL GOVERNMENT	**3,721,393**	**4,043,027**	**4,324,222**	**6.96%**
200-299 Public Safety				
210 POLICE DEPARTMENT	2,551,068	2,818,137	3,395,648	20.49%
220 FIRE DEPARTMENT	2,409,695	2,538,740	2,641,029	4.03%
241 BUILDING DEPARTMENT	170,259	179,073	188,059	5.02%
291 EMERGENCY MANAGEMENT	11,225	14,560	16,060	10.30%
292 ANIMAL CONTROL OFFICER	29,052	30,359	30,359	0.00%
TOTAL PUBLIC SAFETY	**5,171,299**	**5,580,869**	**6,271,155**	**12.37%**
400-499 Public Works				
420,430,490 DPW	2,540,902	2,706,191	2,848,109	5.24%
TOTAL PUBLIC WORKS	**2,540,902**	**2,706,191**	**2,848,109**	**5.24%**
500-599 Human Services				
510 ELECTED BOH SALARIES	450	450	450	0.00%
512 BOARD OF HEALTH	260,652	275,224	284,218	3.27%
541 COUNCIL ON AGING	355,425	388,491	413,239	6.37%
542 YOUTH COMMISSION	262,063	283,486	334,274	17.92%
543 VETERANS SERVICES	35,735	35,600	39,700	11.52%
TOTAL HUMAN SERVICES	**914,325**	**983,251**	**1,071,881**	**9.01%**
600-699 Culture and Recreation				
610 LIBRARY	587,688	624,447	654,951	4.88%
630 RECREATION	159,328	166,268	179,023	7.67%
691 HISTORICAL COMMISSION	1,000	1,000	1,000	0.00%
692 MEMORIAL DAY	3,350	3,350	0	-100.00%
TOTAL CULTURE & RECREATION	**751,366**	**795,065**	**834,974**	**5.02%**
TOTAL TOWN	**13,099,285**	**14,108,403**	**15,350,341**	**8.80%**
300-399 Education				
300 ELECTED SCHOOL COMM	500	500	500	0.00%
301 SOUTHBOROUGH SCHOOLS	22,283,443	23,064,418	24,258,964	5.18%
302 ALGONQUIN	8,220,295	8,508,457	9,025,915	6.08%
ALGONQUIN EXEMPT DEBT	393,181	393,796	504,095	28.01%
304 ASSABET	420,998	436,423	524,500	20.18%
305 NORFOLK COUNTY AGRIC.	44,875	44,875	45,534	1.47%
TOTAL EDUCATION	**31,363,292**	**32,448,469**	**34,359,508**	**5.89%**
TOWN 900-999 Unclassifed				
910 EMPLOYEE BENEFITS-Town	3,986,827	4,275,591	4,701,094	9.95%
910 EMPLOYEE BENEFITS-School	4,882,658	5,158,458	5,560,946	7.80%
TOTAL UNCLASSIFIED BENEFITS	**8,869,485**	**9,434,049**	**10,262,040**	**8.78%**
941 LEGAL SETTLEMENT REGIONAL	232,500	0	0	0.00%
945 GENERAL LIABILITY INS.-Town	133,894	153,770	175,601	14.20%
945 GENERAL LIABILITY INS.-School	200,840	230,656	263,401	14.20%
TOTAL LIABILITY INSURANCE	**567,234**	**384,426**	**439,002**	**14.20%**
710 RETIREMENT OF DEBT-Town	1,145,097	965,116	1,136,464	17.75%
710 RETIREMENT OF DEBT-School	1,085,000	50,000	110,000	120.00%
751 INTEREST ON DEBT-Town	809,751	857,579	806,201	-5.99%
751 INTEREST ON DEBT-School	44,125	9,350	64,786	592.90%
700 CONTINUING DISCLOSURE	0	2,550	1,000	-60.78%
TOTAL DEBT SERVICE GEN FUND	**3,083,973**	**1,884,595**	**2,118,451**	**12.41%**
GRAND TOTAL	**56,983,269**	**58,259,942**	**62,529,342**	**7.33%**
2/9/24 10:43 AM				

*w 4 Dispatch-LT-OFF

*Includes 4 full new plans

	POLICE			
	Option 1	Option 2	Option 3	Option 4
	3 COMM	3 COMM	3 COMM	3 COMM
	NEW LT 7/1/24	NEW LT 1/1/25	NO LT	NEW LT 1/1/25
	NEW OFF 1/1/25	NEW OFF 1/1/25	NO OFF	NEW OFF 7/1/24
	3,286,484	3,226,393	3,123,680	3,263,808
DIFF:	**109,164**	**169,255**	**271,968**	**131,840**

22,212	Health/Dental
11,106	.50 Year of Health/Dental

		Remove 2 plan		
	POLICE	POLICE		
	Option 1 Reduction	Option 2 reduction	Only 3 comm reduction	Only 3 comm reduction
	-	-	(22,212)	(22,212)

FY2025 CAPITAL G-FUND	Requested Amount	Funding	REMOVED OR NOTE
ROAD MAINTENANCE and MISC - FY25	650,000.00	General Fund	
RECREATION MAINTENANCE ARTICLE	25,000.00	General Fund	
TRASH TRAILER	125,000.00	General Fund	
SIDEWALK TRACTOR W/ ATTACHMENTS	210,000.00	General Fund	*FREE CASH
MOWER ATTACHMENT FOR JD TRACTOR ATTACHMENT	20,630.00	General Fund	
CREW CAB SERVICE DUMP (OPS SUPERVISOR)	95,000.00	General Fund	
CAPITAL MAINTENANCE FUND (INCL SOUTH UNION 50K)	150,000.00	General Fund	
LIBRARY BUILDING ENGINEERING	150,000.00	General Fund	*FREE CASH
AMBULANCE POWER STRETCHERS AMB 2	65,500.00	General Fund	
PPE FOR FY25 FIRE	20,000.00	General Fund	
POLICE CRUISERS - 2	150,000.00	General Fund	*FREE CASH
FINN AC	134,500.00	General Fund	*FREE CASH
WOODWARD AC	50,000.00	General Fund	*FREE CASH
TOTAL	**1,845,630.00**		

FY2025 BUDGET ART. G-FUND	Requested Amount	Funding
APPROPRIATE TO OPEB TRUST	250,000.00	General Fund
ENGINEER AND CONSULTANT FUNDS	5,000.00	General Fund
CASUALTY DEDUCTIONS INSURANCE	10,000.00	General Fund
TOWN CLERK SCANNING DOCUMENTS	43,000.00	*FREE CASH
OPIOID ARTICLE	96,115.00	*FREE CASH
TRICENTENNIAL COMMITTEE	30,000.00	General Fund
TOTAL	**434,115.00**	

FY2025 LEASE DEBT G-FUND	Requested Amount	Funding
LEASE: DPW DIESEL YEAR 4 OF 7	10,622.00	General Fund
LEASE: DPW HOOK TRUCK YEAR 4 OF 7	25,037.00	General Fund
POLICE TASER LEASE	19,455.00	General Fund
TOTAL	**55,114.00**	

FY2025 AMBULANCE FUND	Requested Amount	Funding
DEFIBRILATORS PARAMEDIC	100,000.00	Ambulance Fund
LEASE: FIRE CH VEHICLE YEAR 4 OF 7	8,422.00	Ambulance Fund
LEASE: FIRE AMBULANCE YEAR 4 OF 5	57,191.00	Ambulance Fund
TOTAL	**165,613.00**	

FY2025 WATER CAPITAL/LEASE	Requested Amount	Funding
LEASE: DPW DIESEL YEAR 4 OF 7	10,622.00	Water Fund
LEASE: DPW HOOK TRUCK YEAR 4 OF 7	9,105.00	Water Fund
WATER MAIN IMPROVEMENTS	250,000.00	Water Fund
TOTAL	**269,727.00**	

FY2025 REQUESTED BOND PROJECTS	Requested Amount	Funding
FIRE TOWER DEMO TRUCK	1,300,000.00	General Fund
AMBULANCE A28	551,000.00	Ambulance Fund
TOTAL	**1,851,000.00**	

FY2025 CPA FUNDED	Requested Amount	Funding
GOLF COURSE IRRIGATION	553,750.00	CPA
TOWN CLERK SCANNING	46,046.00	CPA
TRAILS PROJECT	211,232.00	CPA
TOTAL	**811,028.00**	

FY2025 DRAFT ONLY

2/9/2024	FY2023	FY2024	FY2025	FY2026	FY2027
Fiscal Year					
LEVY	48,293,574	50,172,301	52,147,244	53,950,925	55,799,698
2 1/2	1,207,339	1,254,308	1,303,681	1,348,773	1,394,992
NEW GROWTH	671,388	720,635	500,000	500,000	500,000
LEVY	**50,172,301**	**52,147,244**	**53,950,925**	**55,799,698**	**57,694,691**
DEBT-CAP EXEMPT	3,251,883	1,932,522	1,917,819	2,006,951	1,936,076
SBAB PAYMENTS	(920,943)	0	0	0	0
TOTAL LEVY LIMIT	**52,503,241**	**54,079,766**	**55,868,744**	**57,806,649**	**59,630,767**
TAX RATE	**14.76**	**13.91**	**14.40**	**14.73**	**14.99**
ASSESSED VALUE	3,241,020	3,566,871	3,740,949	3,903,285	4,051,787
CERTIFIED FREE CASH	1,681,761	1,602,386	2,339,466	1,550,000	1,550,000
LOCAL RECEIPTS	3,947,525	4,208,600	4,488,600	4,500,000	4,500,000
COMM. PRESERV. FUNDS	829,379	919,243	811,028	0	0
LOCAL AID	3,704,247	3,771,119	3,826,263	3,902,788	3,980,844
SBAB PAYMENTS	920,943	0	0	0	0
OTHER AVAILABLE	1,208,401	1,379,488	1,071,576	1,128,160	1,135,987
TOTAL OTHER REVENUES	**12,292,256**	**11,880,836**	**12,536,933**	**11,080,948**	**11,166,831**
TOTAL REVENUE	**64,795,497**	**65,960,602**	**68,405,677**	**68,887,597**	**70,797,598**
	2023 RECAP	**2024 RECAP**	**2025 RECAP**	**2025 RECAP**	**2025 RECAP**
OTHER	931,378	983,607	850,229	54,629	70,629
STATE- COUNTY CHARGES	266,491	234,445	252,215	252,000	252,000
OVERLAY	440,478	446,742	450,000	450,000	450,000
TOTAL CHARGES	**1,638,347**	**1,664,794**	**1,552,444**	**756,629**	**772,629**
TOWN					
TOWN BUDGET	13,099,285	14,108,403	15,350,341	16,052,017	16,785,811
EMPLOYEE BENEFITS	3,986,827	4,275,591	4,701,094	4,959,654	5,232,435
LEASE DEBT G-FUND	102,316	35,659	55,114	55,114	55,114
GEN. LIABILITY INSURANCE	133,894	153,770	175,601	189,649	204,821
BUDGET ARTICLES	546,276	313,000	434,115	282,000	282,000
DEBT & INTEREST	1,954,848	1,825,245	1,943,665	1,908,498	2,191,649
CAPITAL ARTICLES	859,500	1,222,621	1,845,630	2,272,375	2,254,083
TOTAL TOWN	**20,682,946**	**21,934,290**	**24,505,560**	**25,719,307**	**27,005,913**
SCHOOL					
SCHOOLS BUDGET	31,363,292	32,448,469	34,359,508	35,698,992	37,397,022
EMPLOYEE BENEFITS	4,882,658	5,158,458	5,560,946	5,866,798	6,189,472
GEN. LIABILITY INSURANCE	200,840	230,656	263,401	284,473	307,231
SCHOOL SETTLEMENT NBORO	232,500	0	0	0	0
DEBT & INTEREST	1,129,125	59,350	174,786	261,707	248,639
TOTAL SCHOOL	**37,808,415**	**37,896,933**	**40,358,641**	**42,111,970**	**44,142,364**
TOTAL EXPENDITURES	**60,129,708**	**61,496,016**	**66,416,645**	**68,587,906**	**71,920,905**
LEVY BALANCE	**4,665,789**	**4,464,586**	**1,989,032**	**299,691**	**-1,123,308**

REVCAP
RECAP to FY27

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Tuesday, January 30, 2024 6:30 PM
Location: Training Room; Public Safety Building; 32 Cordaville Road, Southborough, MA
Present: Andrew Dennington, Al Hamilton, Marguerite Landry, Sam Stivers and Town Administrator Mark Purple, Assistant Town Administrator Vanessa Hale. Kathryn Cook appeared via ZOOM.

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Mr. Dennington called the meeting to order at 6:33 PM.

II. Public Comment

Susan and John Crawford, 7 Cottage Street, appeared before the Board to request that the Board address drainage issues caused by the recent road reconstruction near their home. They shared two videos and Mrs. Crawford read a prepared statement for the Board and public.

III. Scheduled Appointments *(Board may vote)*

a. Continued discussion of Warrant articles

Mr. Dennington shared his approach to the review of the Warrant with the Board.

i. Barry Rubenstein, Personnel Board Chair

Mr. Dennington stated that Mr. Rubenstein is unable to attend tonight's meeting and the Board will discuss Article 4 at its February 6th meeting.

ii. Jen Hansen and Tim Davis, Recreation Commission Chair and Recreation Director

Ms. Hansen appeared via ZOOM and Mr. Davis appeared in person before the Board to discuss Articles 14, 17 and 18. Mr. Davis provided background on efforts to construct a dog park at Lundblad Field. He stated Article 14 seeks to repurpose engineering funds to be used as the Town's 10% construction grant match. Mr. Hamilton asked what the original purpose of the funds was. Ms. Hansen stated that the original purpose of the funds was to investigate the feasibility of future use. Ms. Cook asked what is the plan for the field. Mr. Davis stated that 40% of the field would be used for the dog park with the remaining area used as a full-sized field for Town use. Mr. Davis stated that the grant is time-sensitive, as it is no longer available in one year. Mr. Cundiff stated that the Massachusetts Department of Environmental Protection (DEP) contacted him to inform him there are documents missing for the proper closure of the landfill under Lundblad Field and he is working to locate those documents. Mr. Hamilton asked about the balance in the engineering fund. Mr. Davis stated the balance in the account is $46,411. Mr. Dennington suggested a brief summary would be helpful to attendees at Town Meeting for clarity. Mr. Davis stated that Article 17 seeks to establish a Recreation Maintenance Fund of $25,000 for FY 25 for preventative maintenance and resting of fields outside of general maintenance costs.

iii. Paul Cibelli, Principal Assessor

Mr. Cibelli appeared before the Board to discuss Article 44. Mr. Cibelli stated this article relates to the local adoption of a State real estate exemption for Gold Star families. The Board discussed Article 44.

iv. Jim Hegarty, Town Clerk

Mr. Hegarty appeared before the Board to present Articles 15, 33, 34 and 35. Mr. Hegarty stated that Article 15 authorizes funds to be spent to copy documents that cannot be done in house. He

stated the amount of the request had been reduced and he will know that number next week. Mr. Hegarty stated that Article 33 allows for meetings to take place virtually if there is inclement weather or an emergency. Mr. Hegarty stated that Article 34 allows for a stipend for Town Clerks who obtain a certificate from the Massachusetts Town Clerks Association. Mr. Hegarty stated that Article 35 deals withthe Town deadline for minutes and a requirement to include a document list. Mr. Tim Litt (148 Woodland Road) commented that speech to text might be useful for minute takers.

v. Authorize ZBA article for extension of special permits to be sent to Planning Board

The Board discussed the article. Mr. Stivers requested language that describes granting of extensions for Special Permits be changed from "shall" to "may." Mr. Dennington moved that the Select Board send the ZBA Article (**Article 32**) providing for extensions for Special Permits to the Planning Board with the recommendation that the word "shall" in the current draft be changed to "may." Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye; Mr. Dennington, aye (5-0-0).

vi. Don Morris, Tricentennial Committee Chair

The Board heard Scheduled Appointments vi. after Scheduled Appointments iii. Mr. Morris and Ms. Hale appeared before the Board to discuss Articles 37 and 38. Ms. Hale stated Article 37 seeks to create a fund to receive monies for the Tricentennial Celebration and Article 38 seeks $30,000 in seed money for the Tricentennial Celebration. Mr. Morris stated the Tricentennial Committee has done extensive research to determine the amount needed for seed money and described various events the Committee is considering. Ms. Cook asked if the Tricentennial Committee would be soliciting funds. Mr. Morris stated that they would. Ms. Cook offered to work with the three private schools to coordinate efforts. Mr. Stivers stated the School Dept. expressed an interest in participating in the Tricentennial Committee. Mr. Litt advised the Board and public that if public art is considered, it is an undertaking that requires considerable time and money.

The Board took a recess at 8:10 PM and resumed meeting at 8:24 PM.

Mr. Dennington moved that the Board support **Articles 1, 2, 3, 9, 10, 11, 13, 16 and 27** at Town Meeting. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Ms. Cook, aye; Mr. Dennington, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye; Mr. Dennington, aye (5-0-0).

Mr. Dennington moved that the Board support **Article 14** at Town Meeting. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Ms. Cook, aye; Mr. Dennington, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye (5-0-0).

Mr. Dennington moved that the Board support **Article 44** at Town Meeting. Mr. Hamilton seconded the motion. The motion was approved by roll call vote: Ms. Cook, aye; Mr. Dennington, aye; Mr. Stivers, no; Ms. Landry, aye; Hamilton, aye (4-1-0).

Mr. Dennington moved to support **Article 34** at Town Meeting. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Ms. Cook, aye; Mr. Dennington, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye (5-0-0).

Mr. Dennington moved to support **Article 35** at Town Meeting. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Ms. Cook, aye; Mr. Dennington, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye (5-0-0).

Mr. Dennington moved to support **Article 37** at Town Meeting. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Ms. Cook, aye; Mr. Dennington, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye (5-0-0).

Mr. Dennington moved to support **Article 36** at Town Meeting. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Ms. Cook, aye; Mr. Dennington, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye (5-0-0).

Mr. Dennington moved to support **Article 31** at Town Meeting. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Ms. Cook, aye; Mr. Dennington, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye (5-0-0).

Mr. Dennington moved to support **Article 28** at Town Meeting. Mr. Stivers seconded the motion. The motion was approved by roll call vote: Ms. Cook, aye; Mr. Dennington, aye; Mr. Stivers, aye; Ms. Landry, abstain; Mr. Hamilton, aye (4-0-1).

The Board discussed Article 29 and decided to include a sunset clause. Mr. Litt stated that he is not supportive of adding a sunset clause for the newly created Public Works Advisory Committee (PWAC). The Board discussed the matter. Mr. Dennington moved to add a 10-year sunset provision to the draft Article 29. Mr. Hamilton seconded the motion. The motion was approved by roll call vote: Mr. Dennington, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye; Ms. Cook, no (4-1-0).

The Board discussed Mr. Palmer's Citizens' Petitions, Articles 45, 46 and 47. Mr. Dennington stated that Town Counsel's position is that these articles should not be removed from the Warrant, as other individuals have signed the petitions. Mr. Dennington moved to support **Articles 45, 46 and 47** at Town Meeting. Mr. Stivers seconded the motion. The motion unanimously failed by roll call vote: Mr. Dennington, no; Mr. Stivers, no; Ms. Landry, no; Mr. Hamilton, no, Ms. Cook, no (0-5-0).

The Board discussed Articles 48 and 49. The Board agreed to address these articles further at their joint meeting with the Advisory Committee on February 13th. The Board also agreed to send any typographical errors on the Warrant to Mr. Purple for editing the draft Warrant.

IV. Reports

a. Chair's Report

i. Report of MMA Annual Meeting

Mr. Dennington reported that he recently attended the Massachusetts Municipal Association's Annual Meeting. He stated that the proposed Municipal Empowerment Act would provide efficiencies for municipalities. Mr. Purple stated that State Aid has increased approximately $30,000 over FY24. He also stated that he spoke with a representative from Massachusetts Housing Partnership who suggested that having a committee solely focused on affordable housing issues might be a more effective structure for achieving the Town's goals. He also stated he spoke with an arborist who provided timely information regarding tree issues in municipalities.

b. Member's Report

i. Atwood Update

Mr. Hamilton stated that samples have not yet been taken from the site, due to weather conditions, and he expects a decision to be made on the article for Town Meeting within the next two weeks.

ii. Alternative affordable housing sites

Mr. Hamilton stated he is exploring other sites for affordable housing. He stated he remains committed to increasing the Town's affordable housing stock.

c. Town Administrator's Report

i. Regional Dispatch: Update on Westborough RECC

Mr. Purple reported that the Westborough Select Board has chosen the old Harvey Building as the new site for the Regional Emergency Communications Center. He stated they have offered to give a tour of the site and engage with Southborough if the Town is interested. Mr. Hamilton stated it makes sense to explore this new avenue. Mr. Stivers suggested communicating with Hopkinton for informational purposes.

V. Consent Agenda

a. Approve Open Session meeting minutes: January 16, 2024; January 23, 2024

Mr. Stivers requested to hold Consent Agenda item "a." **January 16, 2024 minutes:** Mr. Stivers had scrivener's changes to Lines 134 and 204. Mr. Dennington moved to approve the January 16, 2024 Open Session Meeting Minutes, as amended. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Ms. Cook, aye; Mr. Dennington, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye (5-0-0). **January 23, 2024 minutes:** Mr. Stivers had ten edits to the minutes and sent a written copy to Ms. Hale detailing the edits. Mr. Dennington had an edit to Line 24. Mr. Dennington moved to approve the January 23, 2024 Open Session Meeting Minutes, as amended. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Ms. Cook, aye; Mr. Dennington, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye (5-0-0).

b. Approve Job Description for Junior Civil Engineer

c. Appoint Johanna Sheyner as Recreation Commission representative to 21 Highland Committee, term to expire 6/30/24

d. Appoint Kevin Miller as Historical Commission representative to 21 Highland Committee, term to expire 6/30/24

e. Approval of 2024 Warrant for Presidential Primary; March 5, 2024

f. Accept donation in the amount of $25 to the Library from Bonnie and Brian Rennell

Mr. Dennington moved to approve Consent Agenda items "b", "c", "d", "e" and "f." Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Ms. Cook, aye; Mr. Dennington, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye (5-0-0).

VI. Other Matters *(Board may vote)*

VII. Public Comment

There was no public comment.

VIII. Executive Session

Mr. Dennington moved to enter the Board into Executive Session, per M.G.L. Chapter 30A, Section 21, at 9:15 PM and did not return to Open Session to consider the purchase, exchange, lease or value of National Grid parcel 54-60, as the Chair determined that an open meeting may have a detrimental effect on the Town's position (Exemption 6). Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Ms. Cook, aye; Mr. Dennington, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye (5-0-0).

Upcoming Meetings	
February 6, 2024	*February 13, 2024*

Respectfully submitted,

Bridgid Rubin, Recording Secretary

List of Documents referred to at the January 30, 2024 SB Meeting:

- Amendments to the FY25 Salary Administration Plan
- Draft FY25 Salary Administration Plan Bylaw
- Draft Special Permit Expiration Zoning Board of Appeals Bylaw
- Open Session Meeting Minutes for January 16, 2024
- Open Session Meeting Minutes for January 23, 2024

- Email Communication from William Cundiff, dated January 24, 2024, RE: Junior Civil Engineer Position
- Email Communication from Tim Davis, dated January 26, 2024, RE: 21 Highland Street Committee Appointment – Recreation Commission
- Letter from Kevin Miller, dated January 25, 2024, RE: Historical Commission Appointment to the 21 Highland Street Future Use Committee
- Commonwealth of Massachusetts Warrant for 2024 Presidential Primaries
- Email Communication from Ryan Donovan, dated January 24, 2024, RE: Library Donation
- Draft Annual Town Meeting Warrant

DRAFT

TOWN OF SOUTHBOROUGH
OPERATIONAL POLICIES AND PROCEDURES

Area of Concern: Senior Property Tax Work-Off Program

Policy: Senior Property Tax Work-Off Program

Date Approved: April 29, 2014
Modified: _____, 2024

Policy Statement

Since Fiscal Year 2000, the Town of Southborough has offered a program to senior homeowners to trade volunteer work hours in town departments for a reduction of their property tax bill. Effective July 1, 2024, the maximum amount of the reduction increased from $1,500 to $2,000 per fiscal year. The main purpose of this program is to assist seniors who are having difficulty with increasing property tax bills. The town benefits by providing various town departments with the ability to accomplish tasks for which they lack staff, or to free up full-time employees to focus on other tasks, or to provide needed office coverage. Given the popularity of the program over the past years and the limited number of spaces that can be accommodated, the Town gives preference to those applicants with household incomes under $45,000.

In the past, seniors have worked at the Senior Center, Library, Assessor's Office, Town Clerk's Office, Selectmen's Office, DPW, Building, Conservation, Planning, and in various schools. Examples of the types of work done in the past include: data entry, organizing the swap shop at the transfer station, receptionist at town hall, office assistant in various offices, assisting in classrooms at the schools, and building maintenance. The Town will also try to match any special areas of expertise that a senior might bring to the appropriate department.

Policy Description

1. Responsible Department

The Senior Center is the Town department that manages the Senior Property Tax Work-Off Program. The Senior Center Director coordinates with the Assessors Department to validate information provided by the resident to prove qualifications. Assessors are responsible for making sure there is adequate funding in the town's overlay reserve fund to support this program.

2. Qualifications for Participation

The program year runs from the first week of April to the end of the following February. The applicant may complete a set number of hours, not to exceed a net reduction of $2,000. The maximum number of hours to be worked is calculated by dividing $2,000 by the current Massachusetts minimum wage hourly rate. Each program year is considered separate and

distinct from the prior year, and therefore applicants repeating the program must re-apply annually.

To qualify for the program, an applicant must::

- Be 60 years of age or older at the time of application;
- Be a Southborough resident;
- Own and occupy the property to which the tax credit will be applied

3. Submission requirements and deadlines

Applications will be available in March at the Senior Center, the Assessor's Office, and on the Town of Southborough's website (www.southboroughma.gov). Applications will be accepted at the Senior Center beginning in early April. The individual who will perform the work must either submit his/her own application in person or have another individual who is not applying for the program bring in the application on their behalf.

In addition to a completed application, applicants must provide the following documents:

- a copy of the tax bill for the property to be abated
- *if total household income is under $45,000:* proof of income from Social Security, pensions, and investment income
- a completed W-4 form

This information should be placed in a sealed envelope which will be reviewed by the Assessor's Office for verification of income and residence and will be held in a locked file at that office in complete confidence. The Town urges all interested seniors to apply regardless of income. If less than 30 applications are received, the income requirement will be waived. All applications will be numbered in the order received, with those who have household incomes of under $45,000 being prioritized. Those with a household income of over $45,000 will be considered in the order in which they were received if all 30 slots have not been filled. Applicants must reapply each year in order to be considered. The application process will close two weeks after sign-up so participants can begin work. Applications received after that date will be considered to fill slots as available.

4. Filling of available positions

Several of the Southborough town departments will offer positions requiring varying skills. Participants will be accepted on a first come, first served basis provided the applicants are deemed qualified for the work by the department personnel. If you are placed in one of the 30 available slots, then you will be matched with an available position. If an available match is not found by June 1, then the applicant will be removed from the list and the Town will move to the next available qualified applicant.

If a participant is accepted, but unable to complete the number of hours within the required time period, the Town reserves the right to replace that participant with another applicant from the

waiting list to complete the remaining available hours. Participants will receive a tax reduction consistent with the number of hours they were able to complete.

5. Applicability of Payment/Tax Reduction

The $2,000 tax reduction will not be paid directly to the participant. The $2,000 *(less any federal taxes and Medicare taxes withheld)* will be applied to the last quarterly tax bill in April as a reduction to the real estate tax. This program is not considered regular employment and any work completed is not eligible for unemployment benefits.

Per Massachusetts Law Chapter 184, Section 52 of the Acts of 2002, the property tax reduction earned by the taxpayer under this program is not considered income or wages for the purpose of state tax. However, the amount is subject to federal and Medicare taxes. Upon completion of the program, a check will be issued by the town and applied to real estate taxes. Upon the end of the calendar year, this benefit will be transmitted to the IRS and a W-2 Form will be issued to the participant. It will be the participant's responsibility to report this on their annual tax filing.

References

Massachusetts Law Chapter 184, Section 52 of the Acts of 2002

10-21-2002, Art. 17 Special Town Meeting $500-$750

9-29-2009, Art. 2 Special Town Meeting $750-$1000

4-25-2017, Art. 21 Annual Town Meeting $1000-$1500

Town of Southborough's Use of ARPA Funds

Project Status as of 02/02/2024

Total Allocated to Southborough under the American Rescue Plan Act (ARPA) **3,051,241** **Exp Update**

Previously approved for projects by Select Board:	**Project Amount**	**Spent**	**Balance as of 2-2-2024**	
Architect Fee for addition to Senior Center	20,000	-16,313	3,688	Project is ongoing expect to spend all available by 6/30/24
ADA upgrades- Fac related	50,000	-6,500	43,500	Anticipate spending funds by June 30, 2024
BOH - Funding for portion of cost of director	50,000	-50,000	0	100% Complete
Breakneck Hill assessment	59,515	-59,515	0	100% Complete
Audit	5,000	-5,000	0	100% Complete
Mailing for ARPA townwide survey	2,000	-2,000	0	100% Complete
Consultant	41,960	-5,200	36,760	Services are ongoing potential turnback expected
ADA upgrades - Rec related	18,570	-18,570	0	100% Complete
Senior Center Additional Space	400,000	-110,097	289,903	Project is ongoing expect to spend all available by 6/30/24
Mental Health Assistance:				
Interface Contract	25,000	-17,000	8,000	Potential Youth and Family Projects ??
Replace reception room furniture	4,000	-1,818	2,182	Project is ongoing expect to spend all available by 6/30/24
Tablets for counseling, social services and prevention programs	3,350	-3,350	0	100% Complete
Therapeutic sensory items	300	-300	0	100% Complete
Workshop materials	1,700	-1,700	0	100% Complete
Outreach from YFS for mental health assistance - supplies	5,000	-5,000	0	100% Complete
Other TBD - Mental Health Clinican ?	36,650	0	36,650	Potential Youth and Family Projects / Resource Guide ??
Signage to denote the Southborough Historic District	22,302	-22,302	0	100% Complete
Needs based economic relief				
Other - Details TBD at later meetngs	46,000		46,000	Project is ongoing expect to spend all available by 6/30/24
Southborough Trail Enhancements	12,500	-4,625	7,875	Project is ongoing expect to spend all available by 6/30/24
Funding of excess cost of Northborough Road culvert repair	84,500	-76,982	7,518	Project is ongoing expect to spend all available by 6/30/24
Peninsula Trail	144,547	0	144,547	Project is ongoing expect to spend all available by 6/30/24
Taxation Relief Committee	12,000	-12,000	0	100% Complete
SHOPC Consultant	8,500	-4,480	4,021	Project is ongoing expect to spend all available by 6/30/24
Crosswalk at Stonybrook/Route 30	15,000	0	15,000	Project is ongoing expect to spend all available by 6/30/24
TM Clickers	5,000	0	5,000	Project is ongoing expect to spend all available by 6/30/24
Tree Removal	52,000	-52,000	0	100% Complete
WIFI survey	10,000	0	10,000	Project is ongoing expect to spend all available by 6/30/24
Police body camera storage and warranty for five years	38,923	-38,923	0	100% Complete
Upgrade to town website with Civic Plus	51,947	-37,197	14,750	Project 100% Complete remaining funds can be returned to the Select Board for Redistribution
GVW Cab & Chassis - DPW	200,000	-200,000	0	Vehicle on Order
PickUp with Plow - DPW	42,140	-42,140	0	100% Complete
Town House Furniture	25,000	-4,016	20,984	Anticipate spending funds by June 30, 2024
Facilities Elevator Repairs	23,000	-4,425	18,575	Project 100% Complete remaining funds can be returned to the Select Board for Redistribution
Schools HVAC	150,000	-150,000	0	Anticipate spending funds by June 30, 2024
UTV -Fire	25,000	-25,000	0	100% Complete
Planning Project Assistance	13,300	-3,101	10,199	Anticipate spending funds by June 30, 2024
Up to $30,000 for refitting the public safety building training room for built in audio/visual broadcasting - WIFI	30,000	-26,815	3,185	Project 100% Complete remaining funds can be returned to the Select Board for Redistribution
Funding for new sidewalk program	704,000	-50,000	654,000	Anticipate spending funds by June 30, 2024
More Funding for town website upgrade - to add more minutes, etc.	27,000	-27,000	0	100% Complete
Additional Funding for Clickers	13,600	0	13,600	Anticipate spending funds by June 30, 2024
Additional Funding for Wi-Fi Survey	11,000	0	11,000	Anticipate spending funds by June 30, 2024
Plaque for rural cemetary water tower	500	-369	131	Anticipate spending funds by June 30, 2024
Funding to restart the Historic House Signs program	1,230	0	1,230	Anticipate spending funds by June 30, 2024
Second tranche of contribution to the Taxation Relief Committee	12,000	0	12,000	Anticipate spending funds by June 30, 2024
	2,504,033	**-1,083,735**	**1,420,298**	

Other Recommendations to be considered at future meetings:

National Grid property	232,000	232,000
WIFI upgrades	199,000	199,000
Website upgrades	1,053	1,053
General property tax relief for residents	81,447	81,447
BOH - subsidy for director for FY 24	0	0
BOH - per diem vaccination staff	0	0

Total for longer term consideration

RECEIVED
By Town Clerk/ksb at 1:47 pm, Feb 29, 2024

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Tuesday, February 6, 2024 6:30 PM
Location: McAuliffe Hearing Room, Town House, 17 Common Street, Southborough, MA
Present: Kathryn Cook, Andrew Dennington, Al Hamilton, Marguerite Landry, Sam Stivers, Town Administrator Mark Purple and Assistant Town Administrator Vanessa Hale.

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Mr. Dennington called the meeting to order at 6:30 PM.

II. Public Comment

Ms. Cynthia Foster, 3 Aspenwood Lane, commented that she had appeared before the Board on December 19th to discuss her concerns with the Town's new health plan for retirees. She asked about the status of her reimbursement, how often Mr. Lombardi's service contract is renewed for and shared a fellow retiree's negative experience with the Town's health plan.

III. Scheduled Appointments *(Board may vote)*

a. Continued discussion of Warrant articles

i. Personnel Board

Mr. Barry Rubenstein, chair of the Personnel Board, appeared before the Board and shared the Personnel Board's presentation. Mr. Rubenstein stated the Personnel Board is working on an employee handbook. He also stated the Personnel Board is recommending changes to make the Personnel Bylaw and the Town Administrator Bylaw consistent in describing the Personnel Board's authority to provide guidance and oversight to the Personnel Director in the development of all employee policies. He stated the Personnel Board is also recommending changes that allow for Southborough to offer appropriate benefits in a competitive municipal marketplace. He stated the Personnel Board has implemented a STEP system. Ms. Cook asked about the STEP grid and Mr. Rubenstein described how it functions. Mr. Stivers asked about merit-based pay. Mr. Rubenstein stated merit-based pay is not a part of the STEP system and the Personnel Board continues to discuss ways to encourage employee retention and reward. The Board, Mr. Purple and Mr. Rubenstein discussed merit-based pay and impacts of the STEP system on attracting new talent. Mr. Rubenstein noted there is an employee appeal process relative to classifications in the STEP program. He stated the Personnel Board would be discussing other changes at its meeting on February 14th and would have changes available for the Board's review prior to February 27th. Mr. Stivers suggested investigating a streamlined process for presenting the Salary Administration Plan (SAP) article at future Town Meetings.

ii. Community Preservation Committee

Mr. Ben Smith, chair of the Community Preservation Committee (CPC), appeared before the Board. He called the meeting of the CPC to order at 6:57 PM. Members present: Ben Smith, Brett Peters, Kristin LaVault and Grant Farrington. Members present via ZOOM: Ellen Marya and Lisa Braccio. Mr. Smith discussed Articles 23-29 and Article 44 in the draft Warrant. He stated that total receipts for FY25 are approximately $512,479, which includes the State match. Mr. Smith shared the amounts for the CPC warrant articles. **Article 23:** Mr. Smith stated that this article is a reconciliation article in the amount of $4,000. **Article 24:** Mr. Smith stated this is a bond article for 84 Main Street in the

amount of $75,438. **Article 25:** Mr. Smith stated this is a bond article for the Library in the amount of $61,000. **Article 26:** Mr. Smith stated this is a bond article for the Townhouse in the amount of $141,850. **Article 27:** Mr. Smith stated that CPC had allocated $211,232 for the completion of the Peninsula Trail. CPC member Brett Peters informed the Board that the Trails Committee expects the entire project to be completed by the end of 2024. Ms. Cook stated that the Board had allocated $140,000 in ARPA funds for the completion of the Peninsula Trail and any use of those funds must be under contract by December 2024. The Board discussed the project. Mr. Dennington summarized the discussion by stating the proposal is for ARPA funds to be used for the engineering study and Community Preservation Act (CPA) funds to be used to complete the remainder of the engineering study and the project. Mr. Hamilton wondered if this amount of money is a cost effective use, given the current budget climate. Mr. Smith stated that the CPA was established to provide a funding mechanism outside of the Town Budget to pursue projects that enhance the Town and that might otherwise be too costly. Mr. Tim Litt, 148 Woodland Road, suggested the Board ask Kathryn McKee, Chair of the Trails Committee, to appear at a future meeting to determine the status and costs of the Peninsula Trail project. **Article 28:** Mr. Smith and the Board discussed improvements to the Golf Course irrigation system. Mr. Smith stated that the total cost of the project, including a 15% contingency fee, is $603,750. The Board was supportive of a $50,000 contribution to the project by the Golf Revolving Fund, leaving the CPC-funded portion of the project at $553,750. Mr. Hamilton stated the that it must be clear at Town Meeting how the Town will see a return on its investment on the irrigation project and, at this time, he is not supportive of the project until there have been discussions with the golf management company. The Board acknowledged that the golf management company's current contract is up for renewal in 2026. Mr. Grant Farrington, CPC Member stated he voted against approval of funds for the golf course irrigation improvements because of the high cost and because he believed that when the golf course was purchased, it would be self-funding in nature. Mr. Dennington moved that the Board approve a contribution up to $50,000 from the Golf Revolving Fund to support the CPC article for the golf course irrigation system. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). **Article 44:** Mr. Dennington stated that the Board remains committed to finding solutions to move CPA monies, dedicated to affordable housing, to the Affordable Housing Trust Fund to achieve the Board's goals to build more affordable housing in Town. Mr. Smith stated that it is time to have the discussion between the Board and CPC regarding how to successfully move funds from the CPA for the purposes of increasing the Town's affordable housing stock. The Board and the Mr. Smith agreed to have the discussion after Town Meeting. Mr. Dennington stated the Board would need final language for the CPC articles in the near future in order to sign the Warrant on February 27th. Mr. Purple stated that today, a Citizen's Petition article has been filed with the Town Clerk that seeks to increase the approval threshold for CPC expenditures on non-municipal properties. Mr. Smith noted that most of the Town's history is in private hands and stated he would be addressing Town Meeting on this matter. Mr. Farrington moved to adjourn the CPC meeting at 7:53 PM. Mr. Peters seconded the motion. The motion was approved by roll call vote: Ms. Braccio, aye; Mr. Peters, aye; Ms. LaVault, aye; Mr. Farrington, aye, Mr. Smith, aye.

The Board took a brief recess at 7:54 PM and resumed meeting at 8:02 PM.

iii. Citizen Petitions: Bonnie Phaneuf, Articles 48 & 49

Ms. Phaneuf stated that she would like to understand the direction of the Board regarding the Town's need for dispatchers. She stated she would withdraw Articles 49 and 50 on the floor at Town Meeting if the Board has addressed the need for dispatchers. If the Board has not addressed the issue, Ms. Phaneuf stated she intends to hold the budget at Town Meeting. Mr. Dennington stated the Board would address this matter at its joint meeting with the Advisory Committee on February

13th. Mr. Hamilton stated that the Town's budget could be held and considered when Ms. Phaneuf's articles are considered. The Board discussed how to address Ms. Phaneuf's articles relative to the budget. Ms. Phaneuf asked that the entire summary she provided be included in the warrant.

iv. Select Board may take positions on warrant articles

b. Community Center Exploration Committee update

Mr. Malinowski called the meeting of the Community Center Exploration Committee to order at 8:20 PM. Members present: Jason Malinowski, Janet Maney, William Harrington and Tim Fling. Members present via ZOOM: Jennifer Hansen and Susan Heilman. Absent: Nikki Mauro. Mr. Malinowski delivered the Committee's report to the Board. Mr. Dennington asked about the use of Cordaville Hall, in the event the Community Center project moves forward. Mr. Malinowski described the decisions that would need to be made prior to a determination on Cordaville Hall. He stated that investigation of three potential capital projects is occurring at the same time (Neary, the Library and the Community Center) and will provide the Town with accurate cost information and the ability for public feedback. Mr. Malinowski stated that construction on the Community Center project would not begin before 2028. Ms. Hansen stated that, from a Recreation perspective, this option is preferable to 21 Highland Street. Mr. Dennington asked that a copy of the Committee's report be given to the 21 Highland Street Future Use Committee. Mr. Hamilton asked what would happen if school enrollment unexpectedly increased. Mr. Malinowski stated that question would be answered through the Neary process with the Massachusetts School Building Authority (MSBA). Mr. Hamilton stated he is in favor of selling Town properties to pay for other capital projects like the ones under discussion this evening. Ms. Maney stated the advantage of looking at three projects at once would allow the Town to examine its space needs and avoid over building. Mr. Malinowski stated that the next steps are to wait for more information on the Neary project. Mr. Malinowski moved to adjourn the Community Center Exploration Committee at 9:01 PM. Ms. Maney seconded the motion. The motion was approved by roll call vote: Ms. Maney, aye; Mr. Fling, aye; Mr. Harrington, aye; Ms. Heilman, aye; Ms. Hansen, aye; Mr. Malinowski, aye.

c. CIPC update on ARPA funding for sidewalks

Mr. Malinowski, Chair of the Capital Improvement and Planning Committee, stated that DPW Superintendent Cundiff is conducting a comprehensive review of the Town's sidewalk needs and will provide that information, including cost and available grants, to the Capital Improvement & Planning Committee (CIPC). Mr. Malinowski stated that the Town's residents have appreciated recent forecasting and the transparent review of projects. Mr. Malinowski stated that, today, he received information from DPW Superintendent Cundiff on three potential sidewalk projects that would utilize all of the ARPA funds and Mr. Malinowski stated he would call a meeting of the CIPC next week to review the projects. Mr. Hamilton requested that consideration be given to any potential sidewalk projects on the south side of Town. The Board and Mr. Malinowski discussed a long-term approach to paving and sidewalks, including financing methods.

IV. Reports

a. Chair's Report

Mr. Dennington reported that he, along with Mark Purple, Brian Ballantine, Carla McAuliffe, Paul Cibelli and Andrew Pfaff, participated in the interviews with Department of Revenue (DOR) for the financial management review of the Town. Mr. Dennington stated the DOR will provide recommendations for improvement to the Town's financial policies and may have additional structural recommendations for the Town to consider.

b. Member's Report

i. Neary School project

Ms. Cook stated that public forums would be held on February 29th and March 11th so residents can offer their input on the Neary School project. Ms. Cook also stated that by August, the Neary School Building Committee would make its recommendation to the MSBA.

c. Town Administrator's Report
    i. Early Voting reminder

Mr. Purple reported that he had received the 2024 Vegetation Management Plan from National Grid and that a meeting will be scheduled with the Board and Planning Board to review and approve. Mr. Purple also reported that DPW Superintendent Cundiff is working with Water Consultant Matt Abrams on new rate information. Mr. Purple stated that the Board will set rates in March and notify the public in April.

V. Consent Agenda

a. Approve Open Session meeting minutes: January 6, 2024

Mr. Dennington and Mr. Stivers requested to hold Consent Agenda item "a." Mr. Stivers had scrivener's changes to the minutes. Mr. Dennington requested the following change to Line 18: add "potential" in front of disposition. Mr. Dennington moved to approve Consent Agenda item "a", as amended. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

b. Accept $25.00 donation to be placed in the Library Donation account
c. Appoint Lisa Braccio as the Planning Board Representative to the 21 Highland Future Use Committee; term to expire 6/30/2024

Mr. Dennington moved to approve Consent Agenda items "b" and "c." Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

VI. Other Matters *(Board may vote)*

There was no business under Other Matters.

VII. Public Comment

Mr. Tim Fling, 18 Main Street, asked that the Board consider using ARPA funds to purchase trashcans to place around Town. He also asked that the Board consider a way to reflect a tiered water rate system for multifamily uses.

Mr. Litt asked if the Board would reconsider its vote to include a sunset clause in the Town Meeting article that creates the Public Works Advisory Committee (PWAC). Mr. Dennington stated that matter would be considered at the Board's February 13th joint meeting with the Advisory Committee.

VIII. Adjournment

Mr. Dennington moved to adjourn the meeting at 9:20 PM. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

Upcoming Meetings	
February 13, 2024 Joint Meeting with Advisory Committee	*March 4, 2024 (Monday meeting)*

Respectfully submitted,

Bridgid Rubin, Recording Secretary

List of Documents referred to at the February 6, 2024 SB Meeting:

- Draft 2024 Annual Town Meeting Warrant
- Proposed Amendments to the FY25 Salary Administration Plan
- Open Session Meeting Minutes for the Joint Meeting of the Select Board and Advisory Committee, dated January 6, 2024
- Memorandum from Ryan Donovan, dated January 31, 2024, RE: Donation to the Library

- Letter from Karina Quinn, dated February 2, 2024, RE: 21 Highland Street Future Use Committee Planning Board Recommendation of Appointment
- Community Center Exploration Committee, dated February 2024
- Community Center Feasibility Study

Town of Southborough, MA
Meeting of the Select Board
February 6, 2024 6:30 PM
McAuliffe Hearing Room
Town House, 17 Common Street, Southborough, MA

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughma.gov/674/Virtual-Meetings

I. **Call Meeting to Order**

II. **Public Comment**

III. **Scheduled Appointments** ***(Board may vote)***
- a. Continued discussion of Warrant articles
  - i. Personnel Board
  - ii. Community Preservation Committee
  - iii. Citizen Petitions: Bonnie Phaneuf, Articles 48 & 49
  - iv. Select Board may take positions on warrant articles
- b. Community Center Exploration Committee update
- c. CIPC update on ARPA funding for sidewalks

IV. **Reports**
- a. Chair's Report
- b. Members' Report
  - i. Neary School project
- c. Town Administrator Report
  - i. Early Voting reminder

V. **Consent Agenda**
- a. Approve Open Session meeting minutes: January 6, 2024
- b. Accept $25.00 donation to be placed in the Library Donation account
- c. Appoint Lisa Braccio as the Planning Board Representative to the 21 Highland Future Use Committee; term to expire 6/30/2024

VI. **Other Matters** ***(Board may vote)***

VII. **Public Comment**

VIII. **Adjournment**

Andrew R. Dennington, II, Chair

UPCOMING MEETINGS

Feb. 13, 2024 Joint Meeting with Advisory Committee *March 4, 2024 [Monday meeting]*

DRAFT 2/01/2024

ANNUAL TOWN MEETING WARRANT

of the

TOWN OF SOUTHBOROUGH

MASSACHUSETTS

For the Annual Town Meeting
on

March 23, 2024
10:00 a.m.

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35. Amend Town Code – Zoning – Expiration of Special Permits XX
36. Amend Town Code – Virtual meetings on Election Day XX
37. Accept MGL for Town Clerk Certification Stipend XX
38. Amend Town Code - Minutes XX
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Town Finance Terminology

The following terms are frequently used in the Advisory Committee Report and at Town Meeting. For your convenience, we provide the following definitions:

Surplus Revenue: (Often referred to as "Excess and Deficiency")
The fund represents the amount by which the Cash, Accounts Receivable and other floating assets exceed the liabilities and reserves.

Available Funds: (Often referred to as "Free Cash")
The amount of the Unreserved Fund Balance (Surplus Revenue) account over and above uncollected taxes of prior years constitutes "free cash" or "available funds".

Overlay:
The Overlay is the amount raised by the Assessors in excess of appropriations and other charges for the purpose of creating a fund to cover abatements and exemptions as granted.

Overlay Reserve:
This is the accumulated amount of the Overlay for various years not used or required to be held in the specific Overlay account for a given year, and may be used by vote of the town for extraordinary or unforeseen purposes or voted into the Reserve Fund.

Stabilization Fund:
An outside section of Chapter 138 of the Acts of 1991 (the FY92 State budget) modifies limitations on the Stabilization Fund appropriation process by enabling communities to appropriate from this fund for any non-capital, lawful purpose without Emergency Finance Board approval (section 333). Beginning in FY92, the Stabilization Fund will thus become a source of revenue for general operating expenses for communities.

The Stabilization Fund is a mechanism for setting aside money for capital projects. It equalizes the effect of capital expenditures over time, as capital appropriations can change considerably from year to year. The balance in the fund will build up during years when expenditures for capital items are low. During years with high capital expenditures, the community will transfer money from the fund to reduce the project's impact on the tax rate or the amount of borrowing required for the project.

A community may appropriate up to 10% of its tax levy each year, as long as the balance in the Stabilization Fund does not exceed 10% of the community's equalized valuation. Interest earned on any fund balance is retained as part of the fund.

Appropriations into a Stabilization Fund can be made at either an annual or special town or district meeting. Chapter 94 of the Acts of 1985 permits appropriations to be made from a Stabilization fund at a special town or district meeting, not just at the annual meeting. Regardless of the timing, appropriations from the Stabilization Fund require a two-thirds vote by the appropriating authority. Until the FY92 state budget, a community could only appropriate from the Stabilization Fund for a non-capital purpose with the approval of the Emergency Finance Board.

Reserve Fund:
This fund is established by the voters at the Annual Town Meeting only and may be composed of (a) an appropriation (not exceeding 5% of the tax levy of the preceding year), (b) money transferred from Overlay Reserve, or (c) both. Transfers from the Reserve fund may be made only by the Advisory Committee and are for "extraordinary or unforeseen expenditures" only.

Conservation Fund:
For land purchases and any other conservation use.

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Introduction to the Rules of Town Meeting

Southborough's Town Meeting is an open town meeting in which all registered voters may participate. Town Meeting is a deliberative assembly, conducted via a defined process, charged with considering a maximum number of questions of varying complexity in a minimum amount of time and with full regard to the rights of the majority, strong minority, individuals, absentees and all of these together. In other words, we gather for the purpose of conducting the Town's business thoughtfully and efficiently.

AUTHORITY

The three elements of authority at Town Meeting are a quorum of one hundred (100) registered voters or more, the Clerk and the Moderator. Of these three, the quorum is the most important.

The Town Clerk is responsible for voter registration, certification of a quorum, setting up the hall and keeping the record of the proceedings. He may also officiate Town Meeting in the absence of a Moderator.

The Moderator presides at and regulates the proceedings, decides all questions of order, and makes declarations of all votes. No one may speak on an issue without being recognized by the Moderator. It is the Moderator's responsibility to approve the distribution of materials, and persons wishing to do so must seek his permission. The Moderator appoints Tellers and alternates for the purpose of counting votes of the meeting.

THE WARRANT

All matters to be considered at Town Meeting must be published in the Town Meeting Warrant, which is the responsibility of the Select Board. The primary and most important purpose of the Warrant is to notify voters in advance the nature of the business to be taken up at Town Meeting. By state law, Town by-law or custom, several business articles (such as budget appropriations) must be presented in the Town Warrant each year for consideration. Other items are added by warrant articles proposed by Town officials, committees, boards, or groups of ten or more registered voters. The Advisory Committee reviews the Warrant, making recommendations on all the items of business to be presented. In accordance with the Town by-laws, all articles in the Warrant are considered in the order in which they appear in the Warrant, unless the Town Meeting votes to change the order for reasons that reasonable people would entertain.

PARTICIPATION

Any voter wishing to participate in Town Meeting must go to one of the floor microphones and wait to be recognized by the Moderator. Upon recognition by the Moderator, first state your name and address, and then state your business.

Anyone whose name is not on the list of registered voters requires the approval of either the Moderator or a majority of the Meeting to sit in the voting area.

All remarks shall be limited to the subject then under discussion. It is improper to indulge in references to personalities, and all expressions of approval or disapproval, such as applause or booing, are out of order. The Moderator may request any person to keep silent. If after warning from the Moderator, a person refuses to be silent or persists in other disorderly behavior, the Moderator may order a person to withdraw and if he fails to withdraw, may order a police officer to remove such person from Town Meeting.

Individuals who have a personal or financial interest with respect to a matter may speak or vote thereon but should frankly disclose their interest. However, no Town Meeting voter should accept compensation for participating without disclosing that fact.

There is no fixed time limit to the debate of any question. However, out of consideration for the others in attendance and the need to give adequate time to all matters coming before Town Meeting, each individual who speaks should make an effort to be as brief as possible and avoid repeating facts, views or opinions already expressed by others.

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Anyone wishing to make a presentation with respect to any article must, prior to Town Meeting, obtain the Moderator's approval.

In order to give all a fair opportunity to speak, no one who has addressed any particular motion shall speak again, except to answer questions, until all others wishing to speak to the motion have done so.

Introduction to the Rules of Town Meeting (continued)

HOW ARE MOTIONS CLASSIFIED?

Main Motions
Motions of this group are for the bringing of questions, or propositions, before Town Meeting for consideration. Only one main motion can be considered at a given time, and once introduced such a motion excludes all other main motions until it has been disposed.

Subsidiary Motions
Motions of this group are for the modification or disposition of the main motion that is being considered. Their existence as motions depends entirely upon the principal motion to which they are subordinate. Since they relate to the question then under consideration, it is in order to propose them when a main motion is pending and to vote upon them before voting upon the main motion.

Privileged Motions
Motions of this group have no connection whatsoever with any main motion, but are motions of such importance that they are entitled to immediate consideration. These motions have the privilege of temporarily setting aside the main business then before Town Meeting.

Incidental Motions
Motions of this group have few characteristics in common, but for convenience have been grouped into one class. The name "incidental" applies because they arise only incidentally out of the business of Town Meeting.

RULES RELATIVE TO MOTIONS

A motion is the means of bringing a proposal or question for consideration by Town Meeting. When first put forward it is a motion; after it is seconded and acknowledged by the Moderator, it becomes the question or proposal. Except for complimentary resolutions (the presentation of which must be approved in advance by the Moderator), no main motion shall be entertained unless its substance is contained within the scope of a Warrant article. Upon completion of debate, articles will be voted upon.

The Moderator shall determine whether a motion, or any discussion relative to a motion, is within the scope of the Warrant article under consideration. That is, the motion and the debate must be relevant to the article as written in the Warrant, since the purpose of the Warrant is to apprise voters of the actions to be taken at Town Meeting.

Articles only give notice to the voters and do not initiate action; motions do. Motions may be withdrawn; articles may not be withdrawn – articles must be acted upon by Town Meeting.

There are four types of amendments: striking out, inserting, striking out and inserting, and substitution. Motions to amend may be hostile as long as they are germane. An amendment to a motion is an amendment of the first rank; an amendment to an amendment is of the second rank; there can be no amendment beyond that of the second rank.

Some motions do not lead to a final determination by Town Meeting. A motion to commit or to refer sends the matter to an existing board or committee or one to be established. The motion to postpone indefinitely disposes of the question without bringing it to a direct vote. The motion to postpone indefinitely should not be confused with the motion to table which only temporarily delays a vote. As previously stated, articles may not be withdrawn; so when the Meeting does not wish to act on a particular article, the proper motion is to postpone consideration indefinitely.

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Motions to reconsider shall be entertained when new information is available that is materially different than was presented (or could have been presented) at the time of the original vote on the article. Articles may be reconsidered only once. If a motion to reconsider is passed by the necessary 2/3 vote, it brings the original article back to the floor (which requires a new motion and additional debate); if the motion to reconsider is defeated, then the original article stands as previously voted and may not be reconsidered again. Actions to reconsider can be taken at the same session or any subsequent session of Town Meeting. A notice of reconsideration may be filed in advance with the Town Clerk stating that, at a specific point during the current Town Meeting, a voter will move for reconsideration on a particular article, and the Moderator will inform the hall of said action. Note that such a motion so noticed in advance must still be in order (i.e., must comply with all conditions required of any reconsideration motion).

All motions other than purely procedural motions must be in writing and signed by the sponsor.

CHART OF PRECEDENCE OF MOTIONS AND SUMMARY OF GOVERNING RULES

	May interrupt a speaker	Req. a sec.	Debatable	Vote Required	Motions that may apply
PRIVILEGED MOTIONS					
1. To dissolve	no	yes	no	majority	none
2. To adjourn	no	yes	limited	majority	amend
3. Point of no quorum	no	no	no	none	none
4. Recess	no	yes	limited	majority	amend
5. Question of privilege	yes	no	no	chair rules	none
SUBSIDIARY MOTIONS					
6. To lay on the table	no	yes	no	2/3	none
7. Previous question	no	yes	no	2/3	none
8. Limit or extend debate	no	yes	no	2/3	amend, reconsider
9. To postpone to time certain	no	yes	limited	majority	amend, reconsider
10. To commit or refer	no	yes	limited	majority	amend, reconsider
11. To amend	no	yes	yes	majority	amend, reconsider
12. To postpone indefinitely	no	yes	yes	majority	reconsider
MAIN MOTIONS					
Main Motions	no	yes	yes	majority*	all
To reconsider or rescind	no	yes	yes	2/3	table previous question postpone definitely
To take from the table	no	yes	no	majority	none
To advance an article	no	yes	yes	majority	amend, reconsider
INCIDENTAL MOTIONS					
Point of order	yes	no	no	chair rules	none
Division of a question	no	yes	no	majority	none
Separate consideration	no	yes	no	majority	none
To withdraw a motion	no	no	no	majority	reconsider
To suspend rules	no	yes	no	2/3	none
Orders of the day	yes	no	no	none	none

*The vote required to pass an affirmative main motion is a matter of substantive law, but is usually a majority.

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FORM USED IN MAKING MOTIONS

1. Main Motion	Mr. Moderator, I move that..(statement of the proposal)
2. Adjourn	Mr. Moderator, I move to adjourn to...(state time)
3. Amend	Mr. Moderator, I move to amend by adding...
	Mr. Moderator, I move to amend by inserting...before...
	Mr. Moderator, I move to amend by stroking out...
	Mr. Moderator, I move to amend by striking out...and inserting...
	Mr. Moderator, I move to substitute...for...
4. Amend an Amendment	Mr. Moderator, I move to amend the pending amendment by (see above)
5. Amend Something Previously Adopted	Mr. Moderator, I move to amend the resolution under Article...by...
6. Commit or Refer	Mr. Moderator, I move that the proposal be referred to a committee of...
8. Division of a Question	Mr. Moderator, I move to divide the question.
9. Lay on the Table	Mr. Moderator, I move that the proposal be laid on the table.
10. Point of Order	Mr. Moderator, I rise to a point of order.
11. Postpone to a time certain	Mr. Moderator, I move to postpone the question to...
12. Postpone Indefinitely	Mr. Moderator, I move that the question be postponed indefinitely.
13. Previous Question	Mr. Moderator, I move the previous question.
14. Question of Privilege	Mr. Moderator, I rise to a question of privilege.
15. Recess	Mr. Moderator, I move to recess for...
16. Reconsider	Mr. Moderator, I move to reconsider the vote under Article...
	Mr. Moderator, I move to reconsider the vote on the amendment to...
17. Separate Consideration	Mr. Moderator, I move for separate consideration.
18. Suspend the Rules	Mr. Moderator, I move to suspend the rules which interfere with...
19. Take from the Table	Mr. Moderator, I move to take from the table the motion relating to...

INTERRUPTING A SPEAKER

No one may interrupt a speaker except for a point of order or a question of privilege.

POINT OF ORDER

A point of order if a question of the Moderator about whether the speaker is entitled to be speaking, or whether the current subject under discussion (or what the speaker is saying) is irrelevant, illegal or contrary to proper procedure. No other "point of order" is proper.

PREVIOUS QUESTION

To call or move the question is a request to stop discussion and to take an immediate vote. This requires a 2/3 vote.

VOTING

Voting is by hand vote and the Moderator declares the result of such votes. If seven or more voters immediately question the declared result, the Moderator shall determine the result by a standing count of votes by the Tellers. After the vote counted by the Tellers is presented to the Moderator and announced to the floor, any further motions for recount are out of order.

ADJOURNMENT AND DISSOLUTION

Sessions of Town Meeting normally adjourn at eleven o'clock in the evening but may adjourn at such earlier or later time as vote of the majority may determine. Town Meeting shall not dissolve until all articles in the warrant have been properly considered.

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TOWN WARRANT
COMMONWEALTH OF MASSACHUSETTS

ANNUAL TOWN MEETING

Worcester, ss. February 27, 2024

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the Inhabitants of the Town of Southborough qualified to vote in town affairs, to meet in the Trottier School Auditorium, 49 Parkerville Road, in Southborough, MA, on

Saturday, March 23, 2023

at ***10:00 a.m.***, then and there to take action on the following Articles:

ARTICLE 1: To see if the Town will vote to accept any sum of money from St. Mark's School, Fay School, Harvard Medical School, L'Abri Fellowship, The New England Center for Children, and any other contributor and deposit same amount in Estimated Receipts Account, and determine what disposition shall be made of the same, if accepted, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support (5-0-0)
Advisory Committee Recommendation:
Summary: *To allow the Select Board to accept donations from Tax Exempt organizations and determine the disposition of funds.*

ARTICLE 2: To see if the Town will vote to authorize the Town Treasurer, with the approval of the Select Board, to borrow from time to time in anticipation of revenue of the financial year beginning July 1, 2024 in accordance with the provisions of Massachusetts General Laws, Chapter 44, and to issue a note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17 as amended, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support (5-0-0)
Advisory Committee Recommendation:
Summary: *This article allows the Town Treasurer to short-term borrow in anticipation of revenue.*

ARTICLE 3: To see if the Town will vote in accordance with the provisions of Massachusetts General Laws Chapter 30B, Section 12(b), to authorize the Select Board or the Superintendent of Schools to solicit and award contracts for terms exceeding three years, but no longer than seven years, including any renewal, extension or option, provided in each instance the longer term is determined to be in the best interest of the Town by a vote of the Select Board or the School Committee, as appropriate, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support (5-0-0)
Advisory Board Recommendation:
Summary: *This article allows the Select Board and/or the School Committee to enter into contracts in excess of three years, if deemed in the best interest of the Town to do so. This has been an annual article, and the exemption has been limited to contracts of no more than seven years.*

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ARTICLE 4: To see if the Town will vote to accept the Personnel Salary Administration Plan, as specified in Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL.

, or do or act anything in relation thereto.

Proposed by: PERSONNEL BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *The Personnel By-Law governs policies and pay structures for non-union employees.*

ARTICLE 5: To see if the Town will vote to raise a sum of money as may be necessary for the Town's use for Fiscal Year 2025, and make appropriations of the same, as detailed following, or do or act anything in relation thereto.

SEE BUDGETS ON THE FOLLOWING PAGES

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *The article includes recommendations from both the Select Board and the Advisory Committee for the FY25 budget. Funding recommendations are noted in the individual recommendation columns for each department.*

ARTICLE 6: To see if the Town will vote to raise a sum of money as may be necessary for the Water Enterprise Fund's use for Fiscal Year 2025, and make appropriations of the same, as detailed following, or do or act anything in relation thereto.

ENTER BUDGET EXCEL

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *The Water budget is funded through an Enterprise Fund that is supported entirely through the water rates and the fund's retained earnings, which supports all aspects of the department's operation. The funding for those capital items that are being leased/purchased for use by the Water Department, in whole or in part, are included in this budget.*

ARTICLE 7: To see if the Town will vote to raise and appropriate, or transfer from available funds a sum of money for General Government capital items for the following purposes:

	Description	Request	Levy	Receipts Reserved Ambulance/Other
A.	ROAD MAINT. & MISC STREET REPAIR	$650,000	$650,000	
B.	RECREATION FIELD MAINTENANCE	$ 25,000	$ 25,000	
C.	DPW TRASH TRAILER	$125,000	$125,000	
D.	DPW SIDEWALK TRACTOR W/ ATTACHMENT	$210,000		$210,000
E.	MOWER ATTACHMENT J DEER TRACTOR	$ 20,000	$ 20,000	
F.	DPW CREW CAB SERVICE DUMP SUPERVISOR	$ 95,000	$ 95,000	
G.	LIBRARY BUILDING - ENGINEERING	$150,000		$150,000
H.	AMBULANCE POWER STRETCHERS	$ 65,500	$ 65,500	
I.	FIRE PERSONAL PROTECTIVE EQUIPMENT	$ 20,000	$ 20,000	
J.	POLICE CRUISERS (2)	$150,000		$150,000
K.	FINN SCHOOL AIR CONDITIONING	$134,500		$134,500
L.	WOODWARD AIR CONDITIONING	$ 50,000		$ 50,000

, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 8: To see if the Town will vote to apply for, accept, and expend Massachusetts Public Library Construction Program ("MPLCP") grant funds if approved, and vote to raise and appropriate or transfer from available funds the sum of $150,000, or any other sum if said MPLCP grant is approved, said sum to be expended by the Town for library assessment, planning, feasibility and/or design, or act in any manner relating thereto, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 9: Capital requiring borrowing

A. FIRE TOWER DEMO TRUCK

B. AMBULANCE A28

, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 10: To see if the Town will vote to appropriate a sum of money for the payments of the capital lease agreements as described below:

	Equipment	Authorized Department	Source of Appropriation	FY25 Amount
A.	1 - Horton Type Ambulance	Fire Department	FY25 Capital Budget - Ambulance Fund	$57,191
B.	1 - Swaploader Hook Lift Truck	Dept. of Public Works	FY25 Capital Budget - General Fund	$25,037
C.	1 - Pick Up Diesel F-350	Dept. of Public Works	FY25 Capital Budget - General Fund	$10,622
D.	1 - Fire Dept Chief Vehicle	Fire Department	FY25 Capital Budget - Ambulance Fund	$8,422
E.	Police Taser Program	Police Department	FY25 Capital Budget - General Fund	$19,455

, or do or act anything in relation thereto.

DRAFT

Proposed by: SELECT BOARD
Select Board Recommendation: Support (5-0-0)
Advisory Committee Recommendation:
Summary: *The lease agreements for these vehicles were authorized by Town Meeting in 2021, and these are the third year of the lease payments. With the exception of the Fire Ambulance (5-year lease), all of the leases are for 7 years.*

ARTICLE 11: To see if the Town will vote to authorize payment from Fund 2261 – 9-11 Field Maintenance Revolving the sum of $45,000 for the FY24 principal and interest payment, and $45,000 for the FY25 principal and interest payment, for the May 2018 bond issuance for the resurfacing of 9-11 Field; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support (5-0-0)
Advisory Committee Recommendation:
Summary:

ARTICLE 12: To see if the Town will vote to raise and appropriate or transfer from available funds the sum of $5,000 for the purpose of hiring consultants, engineers, water quality specialists, and/or environmental consultants by various Town departments, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support (5-0-0)
Advisory Committee Recommendation:
Summary: *This article allows town departments, with the approval of the Select Board, to hire outside expertise when the need arises.*

ARTICLE 13: To see if the Town will vote to raise and appropriate or transfer from available funds, the sum of $250,000 into the Other Post-Employment Benefits Liability Trust Fund (OPEB Fund) as authorized by General Laws, Chapter 32B, Section 20, in order to offset the anticipated future cost of providing post-retirement health and life insurance benefits to current and future retired Town employees, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *This is an annual appropriation into the Town's OPEB Trust Fund that began back in 2014. The appropriation was previously done as part of the operating budget, but further guidance from the Dept. of Revenue has recommended that it be done in a separate article.*

ARTICLE 14: To see if the Town will vote to raise and appropriate the sum of $10,000 for the purpose of paying the Town's share of casualty and other losses incurred to Town property and equipment which are not covered by insurance policies, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support (5-0-0)
Advisory Committee Recommendation:
Summary: *This article will provide funds to be used to pay the deductible for property damage which is not covered by insurance.*

ARTICLE 15: To see if the Town will modify the intent of Article 18 passed at the Annual Town Meeting on April 9th 2018 which stated "Lundblad Field design & specialty consultant" to re-purpose to "Lundblad Field construction and upgrades", or do or act anything in relation thereto.

DRAFT

Proposed by: SELECT BOARD/RECREATION COMMISSION
Select Board Recommendation: Support (5-0-0)
Advisory Committee Recommendation:
Summary: *The original article was to "fund research and design work including investigation of the membrane and other aspects of the property." As a balance of $46,411.00 remains the Town would like to utilize the residual funds for the construction of facility improvements, including, but not limited to, a community dog park.*

ARTICLE 16: To see if the Town will vote to raise and appropriate or transfer from any available funds a sum of money for the purpose of scanning historical Town Clerk documents, or do or act anything in relation thereto.

Proposed by: TOWN CLERK
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *This Article funds the scanning of historically significant documents in the Town Clerk's office that cannot be scanned using in-house scanners due to the size of the documents and/or how they are housed. Community Preservation Act ("CPA") funds cannot be used for this expense because of a recent Department of Revenue ruling prohibiting use of CPA funds to scan documents unless the documents themselves are also physically preserved, and the relatively good physical condition of these documents does not warrant the extra expense of preservation. Examples of the types of documents to be scanned are records from the 1700s including minutes of the town's first town meeting in 1727 and all of the town's Revolutionary War and Militia related documents, records from the 1800s including Civil War Records, school, land and legal records, and records from the early 1900s including Citizen's Caucus, Cemetery records, and Jury and Voter lists. Additionally, approximately 55,000 pages of historically significant documents are currently being scanned at no cost through the Massachusetts Digital Commonwealth and we anticipate sending an additional 60,000 pages later in the year. These documents are being uploaded to the new website 01772history.org, along with a description of the historical significance of the document.*

ARTICLE 17: To see if the Town will vote to raise and appropriate, or transfer from available funds the sum of $150,000 for the ongoing maintenance of capital equipment and systems associated with town buildings and facilities. The Town Facilities Manager shall recommend appropriate projects to the Town Administrator. The Town Administrator shall approve all expenditures under this article. The Town Facilities Manager shall report all funded projects to the Capital Improvement and Planning Committee as requested, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support (5-0-0)
Advisory Committee Recommendation:
Summary: *This article will provide for the maintenance and repair of capital equipment and systems associated with the Town's buildings and facilities.*

ARTICLE 18: To see if the Town will vote to raise and appropriate or transfer from available funds the sum of $25,000 for the ongoing maintenance of capital investments associated with outdoor recreational facilities. The Town's Director of Recreation shall recommend appropriate projects to the Recreation Commission. The Recreation Commission shall approve all expenditures under this article, or do or act anything in relation thereto.

Proposed by: SELECT BOARD/RECREATION COMMISSION
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 19: To see if the Town will vote pursuant to Massachusetts General Laws, Chapter 44 § 53E ½ to authorize the following spending limits for Fiscal Year 2025:

1. Immunization/Emergency Dispensing Clinic; $15,000.
2. Inspectional Services; $140,000.
3. 9-11 Field Maintenance; $100,000.

4. Wetland Protection; $30,000.
5. Hazardous Materials; $75,000.
6. CPR Classes; $6,500.
7. Community Garden; $3,000.
8. Recreation Programs; $500,000.
9. Tobacco Control Program; $4,000.
10. Golf Course Maintenance; $75,000.

, or do or act anything in relation thereto.

Proposed by: BOARD OF HEALTH, SELECT BOARD, RECREATION COMMISSION, AND CONSERVATION COMMISSION
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *This article approves the annual spending limits for revolving funds that are now authorized by Town by-law.*

ARTICLE 20: To see if the Town will vote to accept Massachusetts General Law Ch. 40, Section 3 to allow the Southborough School District to keep monies received from the rental of space in its schools. These monies may be expended by the Southborough School Committee for the purpose of upkeep and maintenance of any and all Southborough Public Schools with no further legislative body approval. The monies may accumulate from year to year, and shall not be considered to be part of the general funds unassigned balance, or do or act anything in relation thereto.

Proposed by: SOUTHBOROUGH SCHOOL COMMITTEE
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 21: To see if the Town will vote to authorize the Northborough-Southborough Regional School District to establish a Stabilization Fund according to Chapter 71, Section 16G 1/2 of the General Laws for the purposes of funding capital items as identified in the Northborough-Southborough Regional School District Capital Plan, or do or act anything in relation thereto.

Proposed by: REGIONAL SCHOOL COMMITTEE
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 22: To see if the Town will vote to authorize the Southborough School District to establish a Special Education Stabilization Fund according to Section 24 of Chapter 218 of the Acts of 2016 for the purposes of establishing a reserve fund that can be used in future years for unanticipated or unbudgeted costs of special education, out of district tuition, transportation, and recovery high school tuition, or do or act anything in relation thereto.

Proposed by: SOUTHBOROUGH SCHOOL COMMITTEE
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 23: To see if the Town will vote to accept the report of the Community Preservation Committee for the FY 2025 Community Preservation Projected Receipts and act upon the recommendations of the Community Preservation Committee and to set aside for later expenditure, certain sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the General Laws, as follows:

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Estimated Surcharge Receipts (based on Town Treasurer's projections) ..... $
State Match (projected FY2025 State Match) .....$
FY23 State Match Adjustment.....$
Total Projected Revenue..... $

Set Aside- Open Space
$XX,XXX to be set aside, held in the Community Preservation Fund, and spent in FY2025 or later years for acquisition, creation, or preservation of open space, and for the rehabilitation and/or restoration of open space acquired under the Community Preservation Act.

Set Aside – Historic Preservation
$XX,XXX to be set aside, held in the Community Preservation Fund, and spent in FY2025 or later years for the acquisition, preservation, rehabilitation, and restoration of historic resources.

Set Aside – Community Housing
$XX,XXX to be set aside, held in the Community Preservation Fund, and spent in FY2025 or later years for the creation, preservation, and support of community housing, and for the rehabilitation and/or restoration of community housing acquired under the Community Preservation Act.

Administrative Costs – Community Preservation Committee
$XX,XXX to defray the administrative and operating expenses of the Community Preservation Committee in FY2025 for the Community Preservation Fund

Set Aside - Budgeted Reserve/Discretionary
$XXX,XXX Reserved for FY2025 CPF (Budgeted Reserve/Discretionary)

, or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *The budget and set-asides are an annual requirement under the Community Preservation Act.*

ARTICLE 24: To see if the Town will vote to appropriate $XX,XXX to be applied towards the bond for the Perpetual Preservation Restriction on 84 Main Street also known as the Burnett House for the purpose of Historic Preservation. $XX,XXX from the CPA Historic Preservation Reserve Fund FY2024 and $XX,XXX from the CPA FY2024 Fund Balance. Said funds to be expended under the direction of the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *This article is the Community Preservation Fund payment towards the FY2025 debt funding for the Preservation Restriction of 84 Main Street as approved at ATM 2016.*

ARTICLE 25: To see if the Town will vote to appropriate a total of $XX,XXX to be applied towards the bond for the renovation and restoration of the Historic Southborough Library building for the purpose of Historic Preservation. $XX,XXX from the CPA FY2024 Fund Balance. Said funds to be expended under the direction of the Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation:
Advisory Committee Recommendation:

Summary: *This article is the Community Preservation Fund payment towards the FY2025 debt funding for the renovation and restoration of the Historic Southborough Library.*

ARTICLE 26: Bond payments for Town House project.

; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 27: CPC project

; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 28: CPC project

; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 29: CPC project

; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 30: To see if the Town will vote to appropriate the sum of $96,115.13 for the use of the Board of Health to provide for substance abuse abatement activities following the Town's participation in the Statewide Opioid Settlements negotiated by the Massachusetts Attorney General, and to meet said appropriation the sum of $96,115.13 be transferred from Free Cash.

; or do or act anything in relation thereto.

Proposed by: BOARD OF HEALTH
Select Board Recommendation: Support (5-0-0)
Advisory Committee Recommendation:
Summary:

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ARTICLE 31: To see if the Town will vote to authorize the Select Board under Clause (1) of Section 8 of Article 2, as amended, of the Amendments to the Constitution of the Commonwealth of Massachusetts to submit to the General Court a Home Rule Petition, accompanied by a bill for a special law relating to the Town of Southborough, to the end that legislation be adopted precisely as submitted. The General Court may make clerical or editorial changes of form only to the bill, unless after a public hearing the Select Board approves amendments to the bill before enactment by the General Court. The Select Board is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition. Said submission shall be accompanied by an attested copy of the motion and vote of the Town Meeting on this article.

Said bill shall make the following modifications to Ch. 447 of the acts of 1991: (a) Re-establish the office of Tree Warden as an appointee of the Select Board, supervised by the DPW superintendent; (b) dissolve the Public Works Planning Board of the town of Southborough; (c) replace "board of selectmen" with "select board" throughout.
The form and wording of said submission shall be determined by the Select Board in consultation with Town Counsel and the Town's representatives to General court.

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support (4-0-1)
Advisory Committee Recommendation:
Summary: *The Public Works Planning Board was created in 1991, and does not meet current expectations. The Select Board is officially the town's Tree Warden by the Special Act which has proven inefficient. The office of Tree Warden would be reinstated as an appointed officer of the Town.*

ARTICLE 32: To see if the Town will vote to establish a Public Works Advisory Committee by deleting Article I ("Solid Waste Disposal Committee") of the Town Code in its entirety and inserting the following into the Town Code:

Article XIII Public Works Advisory Committee

§9-52 Purpose
Because the Department of Public Works ("DPW") is a complex organization that consumes a significant portion of the Town's budget and directly impacts the life of every resident: planning, prioritization, coordination and communications with the residents is essential. The PWAC provides a focal point for and assistance with this complex function.
§9-52-A Establishment; Membership; Qualifications
Effective upon the dissolution of the Southborough Public Works Planning Board, there shall be a Public Works Advisory Committee ("PWAC"), which shall consist of five voting members and the non-voting ex-officio members identified below.
Each voting member shall be a resident of the Town and shall not be a Town officer or employee. Preferably at least 3 voting members should have significant relevant work experience and knowledge of activities undertaken by the DPW.
The voting members shall be appointed by the Select Board.
§9-52-B Appointments; Terms; Vacancies; Removal
Voting members shall be appointed for three-year terms. The initial appointments shall be two members for three years, two members for two years, and one member for one year, so as to establish overlapping terms.
Any voting member who shall remove from the Town, resign, or die shall cease to be a member. When notified that any voting member has failed to faithfully discharge his duties, or has failed without good cause to attend at least three quarters of the PWAC meetings held in any six-month interval: the Select Board shall promptly give notice, hold a hearing and determine whether such member shall be removed from the PWAC. In any case of a vacancy in the voting membership, the Select Board shall make every effort to, within thirty days, appoint a replacement for the balance of the unexpired term.
The ex-officio (non-voting) members have terms coincident with their employment and shall be: the Superintendent of Public Works and the Town Planner.
§9-52-C Organization; Meetings
The members shall select, from among themselves, a Chair, vice-Chair, and a Secretary.

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The PWAC shall establish a regular schedule of meetings sufficient to complete its duties, but shall meet at least quarterly.
The PWAC shall ordinarily and preferentially meet in the Town, but may conduct meetings, investigations or inspections within the scope of its duties and authority anywhere, subject to standard Town travel budgets and policies.
The PWAC may appoint from its own membership subcommittees and delegate to them such of its powers as it deems expedient.
All reports and recommendations of the PWAC made to the Town shall be voted by a majority of the voting members of the PWAC, but this shall not be construed to prevent recommendations by a minority nor to discourage full participation by the non-voting members.

§9-52-D Funding

The PWAC may incur expenses for consultants, communications, minute-takers and other purposes. Such expenses shall be from a separate line item under the DPW's budget, established by the Town's regular budget process. Any expenditures from its budget shall require a majority vote of the PWAC, and be subject to the Town's policies for such expenditures.

§9-53 Functions and Definitions

The duty of the PWAC shall be to respond to requests for support from the Superintendent of Public Works, the Select Board, the Planning Board, the Advisory Committee, the Capital Improvement Planning Committee, and such other Town Entities as may be appropriate.
Further, PWAC shall also proactively evaluate, study, recommend, propose, and/or report on significant projects to be undertaken by the DPW.
The PWAC shall assume the functions of the former Green Technology and Recycling Committee that were assigned to the former Public Works Planning Board.
In this Article XIII, the phase "Town Entities" includes any Town board, committee, or agency of Town government, or subsidiary organization of any of these, whether statutory, elected or appointed.
In this Article XIII, the phase "Public Works Projects" includes projects conducted or planned to be conducted by the DPW, including but not limited to: road and sidewalk construction and maintenance; solid waste disposal (including operation of the transfer station, recycling and fees); cemetery operation; construction and maintenance of the water system (including conservation and fees); tree maintenance, removal, and replacement; public stormwater, and traffic management.

§9-54 Mission and Authority

The PWAC shall assist with establishing priorities and long-term planning for significant Public Works Projects. The PWAC may evaluate and/or develop options to be considered for Public Works Projects that significantly deviate from their plans in scope, expense, and/or schedule. The PWAC may assist in locating and/or evaluating the desirability of external (e.g., grant) funding for Public Works Projects.
The PWAC shall coordinate its work with the Advisory Committee, Capital Improvement Planning Committee, Planning Board, Trails Committee, and Recreation Commission as reasonably necessary.
The PWAC shall not manage or direct the Superintendent of Public Works, DPW employees, or projects.
The PWAC shall assist the Superintendent of Public Works to communicate plans for Public Works Projects and the status of such projects to residents (especially neighbors) at the earliest feasible time. It shall serve as a focal point for citizen concerns with Public Works Projects, and may conduct public hearings.

§9-54-A Other Agencies

The PWAC may meet with other governmental agencies to discuss opportunities for interoperation, efficiencies or other synergies. However, the PWAC does not have the authority to commit the Town to pursue such opportunities, which authority rests with the Superintendent of Public Works, other Town Entities, and/or their designees.

§9-55 Reporting

From time to time, as may be necessary, the PWAC shall report to the Superintendent of Public Works and/or the Select Board on its activities and such reports, studies, evaluations, recommendations, and/or proposals as it has initiated or have been requested of it.
From time to time, as may be necessary, the PWAC shall report to the Town Meeting.

§9-56 Interpretation

The section headings and numbering of this Article XIII are for convenience and shall not be construed to modify the interpretation of the article.
In this Article XIII, the masculine forms (including "his", "he", and "him") are used inclusively to refer to any person regardless of gender or sexual orientation.
In this Article XIII, terms are defined in quotation marks within parenthesis, and their uses are indicated by capitalization. The definition of each such term applies to its use in the entirety of this Article XIII, whether or not the definition appears before such use.

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In this Article XIII, the word "will" is to be interpreted as descriptive of an outcome or process and not as an imperative; the word "shall" is to be interpreted in the imperative sense of "must" or "is required to"; while the word "may" is to be interpreted in the permissive sense of "optionally", or "has discretion whether or not to". ADD SUNSET PROVISION?

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *Replaces the Special Act-chartered Public Works Planning Board with a Town standing committee when the PWPB dissolves as initiated by Article 28.*

ARTICLE 33: To see if the Town will vote to…MBTA Communities Overlay Districts Bylaw

; or do or act anything in relation thereto.

Proposed by: PLANNING BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 34: To see if the Town will vote to amend the Town Code to add Downtown District to Chapter 174 - Zoning as follows:

- Schedule of use regulations – 174-8.C(5) after Business Village District.
- Signs – 174-11 (D) – sign regulations next to Business Village
- Signs-174-11.E [1] [a] after Business Village District.
- Signs-174-11.E [1] [b] after Business Village District.
- Signs-174-11.E [2] [a] after Business Village District.
- Signs-174-11.E [2] [b] after Business Village District.
- Signs-174-11.E (d) [1] after Business Village District.
- Signs-174-11.E (d) [2] after Business Village District.
- Outdoor Illumination – 174-12.1.E (3) (b), and Table 1 under LZ-2 add Downtown District below Business Village
- Landscaping – 174-13.A(3) as follows:

  (3) Exceptions.
  The requirements of this section do not apply to developments or renovations in the Business Village District and the Downtown District. However, the Planning Board may require landscaping as part of the site plan or special permit application within the Business Village District and Downtown District.

And anywhere else in the code where the Business Village District is referenced and appropriate.

; or do or act anything in relation thereto.

Proposed by: PLANNING BOARD
Select Board Recommendation: Support (5-0-0)
Advisory Committee Recommendation:
Summary:

ARTICLE 35: To see if the Town will vote to amend Chapter 174 of the Town Code to include an expiration for special permits as required by MGL c. 40A Section 9 as follows:

In Chapter 174 Section 9 – Special Permit Requirements, to add after the sentence ending with "...or destructive of property values therein." the following clause: "Unless otherwise designated by this chapter, if the rights authorized by a special permit are not exercised within two years from the date of grant thereof, they shall lapse, and a new petition, notice, and hearing will be required for their reestablishment. The applicant shall be granted a single one-year extension by applying in writing to the special permit granting authority at least 30 days prior to the date when the special permit is due to lapse. An extension will only be granted for good cause and/or at the discretion of the special permit granting authority."

; or do or act anything in relation thereto.

Proposed by: PLANNING BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *This article would amend the Zoning Bylaw to comply with MGL c. 40A Section 9, which requires bylaws to provide a specified period of time in which special permits will lapse.*

ARTICLE 36: To see if the Town will vote to delete in its entirety Chapter § 9-2 of the town code "Meetings prohibited on Election Day, or when Town offices are closed due to weather or other emergency" and replace it with:

§ 9-2 Meetings prohibited on Election Day, or when Town offices are closed due to a weather or other emergency

A. If the Select Board or their designee announce that all Town offices are closed due to a weather or other emergency, any scheduled public meeting shall be cancelled. However, public meetings may be held if the meeting is held in an online format where the public may observe the meeting. A previously scheduled in-person only meeting may be changed to an online format by submitting a revised agenda to the Town Clerk. If a meeting is cancelled, the Town Clerk shall post notice of the cancellation on the Town website.

B. This prohibition will not apply to emergency meetings held to address weather or other emergencies as defined by the Attorney General.

C. No board, committee or commission shall schedule a meeting on the day of any Town, state or federal election.

; or do or act anything in relation thereto.

Proposed by: TOWN CLERK
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *This Article modifies the existing town code to allow meetings to be held when town buildings are closed to the public due to a weather or other emergency, if the meeting is held in an online format where the public may observe the meeting*

ARTICLE 37: To see if the Town will vote to accept MGL Ch 41 S 19 K as follows:

"In any town, that accepts this section, a town clerk who has completed the necessary courses of study and training, and has been awarded a certificate by the Massachusetts Town Clerks' Association as a certified Massachusetts municipal clerk, shall receive as compensation from such town, in addition to the regular annual compensation paid by such town for services in such office, an amount equal to 10 per cent of such regular annual compensation, but not more than $1,000 per year. In order to qualify for such additional compensation, a town clerk shall submit to the board of selectmen of such town proof of the award of such certificate. The additional compensation provided in this section shall be prorated for any 12 month period in which an eligible person does not hold the office of town clerk for 12 consecutive months. Such additional compensation shall discontinue when certification is discontinued or withdrawn."

; or do or act anything in relation thereto.

Proposed by: TOWN CLERK

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Select Board Recommendation: Support (5-0-0)
Advisory Committee Recommendation:
Summary: *This Article accepts the Massachusetts General Law that provides an annual $1,000 stipend to a town clerk who obtains certification as a Massachusetts Municipal Clerk. Only 31% of Massachusetts town clerks have the required experience, have taken the required continuing education courses and passed the 250 - question examination required to earn this certification.*

ARTICLE 38: To see if the Town will vote to amend Town Code § 9-25 Meeting minutes, by deleting it in its entirety and replacing it with:

Each board, committee, or commission shall provide minutes for each of its meetings to the Town Clerk within 45 days of the meeting. Minutes shall be kept by the Town Clerk for a period as required by applicable state law.

A. Minutes shall indicate whether they have or have not been approved by the board, committee or commission when submitted to the Town Clerk.
(1) Minutes that have not been approved at the time of their receipt shall be labeled "Draft."
(2) The Town Clerk shall log the receipt of all minutes and the Town Clerk shall post minutes on the Town website.

B. Minutes shall be submitted in a manner consistent with the Open Meeting Law (MGL c. 30A, § 22), and the Attorney General's Open Meeting Law Guide, and must include:
- the date, time and place of the meeting;
- the members present or absent;
- the decisions made and actions taken, including a record of all votes;
- a summary of the discussions on each subject;
- a list of all documents and exhibits used at the meeting; and
- the name of any member who participated in the meeting remotely.

C. Minutes submitted to the Town Clerk shall include, as reasonably possible, copies of all documents, exhibits, and electronic files of any audio or video presentations used at the meeting, including items created by the board members, or by others allowed to make presentations at the meeting.
(1) The term "used at the meeting" shall mean a document, exhibit, audio or video presentation that was (1) identified by name, (2) present at the meeting, and (3) discussed at the meeting.
(2) If copies of documents or other exhibits used at the meeting cannot be provided due to the physical nature of the exhibit (e.g., size of the exhibit, etc.), the specific filing location of the document or exhibit shall be identified.

D. The last page of the minutes shall include a section labelled Documents Used at This Meeting and shall list the names of each document that was used at the meeting.

; or do or act anything in relation thereto.

Proposed by: TOWN CLERK
Select Board Recommendation: Support (5-0-0)
Advisory Committee Recommendation:
Summary: *This Article clarifies the existing requirements for board, committee, or commission ("the board') meetings to maintain minutes and documents used at meetings. This Article adds the requirement that any audio or video presentation that a board allows to be displayed at a meeting be retained, regardless of who created the presentation. This Article also adds the requirement that the last page of the minutes includes a section labelled "Documents Used at This Meeting" with a list the names of each document that was used at the meeting. A recent review of minutes submitted to the town clerk revealed several instances where no documents were submitted by the board.*

ARTICLE 39: To see if the Town will vote to petition the General Court for the passage of special enabling legislation authorizing the Town to authorize, issue and sell pension obligation bonds to finance the Town's unfunded pension liability to the Worcester Regional Retirement System, fund any necessary reserves, and all other costs associated

therewith, which special enabling legislation shall be in such form as the Select Board shall approve; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 40: To see if the Town will vote to establish a Tricentennial Committee Fund as provided for in MGL Ch. 44, §53I for the purpose of receiving funds appropriated by Town Meeting, generated from the sale of merchandise, tickets, or donations and authorizing the a Tricentennial Committee to expend said funds for the purpose of special events or other associated costs related to the 300th Anniversary of the Town of Southborough's incorporation, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support (5-0-0)
Advisory Committee Recommendation:
Summary: *State law allows a Town to establish this type of special fund to offset expenses related to incorporation celebrations. This will ensure that the funds are properly accounted for and included in the Town's independent audit.*

ARTICLE 41: To see if the Town will vote to raise and appropriate or transfer from available funds the sum of Thirty Thousand Dollars ($30,000) or such other amount as Town Meeting may approve for the purpose of funding events [i.e. fireworks, parade, public art, etc.] as authorized by the Tricentennial Committee celebrating the Town of Southborough's incorporation, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *This funding will serve as seed money to support the work of the Tricentennial Committee. Expenditures will be approved by the Committee Chair [subject to review by the Committee] and may include items like patriotic bunting, memorabilia, assistance with digital media or deposits on events such as fireworks, etc.*

ARTICLE 42: To see if the Town will vote to approve the Assabet Valley Regional Vocational Technical School Committee's vote on January 9, 2024, to establish a Stabilization Fund for the Assabet Valley Regional Vocational Technical School District, pursuant to Section 16G ½ of Chapter 71 of the Massachusetts General Laws, said Stabilization Fund to be invested and to retain its own interest earnings as provided by law and further set up an operational line item to be created to transfer available monies into said Stabilization Fundor do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 43: To see if the Town will vote to authorize the Select Board to transfer a certain parcel located at XX Atwood Street to the Southborough Affordable Housing Trust, said property to be used for affordable housing purposes, and to authorize the Select Board to execute any and all documents and agreements as may be necessary to effectuate such transfer; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:

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Summary:

ARTICLE 44: To see if the Town will vote to transfer the sum of $XX,XXX from the Community Housing account of the Community Preservation Fund to the Affordable Housing Trust Fund; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 45: To see if the Town will vote to accept the provisions of M.G.L. c. 59 §5, Clause Twenty-two H (inserted by Chapter 218 of the Acts of 2018, known as An Act Relative to Veterans' Benefits, Rights, Appreciation, Validation, and Enforcement ("BRAVE Act")), signed into law August 28, 2018, which provides for a property tax exemption for real estate as follows: to the full amount of the taxable valuation of the real property of the surviving parents or guardians of soldiers and sailors, members of the National Guard and veterans who: (i) during active duty service, suffered an injury or illness documented by the United States Department of Veterans Affairs or a branch of the armed forces that was a proximate cause of their death; (ii) are missing in action with a presumptive finding of death as a result of active duty service as members of the Armed Forces of the United States; provided, however, that the real estate shall be occupied by the surviving parents or guardians as the surviving parents' or guardians' domicile; and provided further that the surviving parents or guardians shall have been domiciled in the Commonwealth for the 5 consecutive years immediately before the date of filing for an exemption pursuant to this clause or the soldier or sailor, member of the National Guard or veteran was domiciled in the Commonwealth for not less than 6 months before entering service. Surviving parents or guardians eligible for an exemption pursuant to this clause shall be eligible regardless of when the soldier or sailor, member of the National Guard or veteran died or became missing in action with a presumptive finding of death; provided, however, that the exemption shall only apply to tax years beginning on or after January 1, 2019. Such exemption shall be available until such time as the surviving parents or guardians are deceased. No real estate shall be so exempt which has been conveyed to the surviving parents or guardians to evade taxation. To be effective for exemptions granted for any fiscal year beginning on or after, July 1, 2024; or do or act anything in relation thereto.

Proposed by: BOARD of ASSESSORS
Select Board Recommendation: Support (4-1-0)
Advisory Committee Recommendation:
Summary: *The local adoption of clause 22H will expand the real estate exemption benefits for Gold Star parents or guardians. Gold Star families are those that have lost an immediate family member serving in the United States armed forces during any period of war or hostilities in which the armed forces of the United States were engaged.*

ARTICLE 46: To see if the Town will vote that the Town hereby resolves not to seek to sell, agree to sell, or enter into a sale of the 21 Highland St. property until January 1, 2028. It is agreed that the sale or transference of the property could be detrimental to the town until the following factors are resolved: There is currently a new school project being contemplated with an unspecified school price tag that could range as high as 60-100 Million dollars at his moment. The process of planning and building a new school could take another 3 or more years to complete. There is currently 300 408 housing units likely to be built in the next 3-5 years, and the MBTA community Act currently threatens the town with another potential 750 units of multifamily zoning by right, so in the next 3+ years to come the town could lose control of housing development in many areas of the town (there are 3800 housing units in the town currently, the total new burden could add a possible 26% population increase). Although it is unrealistic to expect the full number of units, the current school estimates do not take all of these factors into account, nor can we accurately project numbers with confidence having no control over the zoning, unit type, or building process. There is no current organizational model or plan to mitigate the possible cost or space need effects upon town departments, and no current plan for town space needs if this rapid population growth occurs. The current space need plans are dependent upon the premise of building a new school, a historically neutral residential development plan, and turning over one of the current schools to general town use for multiple departments currently inhabiting other buildings, including Recreation, Family and Youth services (both in the 21 Highland property), Building Permit departments, senior center, and Facilities (all in the Cordaville hall building), who have all have been recommended in the space needs plan to vacate their current locations

(and to move to Finn currently). If there is a problem with the plan (example: No new school, or other factors as high population growth), selling the 21 Highland St. property could leave the town with little recourse except to sign commercial leases for homeless departments, potentially making the town long term dependent upon the private real estate market fluctuations, and/or possibly build space, adding to town costs. A new school is currently not approved, but selling these properties could be used as financial incentive and space need leverage to coerce support for one, knowing the sale could instigate leases and costs created by a premature property sale and vacating actions by those departments. There is minimal financial risk to delaying a sale of the property for several years. There is a greater financial risk to selling the property prematurely if the building could better serve the short, middle, or long term interests of the town given the current factors facing the town. A vote for this Article shall supersede any prior decision made or entered into by the town without regard to, or for, the legal and financial consequences of violating any and all other agreements and contracts with private parties.

; or do or act anything in relation thereto.

Proposed by: JOSEPH PALMER, et al.
Select Board Recommendation: Support (0-5-0)
Advisory Committee Recommendation:
Summary: *This is a citizen's petition.*

ARTICLE 47: To see if the Town will vote that the Town hereby resolves to own and rehab the current 21 Highland St. property for town, community, and/or rental use, using CPC and other bond allocations to fund the project when needed. The surrounding property will remain open for community use regardless of building use. It is required that the Select Board carry out the will of this resolution, and have a plan in place by the next town Meeting with the understanding that the citizenry will not entertain a proposal to dispose of the property till the year 2033. A vote for this Article shall supersede any prior decision made or entered into by the town without regard to, or for, the legal and financial consequences of violating any and all other agreements and contracts with private parties.

; or do or act anything in relation thereto.

Proposed by: JOSEPH PALMER, et al.
Select Board Recommendation: Support (0-5-0)
Advisory Committee Recommendation:
Summary: *This is a citizen's petition.*

ARTICLE 48: To see if the Town will vote that the Town hereby resolves not to seek to sell, agree to sell, or enter into a sale the 21 Highland St. property until January 1, 2030. It is agreed that the citizenry prefers to tastefully retire use of the building at 21 Highland St., and keep the building at 21 Highland St. property owned by the town if or when departments housed wherein should move to other locations and there is no reason to keep the building in use. At such time, the 21 Highland St. building interior will be "Mothballed", the exterior of the windows protected with tasteful covers, the roof and exterior sealed, so the building will keep in a relatively preserved state til it should be desired for future use again, remodeling or demolition by the town. A vote for this Article shall supersede any prior decision made or entered into by the town without regard to, or for, the legal and financial consequences of violating any and all other agreements and contracts with private parties.

; or do or act anything in relation thereto.

Proposed by: JOSEPH PALMER, et al.
Select Board Recommendation: Support (0-5-0)
Advisory Committee Recommendation:
Summary: *This is a citizen's petition.*

ARTICLE 49: To see if the Town of Southborough will vote to raise and appropriate or transfer from available funds a sum of $289,414.00 to the Police Department Budget, #210 for the purpose of hiring four full-time dispatchers to provide coverage 24/7, or do or act anything in relation thereto.

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Proposed by: BONNIE PHANEUF, ET AL.
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *Over the past two and a half years the Town has been exploring joining a Regional Emergency Communications Center (RECC). Now is the time to address the immediate need. This is NOT a clerical job. Dispatchers provide critical emergency communication services to Police, Fire, EMS, Public Health, DPW, School Departments, Building Departments, Youth and Family Services, Senior Services, Recreation, State Police, Court, Commonwealth of Mass. Properties, Dam, MBTA Station,9-11 Field, Reservoir trails, Businesses and private non-profits.*

ARTICLE 50: To see if the Town of Southborough will vote to raise and appropriate, or transfer from available funds a sum of $119,372.00 for the purpose of covering the Employee Benefits for the additional four full-time dispatchers, or do or act anything in relation thereto.

Proposed by: BONNIE PHANEUF, ET AL.
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *These Employee Benefits funds for the additional four full-time dispatchers will be applied to the Employee Benefits Budget, #910, as standard practice in Southborough.*

DRAFT

And you are to give notice hereby by posting true and attested copies of the Warrant on the Town website, the Southborough Town House, 17 Common Street, Southborough Senior Center, 9 Cordaville Road, Southborough Library, 25 Main Street, and Southborough Transfer Station, 147 Cordaville Road; seven (7) days at least before the time appointed for such meeting.

Given under our hand this 27th day of February, 2024

_____

Andrew R. Dennington II, Chair

_____

Kathryn M. Cook, Vice-Chair

_____

Sam Stivers

_____

Marguerite Landry

_____

Alfred Hamilton

SELECT BOARD OF THE TOWN OF SOUTHBOROUGH

DRAFT

PROPOSED AMENDMENTS TO THE FY25 SALARY ADMINISTRATION PLAN

1. In the first paragraph, change the effective date from "July 1, 2023" to "July 1, 2024".

2. In the first paragraph, insert the following after the words "administer the bylaw": ", to oversee the Town Administrator in the development and maintenance of personnel policies and regulations,".

3. In Section 1, "Probationary Employee" add the words "or longer, if extended".

4. In Section 3, delete everything after the words "the Board" and insert in their place the following: "(a) approve an appropriate job description, (b) rate such new or changed position, and (c) allocate it to its appropriate classification grade and establish the rate thereof."

5. In Section 9b, add the following sentence at the end thereof: "The probationary period may be extended by a Department Head [or an Appointing Authority] when deemed necessary."

6. In Section 9(c), delete the words "at a rate not exceeding the mid-point of the pay scale" from the second sentence thereof an insert instead the words "up to step 8 for the appropriate job grade".

7. In Section 11b(2), substitute the word "four" for the word "three" in the first sentence.

8. In Section 11b(2), delete the last sentence in its entirety and substitute the following: "Employees commencing employment with three weeks per year will be required to complete two years of service before ascending to the next band (four weeks) in the vacation schedule chart and seven years of service before ascending to the following band. Awarding four weeks should be the exception based on evidence that the employee is leaving another position that already provides this benefit. Employees commencing employment with four weeks per year will be required to complete five years of service before ascending to the next band (five weeks)."

9. In Section 16(b), add the following sentence at the end thereof: "The Personnel Board shall provide guidance to the Personnel Director in the development and maintenance of personnel policies and regulations."

10. In Section 20, Schedule A, add the job title "Library Associate" in pay grade 3.

11. In Section 20, Schedule A, substitute the Personnel Board approved salary grid for FY25 for the current Schedule A chart.

12. In Section 20, Schedule A, remove the double asterisk after the job title "Clinician".

13. In Section 20, Schedule A, amend the grade of Police Dispatcher from Grade 3 to Grade 4 and add a double asterisk after the job title "Police Dispatcher".

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14. In Section 20, Schedule B, change "Emergency Management Coordinator" to "Deputy Emergency Management Director".

15. In Section 20, Schedule A, delete the words "effective March 23, 2023" and insert in their place the words "effective March 24, 2024".

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PERSONNEL BYLAW
ENTITLED "THE SALARY ADMINISTRATION PLAN"
[revised at March 23, 2024 Annual Town Meeting]

Effective July 1, 2024, this bylaw establishes a Salary Administration Plan for the Town of Southborough that (i) groups position classifications in Town services, (ii) establishes salary schedules and employee benefits and (iii) establishes and authorizes the Personnel Board to administer the bylaw to oversee the Town Administrator in the development and maintenance of personnel policies and regulations and to represent the interest of both the taxpayers and the Town employees.

This Salary Administration Plan applies to the positions of all officers and employees in the service of the Town, whether full-time, part-time, temporary, seasonal, special or any other, except those positions filled by popular election, under the direction and control of the School Committee, performed pursuant to a contract approved by the Town, encompassed in any officially recognized labor union and/or association, or exempted by statute The positions covered by this Salary Administration Plan are hereby classified by titles in the groups listed in Schedule A through E ("Classification Schedule") as set forth in Section 20 of this bylaw.

The classification of positions subject to the Massachusetts Welfare Compensation Plan (as amended) and the scheduled rates therefor, as well as the applicable provisions of the Massachusetts General Laws relating to the application of rates set forth in the aforementioned Welfare Compensation Plan are hereby incorporated by reference

SECTION 1. DEFINITIONS

As used in this bylaw, the following words and phrases shall have the following meanings

"Administrative Authority" means the elected or appointed official or board having jurisdiction over a function or activity.

"Class" means a group of positions in the Town service sufficiently similar with respect to duties and responsibilities such that for each position the same (i) descriptive title may be used, (ii) qualifications shall be required, (iii) tests of fitness may be used to choose qualified employees and (iv) scale of compensation can be equitably applied

"Classification Schedule" means any of Schedules A, B, C, D and E of Section 20 hereof

"Compensation Grade" means a range of salary/wage rates as may appear in the Classification Schedules

"Continuous Full-Time Service" means employment requiring a predetermined minimum work period that is uninterrupted except for authorized leaves (e.g., vacation, sick, etc.).

"Continuous Employment" means full-time or part-time employment that is uninterrupted except for authorized leaves (e g , vacation, sick, etc.).

"Department" means a functional unit of Town government.

"Department Head" means the person appointed and responsible to carry out the duties of a Department

"Exempt employee" means an employee who is not entitled to overtime pay under the Fair Labor Standards Act (FLSA).

"Full-Time Employment" means employment for not less than 20 hours per week for fifty-two weeks per annum, excepting authorized holidays and leave periods.

"Group" means a group of classes as may appear in the Classification Schedules.

"Maximum Rate" means the highest compensation rate to which an Employee is entitled.

"Minimum Rate" means the lowest rate in a Range, and is normally the hiring rate of a new employee

"Non-exempt employee" means an employee who is entitled to overtime pay under the Fair Labor Standards Act (FLSA).

"On-Call Compensation" refers to additional money paid to an employee who is available to work when the need requires oftentimes in an evening or weekend capacity.

"Part-Time Employment" means employment less than 20 hours per week.

"Position" means an office or post of employment in the Town service with duties and responsibilities calling for the Full-Time or Part-Time employment of one person in the performance and exercise thereof (or of more than one person sharing the same position).

"Position Class" means the same as "Class" (note that a class may include only one position, in which event it is defined as a "single position class").

"Probationary Employee" means a first-time Town employee within his/her first six months of employment, or longer if extended.

"Promotion" means a change from one position to another position in a higher class and/or compensation grade.

"Range" means the difference between minimum and maximum rates of an assigned grade.

"Rate" means the measure of compensation for personal services on an hourly, weekly, monthly, annual or other basis.

"Salary Administration Plan" means the Personnel Bylaw Entitled "The Salary Administration Plan."

"Single Rate" means a rate for a specific position class that is not in a designated range.

"Start Date" means the first day of employment with the Town.

SECTION 2. POSITION TITLES

No person shall be appointed, employed or paid in any position under any title other than those of the Classification Schedule for which the duties are actually performed. The position title in the Classification Schedule shall be the official title for all purposes, including payrolls, budgeting and official reports.

SECTION 3. NEW OR CHANGED POSITIONS

~~No new position shall be established, nor the duties of an existing position so changed that a new level or work~~ demand exists, unless upon presentation of substantiating data satisfactory to the Personnel Board, (a) approve an appropriate job description, (b) rate such new or changed position, and (c) allocate it to its appropriate classification grade and establish the rate thereof.

SECTION 4. RECLASSIFICATION OF EMPLOYEES

No position may be reclassified to another grade, whether higher or lower, unless the Personnel Board shall have determined such reclassification is consistent with this Salary Administration Plan.

SECTION 5. JOB DESCRIPTIONS

The Personnel Board shall maintain such criteria as it deems appropriate for the positions and classes in the schedules. Each department or public body (board, committee, commission) with SAP employees shall maintain current job descriptions for such employees. All such job descriptions and any revisions thereto must be submitted to the Personnel Board for approval following review and approval by the Select Board or appropriate public body. The criteria for any class shall not be deemed to limit the duties or responsibilities of any position as set forth in the job description, nor to affect in any way the power of any administrative authority to appoint, to assign duties to, or to direct and control the work of any employee under the jurisdiction of such authority.

SECTION 6. COMPENSATION

a The bi-weekly pay period shall begin at 12:00 a.m. Thursday and shall end at 11 59 p m on the following second Wednesday.

b Non-exempt employees subject to this Salary Administration Plan shall be paid for one and one-half hours worked for any hour worked in the excess of forty in their weekly pay period, provided such extra hours were authorized by the Department Head.

c The salary schedules set forth in Schedules A, B, C, D and E of Section 20 hereof reflect the maximum and minimum salaries for each grade.

d The annual salary set forth in Schedule A represents a 40-hour work week and in the event an employee works less than 40 hours per week but more than 20 hours per week, the indicated annual salary is pro-rated reflective of the posted salary schedule in Schedule A.

e Amounts paid to employees in reimbursement for expenses incurred in the performance of their duties (e g , mileage, meals, dues, etc.) shall be paid in addition to their compensation Reimbursement shall be based upon the actual documented expenditure made by the employee, or at rates established by the Internal Revenue Service, supported by that agency's requirements for documentation.

f On-Call Compensation: The on-call member of the Facilities Department shall be eligible to earn a weekly stipend for on-call service if the department head has required them to be available to respond to situations outside of their normal work schedule. This weekly stipend shall be equal to a set rate of $300 per week If the on-call staff member must report to work outside of their normal work schedule, compensation for this time shall be based on the standard SAP overtime practices. Additionally, if the on-call staff member is faced with a situation that renders them unable to serve as the on-call individual on a particular day that they are scheduled to be on call, said employee may request that another eligible staff member cover their on-call time, with the approval of the department head. In such an event, the regularly scheduled employee's weekly stipend will be reduced by $45.00 per day that they are unable to be on call. this stipend amount will instead be paid to the covering employee per day of coverage There is no provision to accrue compensation time in lieu of payment for on-call time

SECTION 7 SALARY ADJUSTMENT & COMPENSATION POLICIES

a Every employee that is in Continuous Full-Time or Part-Time service of the Town, as computed from the date of their latest employment, shall be eligible for consideration of a salary increase annually on July 1 Employees hired between April 1 and June 30 will be eligible for a salary increase the July 1st following their twelve-month anniversary Except as may be authorized by the Personnel Board in exceptional circumstances, such increase is not to exceed one increase in any single twelve-month period until the maximum of the grade is obtained, and such increase shall be subject to the recommendation of the Department Head, with the approval of the Select Board or their designated appointee in the case of departments within the jurisdiction of the Select Board, or the appropriate Commissioners or Trustees in the case of departments outside the jurisdiction of the Select Board.

Retroactive salary increases voted by the Personnel Board shall not be compensated beyond July 1 of that fiscal year, regardless of the funding mechanism

Unless specifically exempted by Personnel Board policy, requests for salary increases must be accompanied by a certification from an employee's manager that the employee's performance has been "satisfactory" or better and that a written employee performance appraisal, on a form approved by the Personnel Board, has been completed The form of this certification will be prescribed by Personnel Board policy promulgated hereunder Upon receiving such documentation, the Personnel Board shall have final review and approval of all adjustments.

An employee may appear before the Personnel Board prior to its action on any request for an increase Any employee denied such an increase may appeal, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Select Board or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter

b. Special Non-Continuous Part-Time employees and employees in Schedule B classifications shall be eligible for consideration for salary increases upon the recommendation of the appropriate department manager or Board and approval of the Personnel Board.

c. Probationary Employees

1. During the probationary period, benefit eligible employee(s) will earn vacation, sick and personal time in accordance with Section 11(b-d) hereof

2. During the probationary period, paid leave accruals shall be based on the Start Date

SECTION 8. TRANSFERS AND PROMOTIONS

a. An employee who is promoted to a job with a higher range or rate of pay shall enter it at the rate recommended by the Department Head with the approval of the Personnel Board, provided the maximum for the job is not exceeded. This is contingent upon the Department Head's recommendation that qualifications and performance warrant it.

b. An employee transferred to a job with a lower range or rate of pay shall enter it at the rate paid for the previous position or at the maximum rate for the job, whichever is the lower, provided the Personnel Board approves. The employee shall have a right to appeal this decision, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Select Board or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter.

SECTION 9. NEW PERSONNEL HIRING, DEPARTURES

a. Pre-employment physical examinations will be required of newly-hired employees consistent with the Town's policies.

b. Probationary period: For new hires, the first six months of employment shall be a probationary period. The probationary period does not apply to Town employees who change positions within the Town. The probationary period is a time during which an employee will be evaluated to ensure that the employee has the requisite knowledge, skills, and abilities to perform the position (with or without reasonable accommodations). Completing the probationary period does not change the employee's relationship with the Town, which will remain one in which either the employee or the Town may terminate the relationship at will. The probationary period may be extended by a Department Head [or Appointing Authority] when deemed necessary.

c. A new employee's hiring rate shall be the minimum of the rate range of the job, unless otherwise authorized by the Personnel Board or Personnel Director. The Personnel Board is cognizant of the need to make timely decisions during the recruitment process, therefore, the Personnel Director is empowered to set starting salaries for new employees with comparable experience up to Step 8 for the appropriate job grade as set forth in Schedule A of the Salary Administration Plan.

d. The Personnel Director or his/her delegatee shall notify the Personnel Board in writing of the hiring of all personnel and their hiring rates. The Personnel Director or his/her delegatee shall also notify the Personnel Board in writing of the departure of any employee.

SECTION 10. DEPARTMENT BUDGETS

Each Department Head shall include in the annual departmental budget a pay adjustment section to provide funds for anticipated pay adjustments, with expenditures to be made only in accordance with this Salary Administration Plan and with the approval of the Personnel Board. Degree bonus [Sec 11i(1)] funds shall also be budgeted in the departmental budget.

SECTION 11. EMPLOYEE BENEFITS

Employee benefits are a cost to the Town and a form of "indirect pay" to employees The benefits listed below are not intended to supersede what State or Federal law may otherwise require The benefits set forth in this section are applicable to Full-Time employees only, except where noted

All forms of paid leave set forth in this section are based on a 40 hour work week. In the event an employee works less than 40 hours per week but more than 20 hours per week, the indicated benefit shall be pro-rated reflective of the approved hours per week for that position.

a Holidays with Pay

Full-Time employees shall receive one day's pay at their regular rate for the following.

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents' Day	Veteran's Day
Patriot's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Juneteenth	Christmas Day
Independence Day	Day before or after Christmas Day (as set by the Town annually

To be eligible for holiday pay, an employee must work (or be duly excused from working) their regular scheduled days preceding and following the holiday Employees who do not work 20 hours or more per week on a regular basis shall not be compensated for holidays.

Employees whose regular day off falls on a holiday may have one day off with pay within the ensuing thirty days in lieu of holiday pay, with the specific choice of day subject to Department Head approval. Furthermore, the day granted in lieu of holiday pay shall not cross fiscal years

All administrative policies and practices relative to holidays with pay shall be prepared and established under the direction of the Personnel Board.

b Vacations with Pay

(1) Full-Time employees who have been in the continuous employ of the Town shall earn paid vacation in accordance with the following schedule:

Years of Employment	Hours Earned Per Month	Vacation Earned Per Year (Pro-rata)
0 - 2	6.666	Two weeks
2+ - 7	10.0	Three weeks
7+ - 15	13.333	Four weeks
15+ - or more	16.666	Five weeks

Employees hired prior to July 1, 2005, shall be eligible to earn twenty hours per month after serving twenty years of full-time employment with the Town.

(2) At the recommendation of the hiring authority and upon the approval of the Personnel Board, new employees entering into a position with the Town of Southborough from a similar position will be allowed to enter into the vacation schedule using their years of service from their prior employment, up to a maximum of four weeks' vacation [pro-rated] for the first year of employment with the Town.

Vacation shall be granted by Department Heads at their discretion subject to the regular work needs of the

Department. An employee shall be permitted to carry over to the following year one year's worth of earned vacation. Employees hired on or after July 1, 2023, shall be permitted to carry over a maximum of two weeks to the following fiscal year. The employee must have the Department Head's approval to take any portion of a prior year's unused vacation in addition to the days earned in the current fiscal year. Employees commencing employment with three weeks per year will be required to complete two years of service before ascending to the next band (four weeks) in the vacation schedule chart and seven years of service before ascending to the following band. Awarding four weeks should be the exception based on evidence that the employee is leaving another position that already provides this benefit. Employees commencing employment with four weeks per year will be required to complete five years of service before ascending to the next band (five weeks).

(3) If in the opinion of the Department Head there are unusual work-related circumstances that warrant it, a department head may seek approval from the Town Administrator or his/her delegatee to allow the employee to continue to work and receive vacation pay in lieu of taking vacation. Approval granted in this section may not exceed ten days per fiscal year.

(4) In the event of termination of employment the employee shall be paid, or be entitled to time off with pay, for any accumulated vacation time. Personal and sick leave shall not be compensated at termination.

(5) Vacation administrative policies and practices shall be prepared and established under the direction of the Personnel Board.

c. Sick Leave

(1) Full-Time employees shall be entitled to accrue 10 sick hours per month, equaling 120 hours annually (15 sick days), employees working less than 40 hours in a weekly pay period will accrue ratably based on hours worked per week. Pay for each day of sick leave shall be at the regular rate. Absences on account of sickness in excess of that authorized shall be charged to vacation or other available paid leave. Sick leave shall be payable only in cases of genuine illness, non-work connected accident, or work connected accidents not covered by Massachusetts General Laws Chapter 152 (Workers' Compensation).

(2) Unused sick leave may be accumulated without limitation for employees hired before July 1, 2007. Employees of the Town of Southborough hired on or after July 1, 2007 may only accrue 120 sick days at any one time. At retirement [or death] only, the Town will pay the employee twenty percent (20%) of the employee's then-accumulated sick leave. Employees of the Town of Southborough hired on or after July 1, 2023, will not be subject to any payout of accumulated sick leave.

(3) Employees who because of genuine illness or a non-work connected accident are absent for a period of more than three days shall be required to present a doctor's certificate to their Department Head before returning to work stating the reason, the period of time the employee was absent and whether there are any physical restrictions or required outpatient services the employee must adhere to in the workplace.

(4) Annually, an employee may use up to seven of the allowed fifteen days of sick leave for the care of a sick family member.

(5) Sick leave administrative policies and practices shall be prepared and established under the direction of the Personnel Board.

d. Personal Days

Full-Time employees shall be entitled to three personal days per year, to be granted annually on the anniversary of the employee's Start Date. New employees shall be granted three personal days which shall be pro-rated based on hours worked per pay period. Requests for personal days shall be approved by the Department Head. Personal days shall not accumulate from year to year.

e Military Leave

(1) Reserve Duty: An employee in full-time employment in the military reserve shall be paid the difference between compensation received while on reserve duty and regular compensation rates paid the employee by the Town. Such payment by the Town shall be limited to a period not to exceed two weeks in any twelve-month period.

(2) Active Duty: Pursuant to Article 8 of the April 11, 2005 Annual Town Meeting, an employee in the federal military reserve or a state National Guard who is called to active service shall be entitled to their regular base salary and shall not lose any seniority or paid leave benefits while on military leave; *provided*, however, that such base pay shall be reduced by any amount received from the United States as pay or allowance for military service performed.

f. Jury Duty

Any employee who is called to jury duty shall be paid the difference between their normal compensation and the amount (excluding any travel allowance) received from the court, upon presentation of evidence of the amount paid by the court.

g. Miscellaneous Paid Time Off

Working time lost from regularly scheduled work days for reasons listed below shall be without loss of pay, provided such lost time is authorized by the Department Head. Sections (1) – (3) are applicable to Full-Time employees only; Section (4) is applicable to both Full-Time and Part-Time employees.

(1) Bereavement leave – In the event of the death of a spouse, father, mother, child, father-in-law, mother-in-law, brother, sister, grandparent, or of any other person then residing with the employee, such employee shall be entitled to receive three days' leave for the purpose of the funeral and services of the deceased. If out-of-state travel is required, the Department Head may authorize up to two additional days of travel time.

(2) Medical examination or inoculation required by the Town

(3) Blood donation authorized by the Department Head

(4) Attendance at professional and/or educational programs authorized by the Department Head

h. Court Time Pay

If the Town requires that an employee appear in Court as a witness or in any other capacity arising from the performance of the employee's duty, or on behalf of the Commonwealth or the Town in any civil or criminal case pending in any Court or other official governmental board or agency, such appearance and related travel time shall constitute work time for purposes of calculating weekly hours worked. If such appearance or related travel time causes a non-exempt employee to exceed forty hours of work in any given work week, the employee shall be eligible for overtime pay in accordance with Section 6(b). This section does not apply to exempt employees.

i Employee Educational Support/Professional Development

(1) Degree Bonus: All Part-Time and Full-Time employees who, while an employee of the Town, earns a degree in a field applicable to their position from an accredited college or university, shall receive a one-time bonus subject to appropriation, according to the following schedule:

Associates Degree ...$ 800.00
Bachelors Degree ..$1,200.00
Masters Degree $1,500.00

A copy of the completed transcript, diploma or other appropriate evidence of the completed degree must be presented to the Department Head and the Personnel Board, and shall be submitted as documentation for accounts payable.

(2) Tuition reimbursement: the Town may offer tuition reimbursement to eligible Full-Time and Part-Time employees as prescribed by Personnel Board policy enacted under this Bylaw

j Group Medical Insurance

Starting July 1, 2009, the Town will contribute fifty percent (50%) of the cost of a medical indemnity plan or seventy-five percent [75%] of the cost of a Health Maintenance Organization plan for Full-Time employees only

SECTION 12 UNPAID LEAVES OF ABSENCE

a A leave of absence without compensation may be granted by the Personnel Board

b Leaves of absence of over three months' duration (except Military Leave) shall be deemed a break in employment, and on return to work the employee shall have the status of a new employee unless an extension of leave beyond three months was authorized by the Personnel Board.

SECTION 13 PART-TIME EMPLOYEES WORKING FULL-TIME HOURS TEMPORARILY

a A Part-Time employee may work 20 hours or more per week for no longer than two bi-weekly pay periods, or four bi-weekly pay periods in the case of an Election Worker during an election cycle, if requested by their Department Head due to exigent circumstances, or for longer if recommended by the appointing authority or the Personnel Director, with the authorization of the Finance Director and approval of the Personnel Board. In such cases the employee will remain a Part-Time employee with no change in status.

b Department Heads may submit requests for additional compensation for Part-Time employees temporarily working Full-Time hours, subject to available funding as authorized by the Finance Director and approved by the Personnel Board

SECTION 14 APPOINTMENT OF "ACTING" DEPARTMENT HEADS

a. In the absence or retirement of a Department Head for three consecutive weeks, the Select Board or appropriate board or commission may appoint an "Acting" Department Head to serve for a period of not more than three months. Such three-month period may be extended for up to three additional three-month periods, upon the approval of the Select Board or other appropriate board or commission for each such extension. In no case shall an appointment of an "Acting" Department Head exceed one year.

b. Duly appointed "Acting" employees shall be compensated at an additional 10% per week, payable retroactively only upon the conclusion of three consecutive weeks of service by the "Acting" employee. Such employees shall still be eligible for overtime pay when fulfilling regular duties from the previous job beyond normal working hours.

SECTION 15. PERSONNEL BOARD

a. There shall be a Personnel Board to administer the Salary Administration Plan. Said Board is to be appointed by the Town Moderator. The Board shall consist of five voters other than employees of the Town or those regularly serving the Town in any elective capacity. They shall serve without compensation

b. Other than as may be needed to fill unexpected vacancies, appointments shall be for three years. The Moderator shall fill any vacancies. The Personnel Board may employ assistance and incur expenses as it deems necessary, subject to appropriation of funds therefor.

SECTION 16. DUTIES OF THE PERSONNEL BOARD

a. The Personnel Board shall administer the Salary Administration Plan and shall establish such policies, procedures and regulations as it deems necessary for the administration of the Plan

b. The Town Administrator serves as the Town's Personnel Director under the Town Administrator Bylaw [Ch. 27, Art. IX]. As such, the Personnel Director is invested with personnel authority and responsibilities as set forth therein. From time to time, and as may be necessary, the Personnel Board will consult and/or act in concert with the Personnel Director or his/her delegatee on matters of joint responsibility and concern. The Personnel Board shall provide guidance to the Personnel Director in the development and maintenance of personnel policies and regulations.

c. The Board shall meet annually in July and organize by the choice of a Chair and Vice-Chair. The Board shall meet at least monthly, except when there is no business before the Board. A majority of the Board shall constitute a quorum for the transaction of business. The votes of the majority of all the members of the Board shall be necessary on any matter upon which it is authorized to or required to pass under the Salary Administration Plan.

d. The Personnel Board shall maintain records of all employees subject to this Plan as it deems desirable, including personnel evaluations. Such records are to be kept by the Personnel Director or his/her delegatee, under the direction of the Personnel Board. Department Heads shall furnish such information as requested by the Board.

e. The Personnel Board shall from time to time, but no less often than every federal Election Year, review the Classification Schedule, Salary Schedules, and administration policies of the Salary Administration Plan. It shall keep informed as to pay rates and policies outside the Town, and shall recommend to the Town any action that the Board deems desirable in that regard. The Personnel Board may tentatively add a new class to the Classification Schedule or reallocate an existing class to a different compensation grade, either higher or lower, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan at the next Annual Town Meeting.

f. The Personnel Board may vote an annual adjustment (but shall reserve the right to vote no adjustment) to the Classification Schedule and establish the effective rate for employees of each grade for the next fiscal year, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan at the next Annual Town Meeting. The Personnel Board shall base any annual adjustments upon available relevant information. Approval of the rate for any given employee is not guaranteed and is driven by the annual performance evaluation.

g. Matters of concern by SAP employees that are communicated in writing to the Chair of the Personnel Board will be scheduled on an agenda at the next available meeting providing all necessary and requested information has been submitted in time to be part of the meeting packet. In addition, notice in writing shall be forwarded to the concerned employee and respective Department Head within seven days of the Board's decision. Notwithstanding the foregoing, if the Personnel Board shall so request and the concerned employee and Department Head shall agree, a reasonable extension of these time periods may be granted.

h. Upon recommendation of a Department Head, supported by evidence in writing of special reasons and exceptional circumstances satisfactory to the Personnel Board, the Board may authorize variances in the Salary Administration Plan as it may deem necessary for the proper functioning of the services of the Town, and to effectuate the basic intent of the Plan.

SECTION 17. EMPLOYEES AND THE PERSONNEL BOARD

a. All employees covered by this Salary Administration Plan shall have the right to request an appointment to confer with the Personnel Board on any matter of interest or concern to them that is covered by the Salary Administration Plan. The employee shall notify the Department Head in writing in advance of the desire to discuss the matter with the Board. One of the duties of the Board shall be to foster mutual understanding and good will with the personnel of the Town.

b. To facilitate this, if any employee should feel aggrieved by the operation of any provision of the Plan, the employee shall first discuss the matter with the Department Head, in a mutual effort to clear up any problems or misunderstanding.

c. If two weeks after such a conference a satisfactory understanding and solution of the problem has not been reached, then either the Department Head or the employee may take the matter to the Personnel Board, and the Board shall hear the parties not later than at its next regular meeting. There shall be no discrimination or prejudice by a Department Head against any employee who may take a matter to the Board.

SECTION 18. AMENDMENT OF THE PLAN

The Salary Administration Plan may be amended in the same manner that Town Bylaws may be amended. However, no amendment to the Plan shall be made until it has been presented to the Personnel Board and the Personnel Board has the opportunity to act on it. The Board of its own motion may propose an amendment to the Plan.

SECTION 19. SEVERABILITY PROVISION

In the event that any provision of this bylaw, or application thereof, shall be held to be invalid by the proper authorities, this shall not be construed to affect the validity of any other provision, or application thereof, of this bylaw.

SECTION 20 CLASSIFICATION SCHEDULE

SCHEDULE A: GRADED POSITIONS

Title	Grade
Library Page	1
Library Technician	1
Administrative Assistant	2
Library Assistant	2
Administrative Assistant	3
Library Associate	3
Business Administrator I	4
Library Supervisor	4
Maintenance Technician	4
Police Dispatcher**	4
Assistant Town Accountant	5
Business Administrator II	5
Clinician	5
EDC Coordinator	5
Executive Assistant to Select Board	5
Program Coordinator	5
Youth Services Librarian	5
Assistant Library Director	6
Assistant Director, Youth & Family Services	6
Deputy Assessor	6
Deputy Town Clerk	6
Deputy Treasurer/Collector	6
Electrician	6
Local Inspector	6
Nurse	6
Outreach Coordinator	6
Police Business Administrator	6
Program Manager	6
Assistant Director/Nurse/Outreach	7
Conservation Agent	7
Recreation Director	7
Senior IT Specialist	7
Town Planner	7
Youth & Family Services Director	7
Assistant Town Administrator	8
Building Commissioner	8
Council on Aging Director	8





Revised 1.12.24 VH

Director of Facilities	8
IT Manager	8
Library Director	8
Police Lieutenant	8
Principal Assessor*	8
Town Accountant	8
Finance Director/Treasurer-Collector*	9
Superintendent of Public Works*	9

*when not under contract
**effective March 25, 2024

SCHEDULE A

GRADE	MINIMUM	2	3	4	5	6	7	8	9	10	11	12	13	14	15
A-1	$15.38	$15.68	$15.99	$16.31	$16.64	$16.97	$17.31	$17.66	$18.01	$18.37	$18.74	$19.11	$19.49	$19.88	$20.28
A-2	$19.22	$19.60	$19.99	$20.39	$20.80	$21.22	$21.64	$22.07	$22.51	$22.96	$23.42	$23.89	$24.37	$24.86	$25.36
A-3	$23.06	$23.52	$23.99	$24.47	$24.96	$25.46	$25.97	$26.49	$27.02	$27.56	$28.11	$28.67	$29.24	$29.82	$30.42
A-4	$26.53	$27.06	$27.60	$28.15	$28.71	$29.28	$29.87	$30.47	$31.08	$31.70	$32.33	$32.98	$33.64	$34.31	$35.00
A-5	$29.18	$29.77	$30.37	$30.98	$31.60	$32.23	$32.87	$33.53	$34.20	$34.88	$35.58	$36.29	$37.02	$37.76	$38.52
A-6	$32.10	$32.75	$33.41	$34.08	$34.76	$35.46	$36.17	$36.89	$37.63	$38.38	$39.15	$39.93	$40.73	$41.54	$42.37
A-7	$40.13	$40.93	$41.75	$42.59	$43.44	$44.31	$45.20	$46.10	$47.02	$47.96	$48.92	$49.90	$50.90	$51.92	$52.96
A-8	$48.15	$49.12	$50.10	$51.10	$52.12	$53.16	$54.22	$55.30	$56.41	$57.54	$58.69	$59.86	$61.06	$62.28	$63.53
A-9	$52.97	$54.03	$55.11	$56.21	$57.33	$58.48	$59.65	$60.84	$62.06	$63.30	$64.57	$65.86	$67.18	$68.52	$69.89

Municipalities are subject to the federal minimum wage law, not the state law.

SCHEDULE B: MISCELLANEOUS ANNUAL COMPENSATION SCHEDULE

Cemetery Agent	$8,000
Clerk, Board of Registrars	$1,638.33
Deputy Emergency Management Director	$2,000
Energy Management Stipend	$6,000
Registrar of Voters	$205.66
Tree Warden	$4,000
Veterans' Agent and Director of Veterans' Services	$15,000

SCHEDULE C: FEE BASED COMPENSATION (Recreation Seasonal Personnel)

Positions
Grade 1
Camp Counselor
Program Aide (1:1)
Program Supervisor (i.e. RAP Monitor)
Grade 2
Camp Assistant Supervisor
Grade 3
Camp Supervisor
Assistant Coach
Head Coach
Grade 4
Program Instructor

Rates for Recreation Seasonal Personnel

Grade	Minimum		Midpoint		Maximum	
	Hourly	Annual	Hourly	Annual	Hourly	Annual
1	$ 15.00	$ 31,200.00	$ 16.00	$ 33,280.00	$ 17.00	$ 35,360.00
2	$ 19.00	$ 39,520.00	$ 20.00	$ 41,600.00	$ 21.00	$ 43,680.00
3	$ 23.00	$ 47,840.00	$ 24.00	$ 49,920.00	$ 25.00	$ 52,000.00
4	$ 30.00	$ 62,400.00	$ 31.00	$ 64,480.00	$ 32.00	$ 66,560.00

SCHEDULE D: SPECIAL ADMINISTRATIVE AND SUPERVISORY POSITIONS

Police Lieutenant:

In addition to all the benefits provided employees under the SAP, he/she would be eligible for some additional benefits as provided members of Mass COP Local 167, the police union collective bargaining agreement

As a result, a separate policy is adopted by the Southborough Select Board and enforced by the Southborough Police Department subject to change in conjunction with future collective bargaining agreements

*Increases in salary for long term employees will be considered case by case by Personnel Board

SCHEDULE E LONGEVITY SCHEDULE Full-Time Employees of Town of Southborough Compensated annually on the anniversary of the employee's Start Date

After 5 years	$400
After 10 years	$600
After 15 years	$700
After 20 years	$850
After 25 years	$1,000
After 30 years	$1,200
After 40 years	$1,500



Community Center Exploration Committee

Select Board Report

February 2024

Committee Members

- Jason Malinowski, Chair and CIPC Representative
- Tim Fling, Vice Chair and at large member
- Susan Heilman, Clerk and at large member
- Jen Hansen, Rec. Comm Representative
- Bill Harrington, COA Representative
- Janet Maney, Library Representative
- Nicky Mauro, at large member
- Tim Davis, ex-officio
- Ryan Donovan, ex-officio
- Pam LeFrancois, ex-officio

Introduction

- The Committee was unanimous in supporting the recommendations in this final report and wanted to express it's appreciation for some key elements in the plans:
  - Not only were the functional needs of each group included, but the appearances of the entrances and rooms will support each group's mission. It will not just be a modified school building.

- The establishment of a Community Center housing multiple groups will enhance the functionality of each group through use of shared space and resources as well as increased communication.

Process

- Spent a lot of time discussing the various space needs and issues facing each department as we move ahead.
- Once Finn was toured by stakeholder groups, decision was made to explore what possible option existed to potentially repurpose the building.
- Engaged DRA to continue their work from the prior space needs done for Capital to look at the Finn School, as well as new construction
- Public-Private Partnership – Explored preliminary the alternatives that were out there would not suit the needs of the various departments

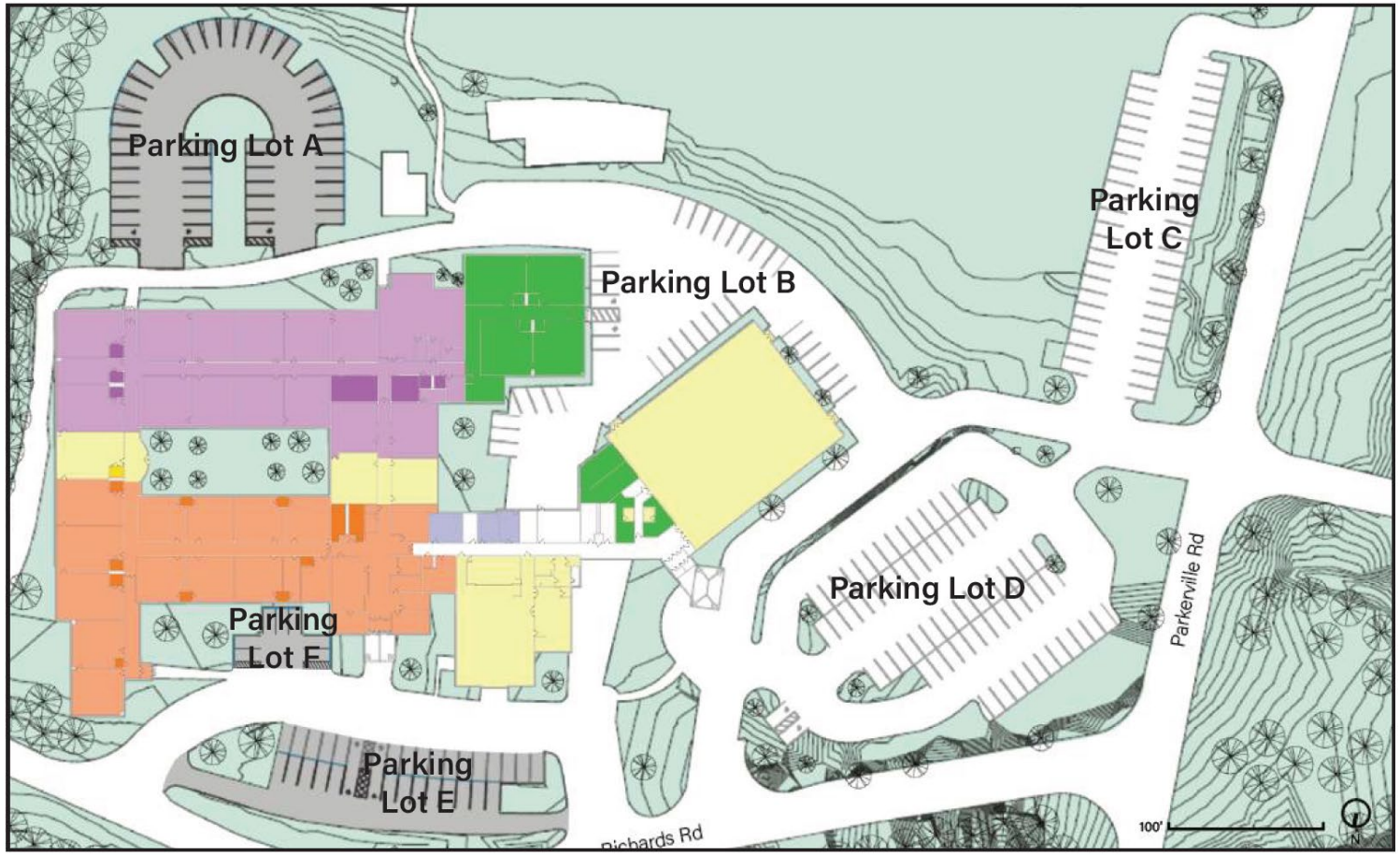
Potential Finn Renderings (Building)



Programs:
- Senior Center
- Renovated Senior Center
- Library
- Recreation
- Common Area
- Renovated Common Area
- Unassigned Flex Space
- Youth and Family
- Renovated Youth and Family
- Facilities
- New Parking

Total Parking Spots: 237

Potential Finn Renderings (Parking)



Parking Zones Overview

Potential Cost Ranges

	New Senior Center	New Rec Center	New Library	Option 1d – Per Committee at Finn
Net Sq. Ft Subject to Construction	15,140	27,000	19,500	22,500
Total Expected Cost in 2027	$22.0 M	$48.9M	$28.6M	$14.7M
			Includes no consideration of grant matches	

All costs are high-level estimates subject to much further work. They are presented as continued illustration of the significant benefit of building re-use.

No land acquisition costs included for any new construction.

Conclusion

- Finn is well suited to serve as a Community Center with a focus on the following:
  - Recreation – Enable full access to the gym and all indoor programming, including camp
  - Council on Aging – Home to the Senior Center, requires full design to retrofit the space
  - Library – Potential annex or temporary space during Library construction, unlikely to be the permanent library, although it could fit
  - Storage – Significant amount of space will be needed to support all departments.
  - Youth & Family – Space would be available to support their programs, if desired
  - Flexible space is likely available in most options, but current recommendation is not to explore permanent town offices until further design is explored
- If Finn does not become available for municipal purposes, new construction is likely to be costly and isolated by department

Next Steps in this Process

- Monitor progress of Neary Building Committee and if Finn is going to be decommissioned, form a building committee to further build out the design and space needs
  - This will require design funding from Town Meeting
- Monitor progress of MBLC grant program for Library to determine exactly what needs they may have
- If Finn is going to be available for municipal needs, need to make a decision sooner rather than later of whether a Community Center construction project would go to town meeting with the Neary project or at a later date
  - Regardless, the committee recommends construction costs be available for purposes of discussion to enable broader long term capital planning for the Town

Thank You!



Appendix

Stakeholder Views and Next Steps

Appendix

Recreation

- If Finn 2 baseball/softball field is needed to provide additional parking, then a replacement option for a field needs to be identified elsewhere in town
  - Significant discussion that this could be worked into the plans for the overall Neary site plan
- Playground needs to remain, but also may be at its life expectancy by the time this project comes to be
  - Tied to decisions related to South Union to make sure there is always an accessible playground on the south side of town

Appendix

Council on Aging/Senior Center

- Additional discussion needs to occur around parking as part of any design process
- Any project needs to support a high level intensity of construction to make sure the space is warm and welcoming, and not just re-purposed school classrooms.

Appendix

Library

- Exact needs of the Library are tied to the outcome of the MBLC grant process which will be known before any design work is needed on the Community Center
- Storage is a known need that will likely be needed regardless of MBLC outcomes
- Ability to use the space as an annex or temporary space during construction at existing site is also a possibility that may be explored in future scenarios

Town of Southborough

Community Center Feasibility Study

Proposed Options for Addition/Renovation and New Construction

Drummey Rosane Anderson, Inc.

December 22, 2024

Updated February 2, 2024 to include Option 1d

Table of Contents:

Introduction - Project Scope

Option 1a - Low Intensity
- Overview
- Senior Center - Low Intensity
- Library - Temporary Location (Phased)
- Recreation
- Common Spaces
- Youth & Family - Phased
- Facilities
- Parking Needs

Option 1b - Medium Renovation
- Overview
- Senior Center - Medium Intensity
- Library Storage & Flex Space
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- Facilities
- Youth & Family
- Common Space
- Parking Needs

Option 1c - High Renovation
- Overview
- Senior Center - High Intensity
- Library - Permanent Location
- Recreation
- Facilities
- Common Spaces
- Parking Needs

Option 1d - Senior Center Focus
- Overview
- Senior Center - High Intensity
- Library - Temporary Location
- Recreation

Appendix

Appendix A - Existing Conditions Photos
Appendix B - High Level Comparative Budget Estimates
Appendix C - Options Assessment

**Excel Document for Comparative Budget Estimates and Options Assessment Provided with Report*

Introduction - Project Scope

Our team was pleased to be able to take on an extension of the previous 2021 Town-Wide Space Needs Study for the Town of Southborough. This report contains information regarding findings and options that were explored as part of the study.
All work included in this report is for test fit and comparison cost purposes only. If favorable, we recommend further study of a preferred option to be continued with a higher level of detail and refinement.
The team met with the following key departments to review the scope of work during the study process:

- Key Library Staff and Board Members
- Southborough Senior Center Director and Key COA members
- Southborough Parks & Recreation Director
- Community Center Committee Members

Project Tasks and Goals

1. The team reviewed and looked at the options below:
   - Space Allocation at the existing Finn Elementary School for COA, Recreation and Library space needs; this may involve other town departments such as Youth and Family
   - Senior Center high level costs (site costs include an allowance only)
   - Recreation Center high level costs (site costs include an allowance only)
   - Library high level costs (site costs include an allowance only)
   - Library, Recreation, and Senior Center mixed use New Construction high level costs (site costs include an allowance only).
2. Our team reviewed existing conditions during a site visit at the Finn Elementary School & will gather all plans/data available.
3. Conceptual space plans will be provided for each of the three options outlined in item 1.
4. DRA provided high level costs for all three options identified in Item 1.
5. A Summary of Findings will be provided, outlining pros and cons associated with each of the options.

Review comments will be included in the final document and be provided electronically with all plans for Owner use.

Schedule

Work for this phase of the study started in late July 2023 and concluded in Fall 2023.

Collecting

The DRA team collected available plans for the existing Mary Finn Elementary School and walked the building with the head custodian and facilities director for the school district. Our team used this information, and the most recent AHERA report available as well as MASS GIS Information to help gain more knowledge about the existing conditions.

Due to the unknown site locations for any potential new construction options highlighted above, our team included site 'allowances' to acknowledge costs for development of the site but they are not representative of any design or specific site scope of work.

Exisiting Mary Finn Elementary School

The existing Mary Finn Elementary School was originally constructed in 1964 with a series of additions in 1998-1999. The plan below highlights the existing building as well as the areas of addition. Due to the age of the building, there are known abatement requirements for future renovation of the original portion of the building. Due to the 1998 renovations, necessary ADA improvements were made to the existing building which allows renovation for this project to focus on the renovation requirements themselves.

The interior and exterior finishes of the existing building are in fair to good condition.
If code upgrades are not required, the team would not anticipate that work would be needed for exterior improvements at this time. If Energy Code upgrades are required, the Owner would be required to improve the overall R-Value (value associated with the thermal insulation performance) of the building envelope. This could include removal of the existing masonry, abatement where required of existing mastic, reinsulating and providing a new rainscreen or veneer. Other options include providing additional continuous envelope insulation such as an insulated panel system over the existing building façade which minimizes impact and need for abatement of existing envelope materials.

Building Envelope

Although they are in fair to good condition,the windows in the existing building have not been replaced since the 1999 renovation-addition project. Any code upgrades that are triggered for the envelope would require window replacement. This, in turn will improve the energy efficiency of the building.

The existing roof has not been replaced since the 1999 renovation, therefore it will be required to be replaced during any code upgrades to meet Energy Code requirements.

Window replacement is not anticipated as the existing windows have been replaced. Roof replacement is not anticipated unless energy code upgrades are required due to the level of renovation.

Systems

The boiler was recently replaced in 2020 with an MSBA (Massachusetts School Building Authority) Accelerated Repair project and is in good condition.

HVAC controls were not replaced and/or upgraded with the accelerated repair project. Although this study will not include the cost of controls as part of our scope - it is recommended that a BMS system is studied and considered part of a future renovation project. This is important for energy management as well as the fact that this project would be a mixed-use building occupied by multiple departments and user types. An allowance for controls is included in this study within the design contingency.

The existing building and addition have an operational sprinkler system. The kitchen also includes an ansul fire suppression system.

Level of Renovation

Due to the value of the existing building and based on the alteration level of any future renovations, the Owner is advised to understand that code improvements may be required to ensure the building meets current standards.

Level 1 Alterations

Level 1 alterations to existing buildings or structures are permitted without requiring the entire building or structure to comply with the energy requirements of the International Energy Conservation Code or International Residential Code.

Level 2 Alterations

Level 2 Alterations – alterations include:

Reconfiguration of space
Installation of additional equipment that did not exist
Addition or elimination of doors and windows.

Alteration work that may occur - cascades. Level 1. existing condition exceed current code minimum.

Level 3 Alterations

As Level 3 alterations are those alterations where reconfiguration of space takes place in more than 50 percent of the building aggregate area, then any new element within the work area, as defined in Chapter 2, is required to meet the applicable energy provisions of the International Energy Conservation Code®(IECC®). Level 3 alterations apply where work area exceeds 50 percent of the building area.

Current Mary E. Finn Elementary Floorplan



Current Floorplan (with Site Context)



Option 1a - Low Impact

This option considers the possibility of no major renovations being conducted (i.e., no wall construction or destruction, no major structural changes, only interior design renovations completed per room and program). This layout examines which existing classroom or public space would best accommodate each program within each department planned to be included in the Mary E. Finn Renovation.

The proposed option would be considered a Level 1 Alteration, which requires no significant code upgrades, and therefore costs, in addition to the base scope Regulations for the interior renovation.

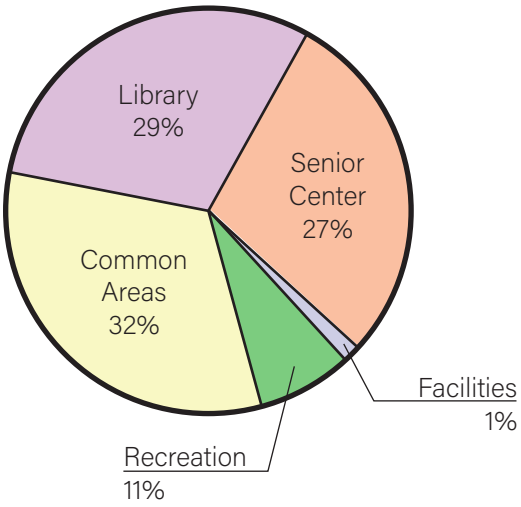
This option includes two (2) phases to allow for the option of library programs to utilize space if needed during an addition/renovation project at the current library site. If no temporary library space is needed, as shown in Phase 1, then Phase 2 can be utilized for this option. This allows for the maximum amount of square footage for community meeting space of all the options included in this report.

Phase 2 would occur once the Library program would move into their permanent location, while still accomodating for remote storage within the Mary E. Finn building. This layout allows for the Recreation department to expand, and allows the Youth and Family Department to take place into this building. This layout also accommodates for more Common Areas and Flex Space.

The square footage is divided as showcased in the following, shown in the following page.

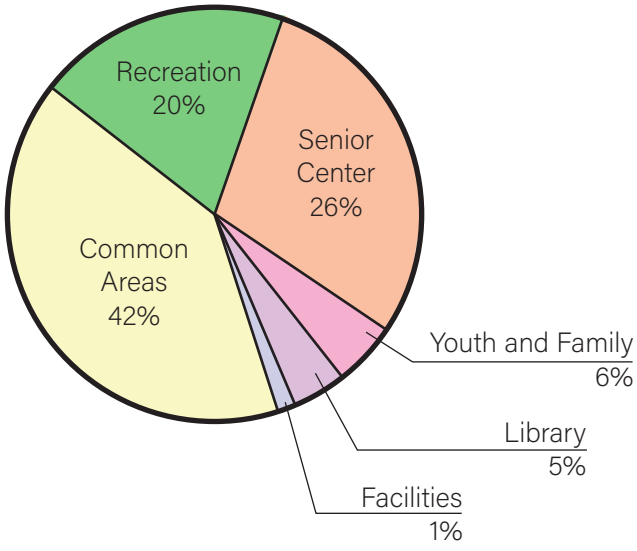
PHASE 1

Program	*Area (sqft)*
Senior Center	18 271
Library	19 358
Recreation	7 411
Common Areas	21 451
Facilities	885
Total	**67 376**



PHASE 2

Program	*Area (sqft)*
Senior Center	16 167
Library	3 001
Recreation	12 844
Common Areas	26 124
Facilities	885
Youth and Family	3 844
Total	**62 865**



Programs:

- *Senior Center*
- *Renovated Senior Center*
- *Library*
- *Renovated Library*
- *Recreation*
- *Common Area*
- *Renovated Common Area*
- *Facilities*
- *New Parking*

Total Parking Spots: 237

Parking Lot A

Parking Lot B

Parking Lot C

Parking Lot D

Parking Lot E

Parking Lot F

Richards Rd

Parkerville Rd

100′

N

OPTION 1A - PHASE 1

Town of Southborough
Community Center Feasibility Study

DRA

Programs:

- *Senior Center*
- *Renovated Senior Center*
- *Library*
- *Recreation*
- *Common Area*
- *Renovated Common Area*
- *Unassigned Flex Space*
- *Youth and Family*
- *Renovated Youth and Family*
- *Facilities*
- *New Parking*

Total Parking Spots: 237

Parking Lot A

Parking Lot B

Parking Lot C

Parking Lot D

Parking Lot E

Parking Lot F

Richards Rd

Parkerville Rd

100'

N

OPTION 1A - PHASE 2

Town of Southborough
Community Center Feasibility Study

DRA

Senior Center - Low Impact

This option examines the possibility of the layout if there were no walls to be moved, torn down, or added. This layout accommodates for more storage space for wheelchairs, food deliveries, activity and fitness equipment, etc. Several programs have two rooms that are next to each other to give departments the opporunity to run activities consecutively. Programs with two rooms include the Pool/Game/Card Rooms, Activity Rooms, and Fitness Rooms. Quieter programs, such as the Computer Room and Activity Rooms, are placed near the Library and Youth and Family departments to create quieter areas for these neighbouring programs. Administration Offices are not placed in the Main Office (except for the Receptionist Office) but are instead placed on the other side of the main entrance for easier access to the Director and Assistant Director's Offices for visitors.

PHASE 1

Senior Center	*Net Square Footage*
Reception Area	766
Receptionist	313
Director's Office	325
Asst. Director's Office	211
Outreach Office	286
Counselling/Conference	576
Gift Shop	188
Volunteer's Room	210
Nurse's Office	489
Senior Daycare	3 114
Activity Room	2 361
Fitness Room	1 734
Computer/Meeting Room	1 712
Cafe/Country Kitchenette	853
Storage	1 386
Total	**14 524**

square footage above does not include bathrooms, circulation space or shared community space

PHASE 2

Senior Center	*Net Square Footage*
Reception Area	766
Receptionist	313
Director's Office	325
Asst. Director's Office	211
Outreach Office	286
Counselling/Conference	576
Gift Shop	188
Volunteer's Room	210
Nurse's Office	489
Senior Daycare	835
Activity Room	2 361
Fitness Room	1 734
Computer Room	1 021
Pool/Game/Card Room	1 706
Cafe/Country Kitchenette	853
Storage	550
Total	**12 420**

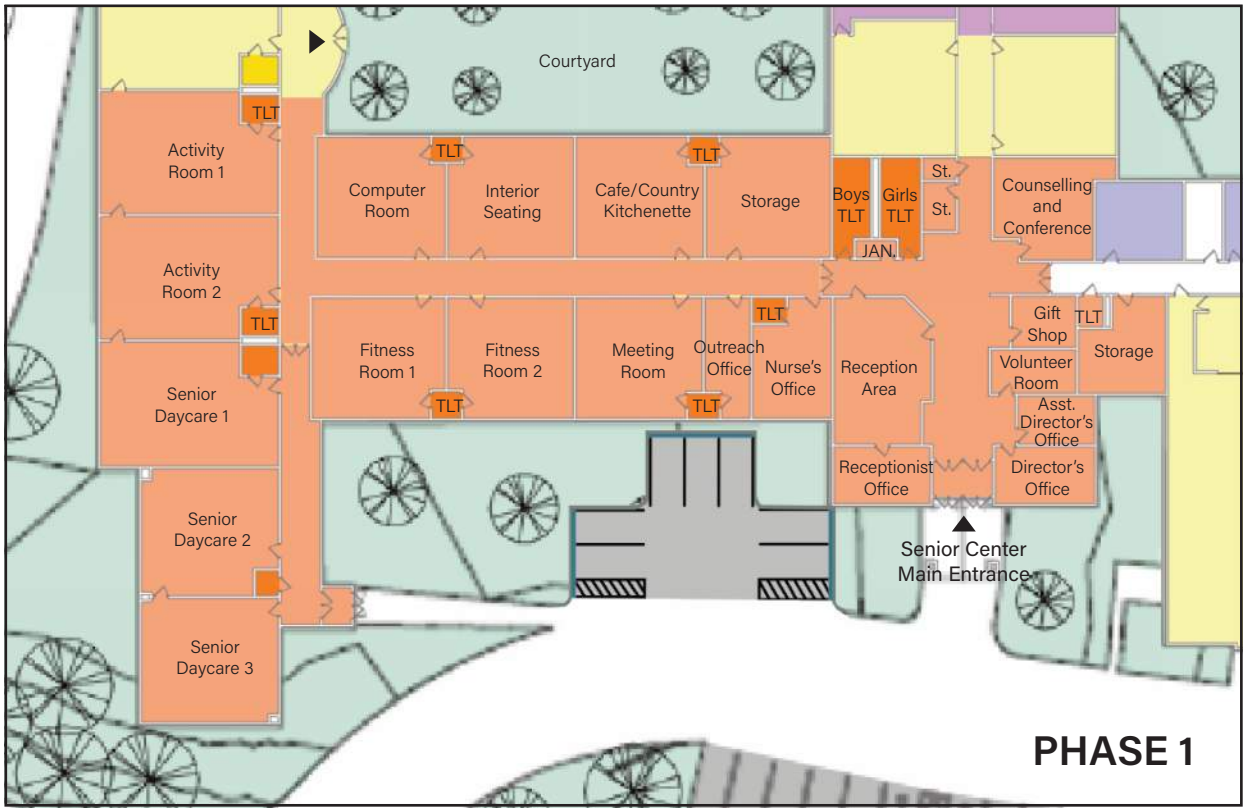
square footage above does not include bathrooms, circulation space or shared community space

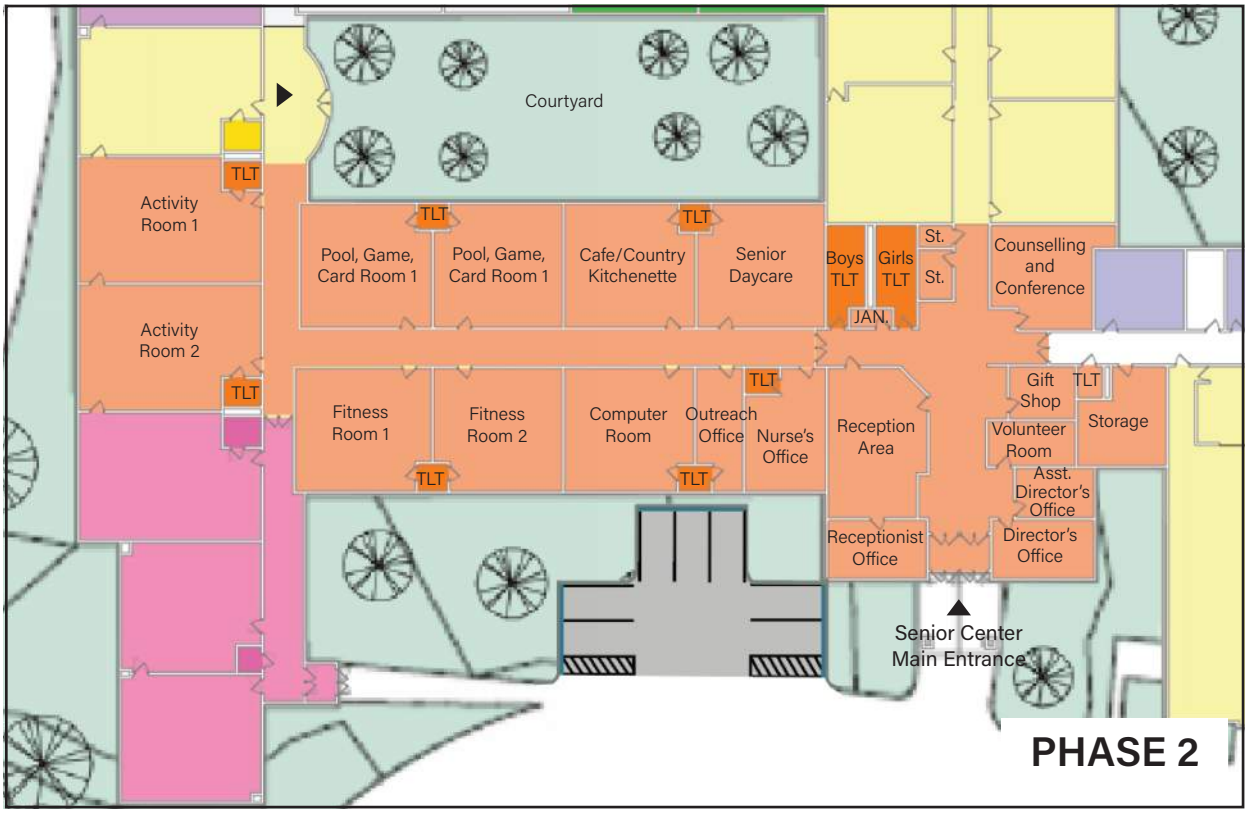
Pros:

There is no need for major renovations. All needed programs are able to fit within the exisiting layout and are given more square footage than required by Senior Center council. Additionally, all needed plumbing is already within the building with only minor renovations (i.e. take out smaller toilets and vanities and replace them with regular sized toilets and vanities) are required to meet the needs of incoming seniors.

Cons:

The space resembles a school layout, not giving the Senior Center the warm and welcoming feeling that is preferred by the council. Additionally, with exisiting walls, circulation is more difficult for seniors to get around the building wing.


Courtyard
TLT
Activity Room 1
Computer Room
Interior Seating
Cafe/Country Kitchenette
Storage
Boys TLT
Girls TLT
St.
St.
Counselling and Conference
JAN.
Activity Room 2
Fitness Room 1
Fitness Room 2
Meeting Room
Outreach Office
Nurse's Office
Reception Area
Gift Shop
TLT
Storage
Volunteer Room
Asst. Director's Office
Senior Daycare 1
Receptionist Office
Director's Office
Senior Daycare 2
Senior Center Main Entrance
Senior Daycare 3
PHASE 1


Courtyard
TLT
Activity Room 1
Pool, Game, Card Room 1
Pool, Game, Card Room 1
Cafe/Country Kitchenette
Senior Daycare
Boys TLT
Girls TLT
St.
St.
Counselling and Conference
JAN.
Activity Room 2
Fitness Room 1
Fitness Room 2
Computer Room
Outreach Office
Nurse's Office
Reception Area
Gift Shop
TLT
Storage
Volunteer Room
Asst. Director's Office
Receptionist Office
Director's Office
Senior Center Main Entrance
PHASE 2

Library

This option examines the possibility of the layout if there were no walls to be moved, torn down, or added, which would be appropriate for a temporary library location. Library employees, including receptionists, librarians, directors, etc., have a seperate entrance that is distanced from the Children's Section entrance on the left. This entrance can also be used for adults to access the Adult's Section if needed. As previously mentioned, there is a seperate entrance for the Children's Section, on the right, to which the Teen Section can also be easily accessed. Faculty has seven classroom spaces which includes various office spaces, administration, storage, dinning/rest area, etc. The Adult's Section has four classroom spaces, the Teen's Section has three classroom spaces, two of which are for stacks, reading areas and study spaces, and one of which is a Computer Room and Makerspace area, and the Children's Section is located where the current Mary Finn Library is found. There are two classroom spaces placed between the Adult and Teen/Children Sections that create a quieter environment for the Adult Areas. In these two classrooms, there are quiet reading pods and study areas that are open to everyone. When the project moves to Phase 2, the library will move back to its permanent location, and some space in Mary E. Finn can still be utilized for Library storage needs.

PHASE 1 - Temporary

Library	*Net Square Footage*
Adult's Section	2 860
Common Room	952
Teen's Section	1 929
Teen's Makerspace	952
Children's Section	2 354
Computer Room	115
Reception	1 095
Staff Office Space	1 088
Children's Librarian	124
Historical Research	959
Faculty Breakroom	1 197
Storage	3 294
Total	**16 919**

square footage above does not include bathrooms, circulation space or shared community space

PHASE 2 - Remote Storage

Library	*Net Square Footage*
Remote Storage	3 001
Total	**3 001**

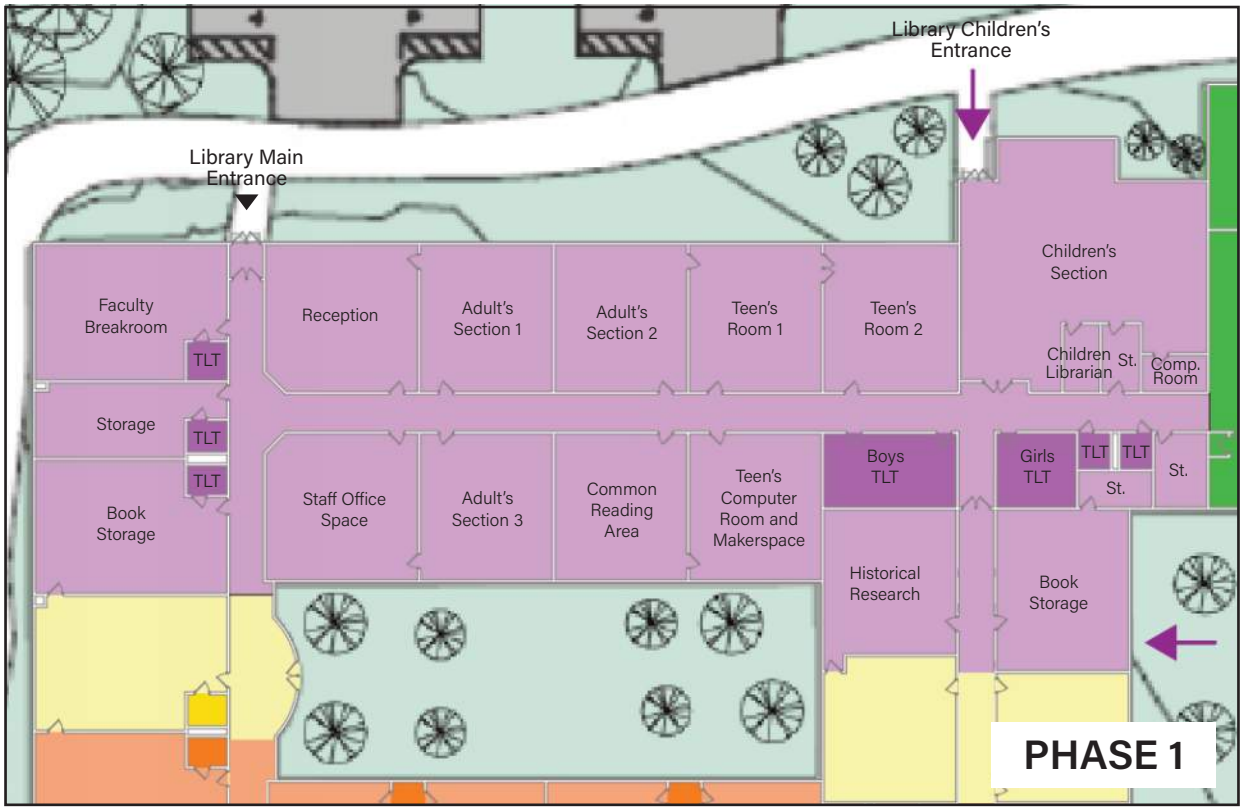
square footage above does not include bathrooms, circulation space or shared community space

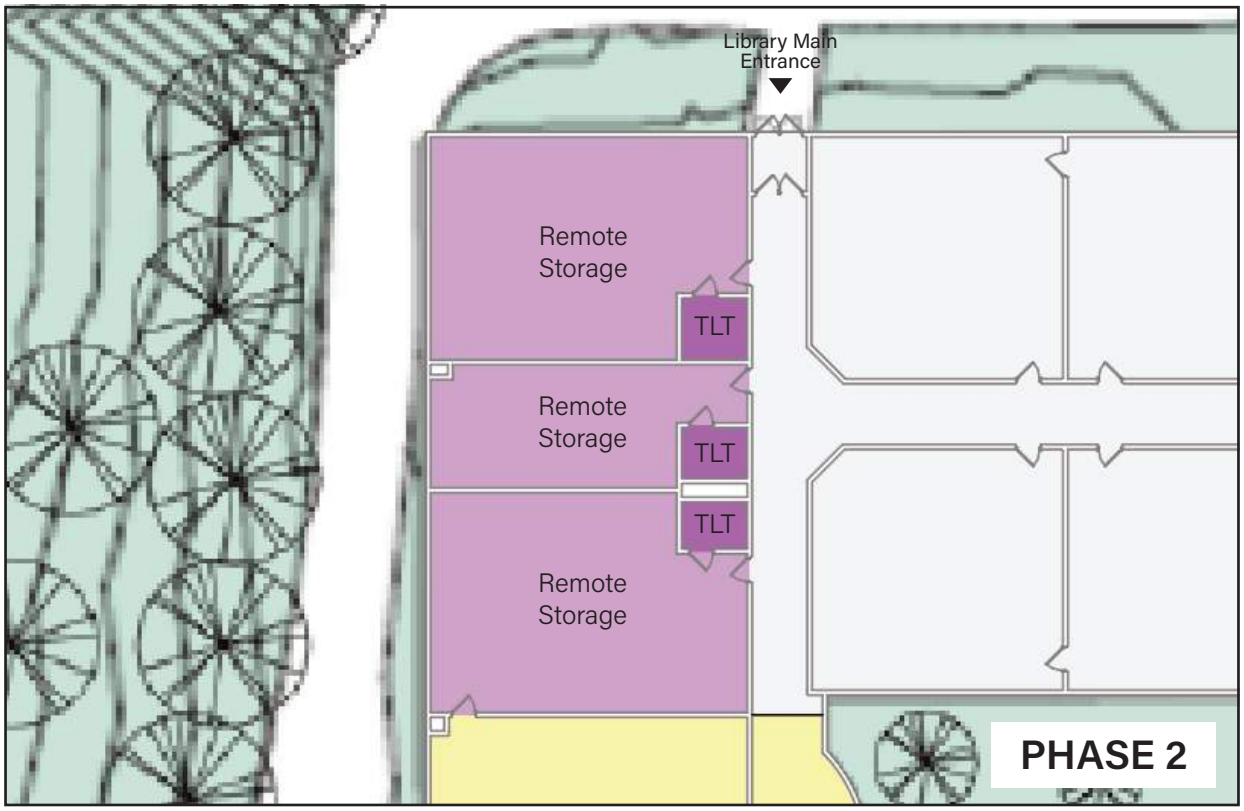
Pros:

There is no need for major renovations. All needed programs are able to fit within the exisiting layout. More programs are able to be included within this wing that is not included in the current Library wing.

Cons:

The space resembles a school layout and does not accomodate for open spaces within Sections. This makes circulation more difficult for some visitors and can be confusing to many.


Library Children's Entrance
Library Main Entrance
Faculty Breakroom
Reception
Adult's Section 1
Adult's Section 2
Teen's Room 1
Teen's Room 2
Children's Section
Children Librarian
St.
Comp. Room
TLT
Storage
TLT
TLT
Book Storage
Staff Office Space
Adult's Section 3
Common Reading Area
Teen's Computer Room and Makerspace
Boys TLT
Girls TLT
TLT
TLT
St.
St.
Historical Research
Book Storage
PHASE 1


Library Main Entrance
Remote Storage
TLT
Remote Storage
TLT
TLT
Remote Storage
PHASE 2

Recreation

This option examines the possibility of the layout if there were no walls that were moved, torn down, or added. The Phase 1 layout gives the Recreation Department four classroom spaces, an office space and storage space for both inside and outside activities. Three out of the four classrooms within this program are activity rooms to be used for after school programs, summer camps, etc. The remaining classroom is used as an office space which can accommodate up to six employees (full-time or part-time) which is located next to the Director's Office. There is an entrance to only be used by Recreation users. There is also an entrance to the Outdoor Recreation Storage directly connected to the outside playing areas and nearby the playing fields.

When the library program moves out to it's permanent home (Phase 2), the Recreation Department has space to expand into adjacent spaces and flex spaces required for their expanding program. It was noted by our team that the program hopes to expand up to 250 kids for their summer program and this additional space will make that goal achievable for their department.

PHASE 1

Recreation	*Net Square Footage*
Activity Rooms	3 337
Employee Office Space	1 110
Director's Office	372
Outdoor Activity Storage	417
Indoor Activity Storage	456
Boys Locker Room	279
Girls Locker Room	264
Total	**6 235**

square footage above does not include bathrooms, circulation space or shared community space

PHASE 2

Recreation	*Net Square Footage*
Activity Rooms	6 355
Employee Office Space	1 908
Director's Office	372
Outdoor Activity Storage	417
Indoor Activity Storage	2 118
Boys Locker Room	279
Girls Locker Room	264
Total	**11 668**

square footage above does not include bathrooms, circulation space or shared community space

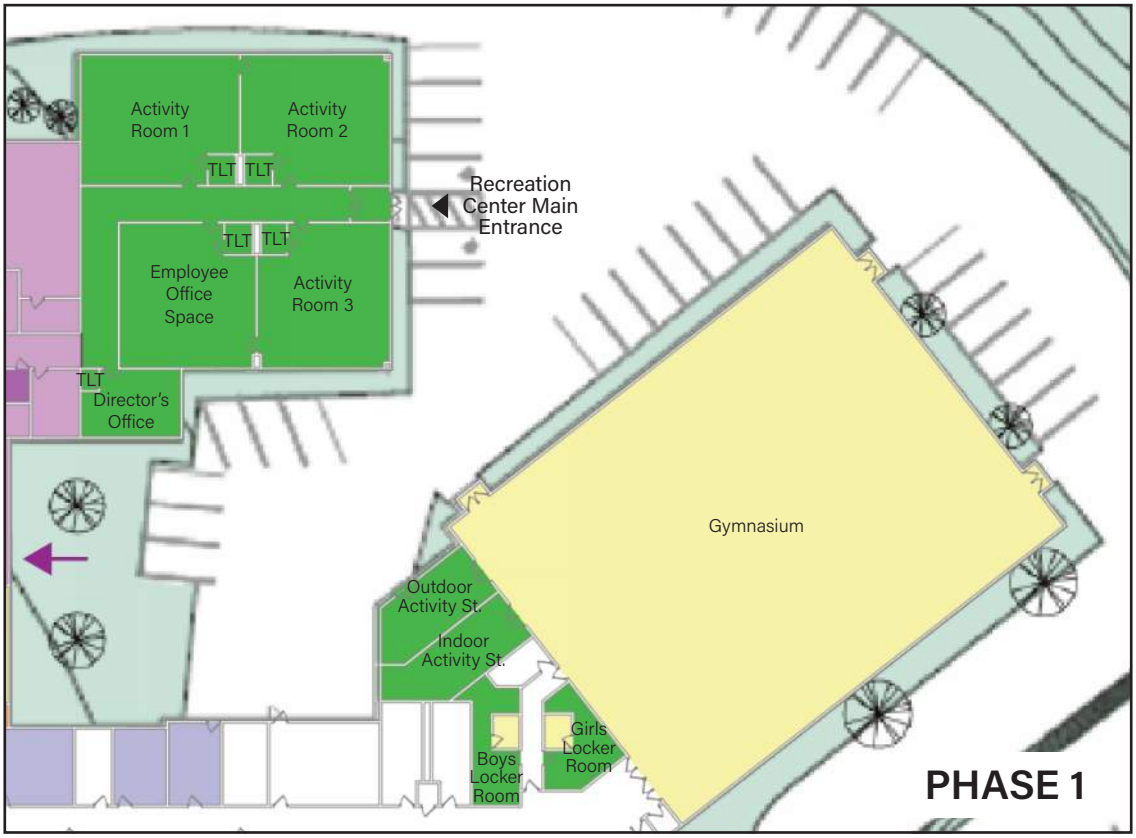
Pros:

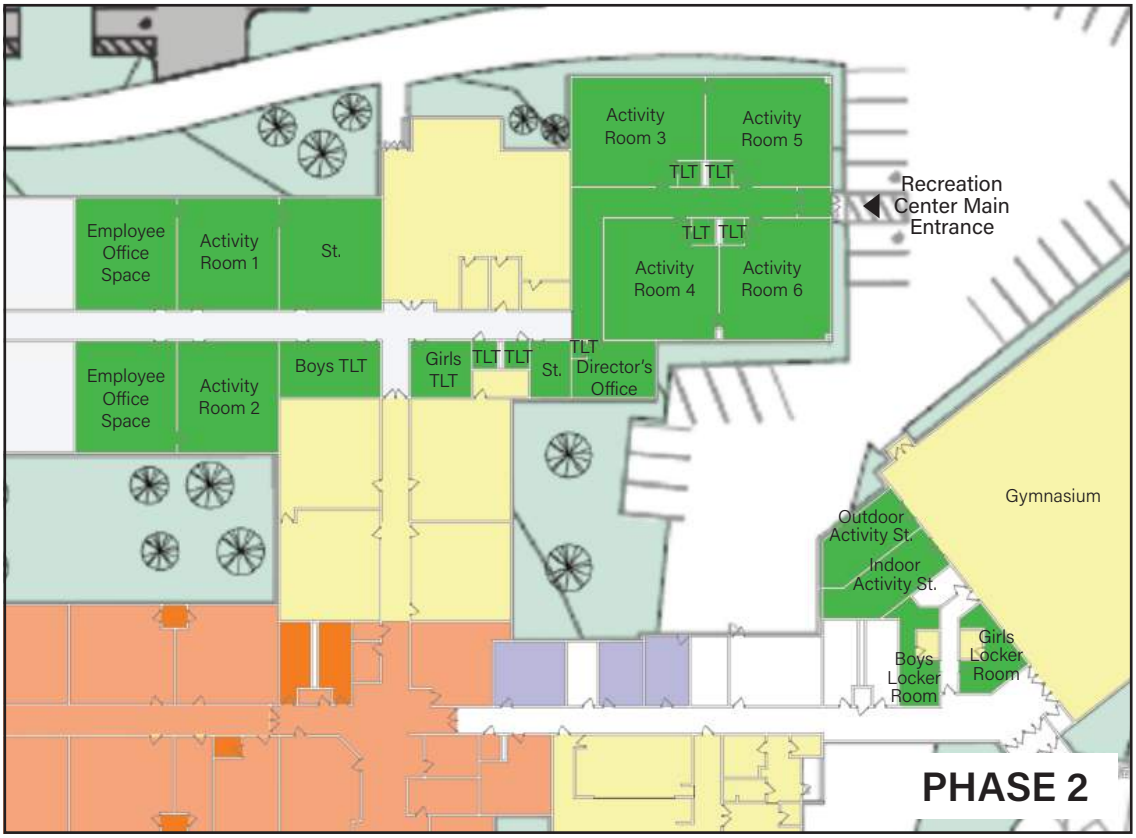
There is no need for major renovations. All needed programs are able to fit within the exising layout. Employees are given ample office space, including a seperate space for the Director of the Recreation Department. These spaces are very easily accessible from the outdoor courts that Mary Finn already includes (i.e. Softball, Baseball and Football fields).

Phased planning allows for expansion of remaining prorams and flexible meeting space in town when Mary Finn is no longer needed for the temporary library program.

Cons:

Classroom spaces can be restrictive and can limit the activities that are conducted. Activities can be difficult to hold due to the Gymnasium and Cafetorium being Common Areas, meaning the Recreation Department must plan their activities and programs around other Department's schedules.


Activity Room 1
Activity Room 2
TLT
TLT
Recreation Center Main Entrance
TLT
TLT
Employee Office Space
Activity Room 3
TLT
Director's Office
Gymnasium
Outdoor Activity St.
Indoor Activity St.
Girls Locker Room
Boys Locker Room
PHASE 1


Activity Room 3
Activity Room 5
TLT
TLT
Recreation Center Main Entrance
TLT
TLT
Employee Office Space
Activity Room 1
St.
Activity Room 4
Activity Room 6
Employee Office Space
Activity Room 2
Boys TLT
Girls TLT
TLT
TLT
St.
TLT
Director's Office
Gymnasium
Outdoor Activity St.
Indoor Activity St.
Girls Locker Room
Boys Locker Room
PHASE 2

Common Spaces

This option examines the possibility of the layout if there were no walls that were moved, torn down, or added. These spaces are designated areas that every program can use, provided there is a schedule that suits all departments, and makes all departments content. Common areas include the gymnasium, the cafetorium, the stage, the kitchen, some bathrooms and changerooms, etc. There are two entrances attributed to these spaces: one of which is a gym entrance that can be used for guests if there are events in the gym, and the other being a staff entrance for kitchen employees.

In the event of Phase 2, vacated Library spaces are available for flexible programs (not associated with any programs) and meeting spaces. The total added square footage for common spaces in Phase 2 is 6 032sf. This signficantly increases the amount of shared space currently shown by Phase 1 of the program and provides much needed flexible meeting spaces for the Town of Southborough.

PHASE 1

Common Spaces	*Net Square Footage*
Gymnasium	11 078
Cafetorium	3 470
Stage	612
Kitchen	892
Fridge/Freezer	77
Office Space	24
Storage	215
Pool/Game/Card Room	1 188
Conference Room	933
Multipurpose Room	841
Total	**18 142**

square footage above does not include bathrooms, circulation space or shared community space

PHASE 2

Common Spaces	*Net Square Footage*
Gymnasium	11 078
Cafetorium	3 470
Stage	612
Kitchen	892
Fridge/Freezer	77
Office Space	24
Storage	698
Pool/Game/Card Room	1 188
Conference Room	933
Multipurpose Room	841
Meeting Room	2 354
Fitness Room	2 007
Total	**24 174**

square footage above does not include bathrooms, circulation space or shared community space

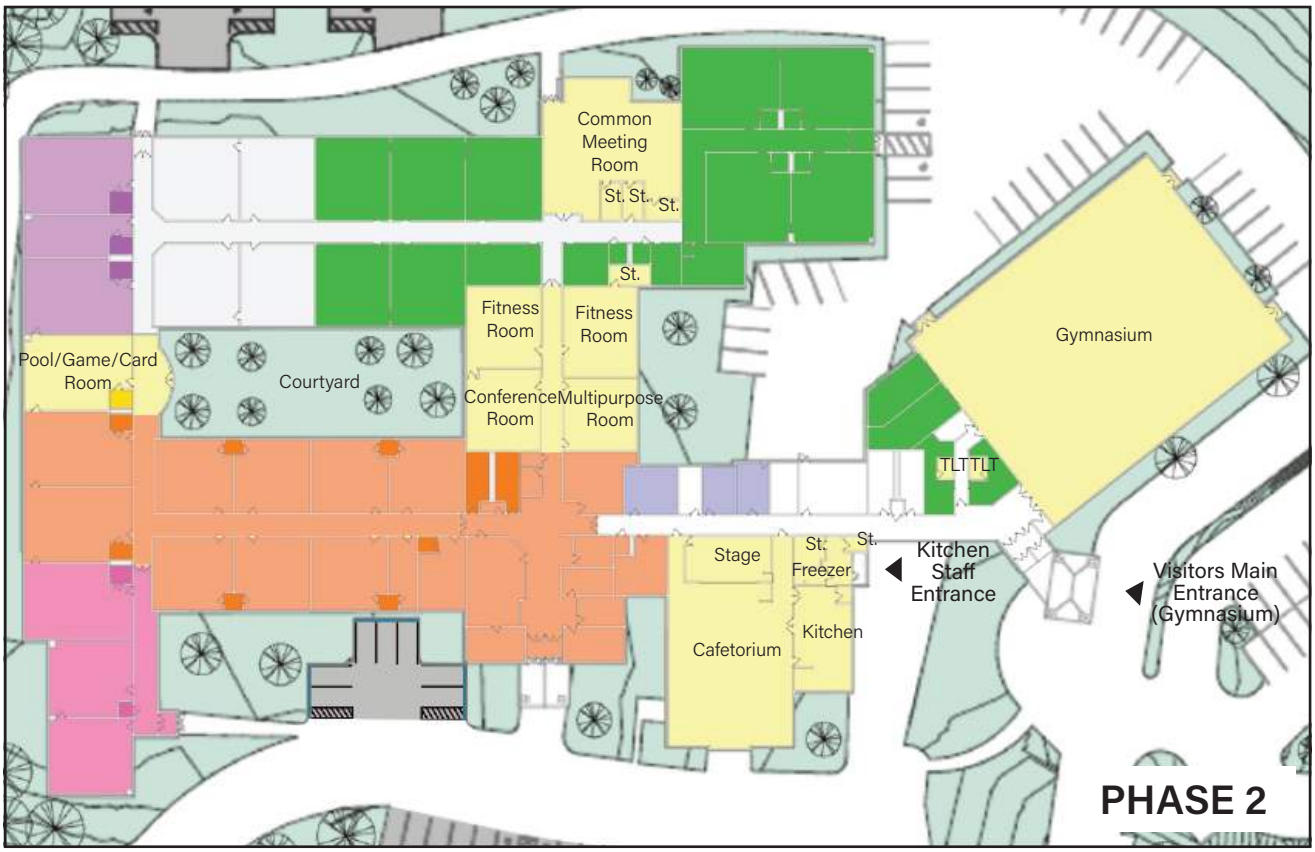
Pros:

The Kitchen and Gymnasium spaces have a higher construction cost per square foot. Utilizing existing infrastructure minimizes the impact of these costs for the Community Center Departments to share.

Cons:

Common Spaces are meant to be shared, which can create conflict if multiple departments wish to use the same space at the same time.


Pool/Game/Card Room
Courtyard
Conference Room
Multipurpose Room
Gymnasium
TLTTLT
Stage
Freezer
St.
St.
Kitchen
Staff Entrance
Visitors Main Entrance (Gymnasium)
Cafetorium
Kitchen
PHASE 1


Common Meeting Room
St. St.
St.
St.
Fitness Room
Fitness Room
Pool/Game/Card Room
Courtyard
Conference Room
Multipurpose Room
Gymnasium
TLTTLT
Stage
St.
St.
Freezer
Kitchen
Staff Entrance
Visitors Main Entrance (Gymnasium)
Cafetorium
Kitchen
PHASE 2

Youth and Family - Phase 2 Only

This option examines the possibility of the layout if there were no walls that were moved, torn down, or added. This department has three classroom spaces, two of which are designated office spaces for meetings and appointments with visitors, and the remaining classroom, a conference room, also to be used by the public for meetings, but can also be used for staff meetings or as a break room. There is a separate and private entrance for Youth and Family that does not intersect with other programs. There is also a set of doors that separates Youth and Family from other building programs and allows for more privacy.

Common Spaces	*Net Square Footage*
Conference Room	1 194
Office Space	1 919
Storage	32
Total	**3 145**

square footage above does not include bathrooms or circulation space



Pros:

There is no need for major renovations. All needed programs are able to fit within the exising layout. Additionally, Youth and Family has their own seperate and private entrance which isolates this department from others within the Community Center.

Cons:

There is not much privacy within the office space. Therefore, the space cannot accomodate private space for each employee for private meetings that are anticipated within this space.

Facilities - Phase 1 & 2

This option examines the possibility of the layout if there were no walls that were moved, torn down, or added. The facilities office space is centered around the electrical, garage and boiler rooms along with storage. This allows easy access to the technology they're monitoring in previously mentioned facility rooms. The Facilities Department has a classroom of space for employee offices. This classroom can accommodate four to six facilities employees. There are two entry points, one of which can be used as an employee entrance, through the garage.

Facilities	*Net Square Footage*
Office Space	389
Garage	256
Storage	240
Total	**885**

square footage above does not include bathrooms or circulation space



Pros:

There is no need for major renovations. All needed programs are able to fit within the exising layout. Additionally, utilities are placed near each other and do not interrupt other departments throughout the Community Center. Office space is placed near utilities for quick and easy access.

Cons:

There is not much office space, and no privacy within this space. Therefore, the space cannot accomodate many employees or accomodate private space for each employee.

Parking Needs - Phase 1 & 2

Based on the Town of Southborough's Parking and Loading Regulations (Code 174-12), the following parking spaces are required for each department within the building:

PHASE 1

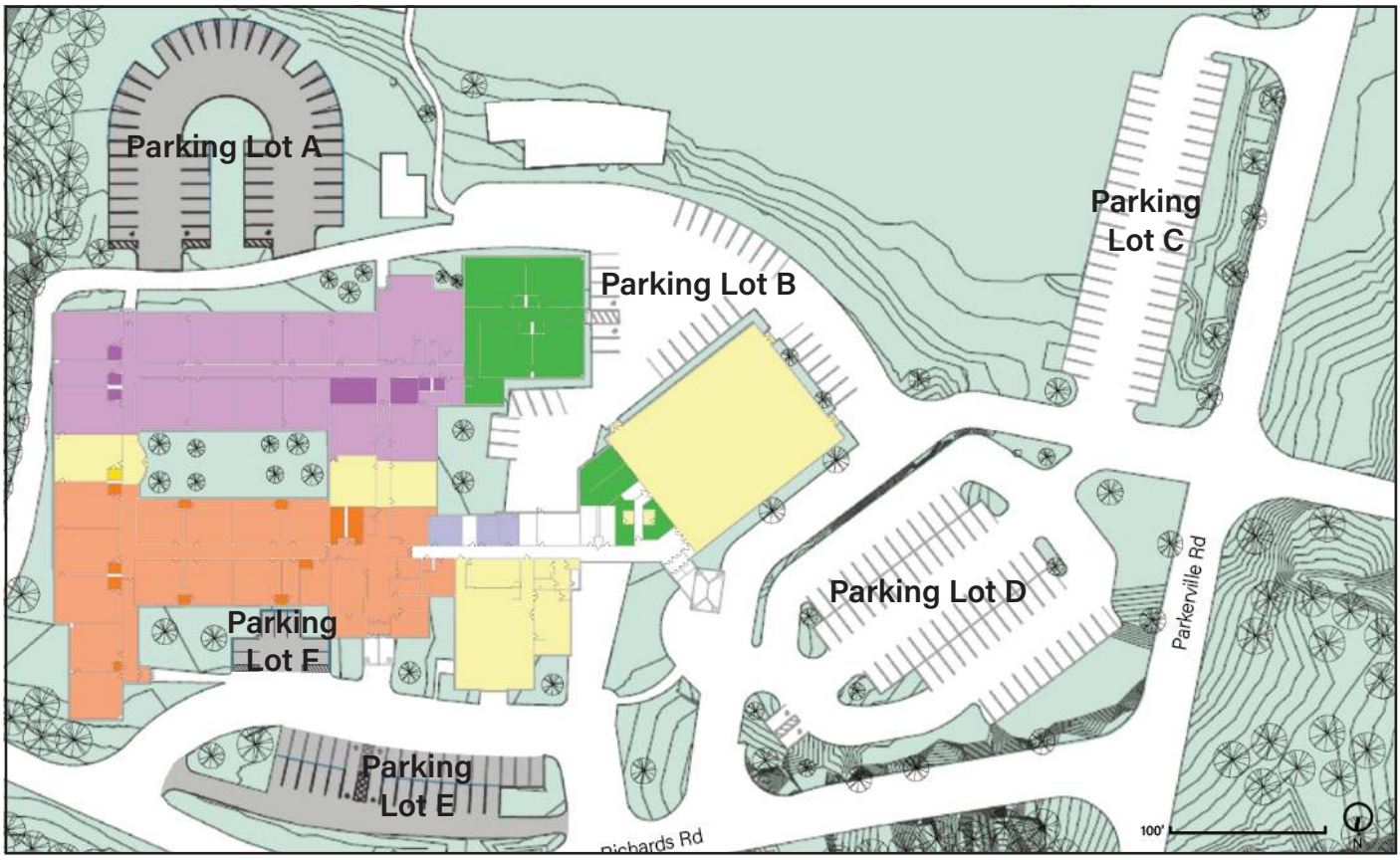
Program	*Parking Needs*
Senior Center	67
Public Library Use	63
Private Library Use	14
Recreation	58
Facilities	6
Total	**208**

PHASE 2

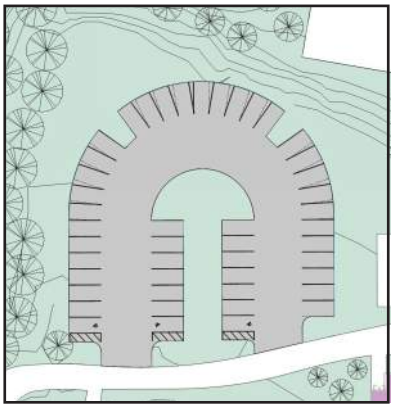
Program	*Parking Needs*
Senior Center	60
Youth and Family	11
Recreation	66
Facilities	6
Total	**143**

With the new proposed parking lots (Parking A: 46 spots, Parking C: 15 added spots. Parking F: 10), there will be an additional 62 parking spots which will count for a total of 237 parking spots, 13 of which are ADA parking spots.

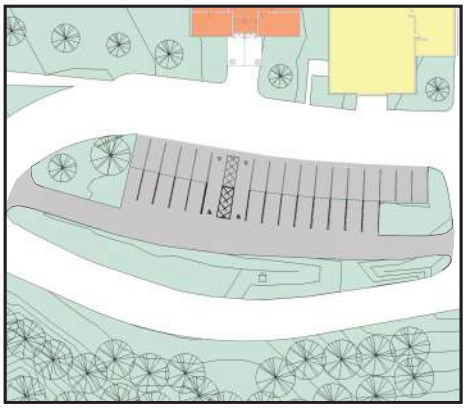
Parking Lot	*Number of Parking Spots*
Parking Lot A	46
Parking Lot B	33
Parking Lot C	47
Parking Lot D	68
Parking Lot E	33
Parking Lot F	7
Total	**237**



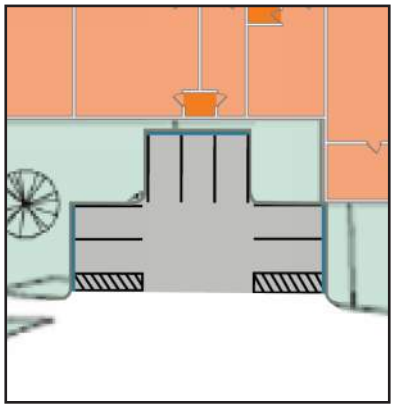
Parking Zones Overview



Parking Lot A



Parking Lot E



Parking Lot F

Note: Due to temporary nature of the library program for this option, Parking Lot A could be created as a gravel lot and returned to a field for Phase 2 of this option.

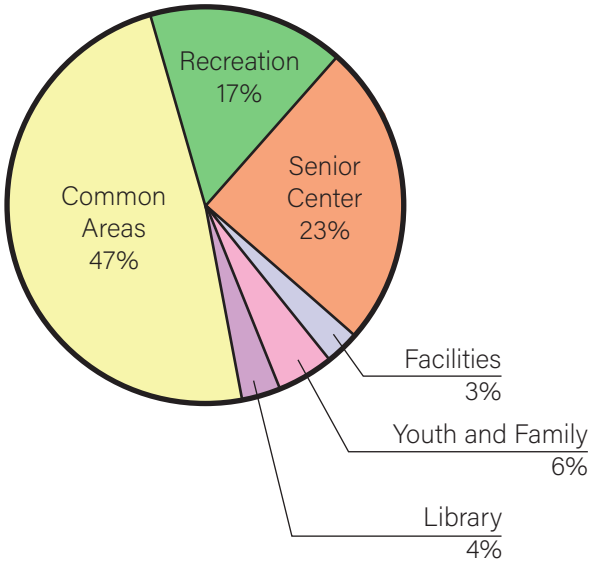
Option 1b - Medium Renovation

This option considers the possibility of replacing the library area specified in Option 1, with Flex Space while still maintaining all other programs: Senior Center, Youth and Family, Recreation and Facilities (with Common Spaces placed throughout the building). This layout considers the potential ability of building new walls and creating openings in walls to connect spaces more directly and create better connections within departments and programs.

The Youth and Family and Recreation departments do not need to be renovated, therefore avoiding code upgrades and adding to the cost of the project.

The area is distributed as showcased in the following:

Program	*Area (sqft)*
Senior Center	15 713
Library	3 001
Recreation	12 067
Common Areas	32 840
Facilities	2 295
Youth and Family	3 844
Total	**69 760**



Programs:

- *Senior Center*
- *Renovated Senior Center*
- *Library Storage*
- *Recreation*
- *Common Area*
- *Renovated Common Area*
- *Youth and Family*
- *Facilities*
- *Renovated Facilities*
- *New Parking*

Total Parking Spots: 210

Parking Lot A

Parking Lot B

Parking Lot C

Parking Lot D

Parking Lot E

Parkerville Rd

Richards Rd

100'

N

OPTION 1B

Town of Southborough
Community Center Feasibility Study

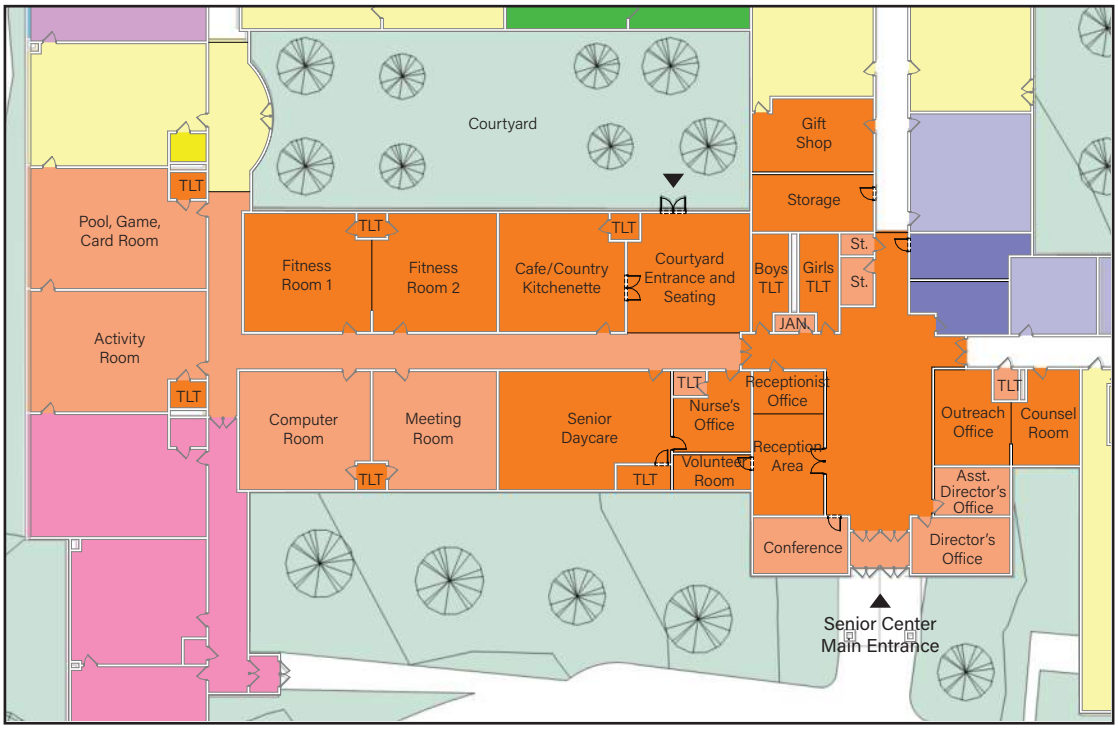
DRA

Senior Center - Medium Impact

The main entrance is altered with offices on either side to create a larger and more welcoming entrance for community members. Off the main entrance, all administrative offices are found, such as the Outreach Office, Director and Assistant Director's Office, etc. The Volunteer's Room is located off Reception so that all volunteers must go through reception upon arrival. Many rooms within the Senior Center have two rooms that have now been connected by creating an opening in walls that previously had separated them. Programs that take place in these newly created spaces are the Fitness Room, Senior Daycare (which is directly connected to the Nurse's Office) and the Café/Country Kitchenette (opened to each other by a double door which separates indoor seating and Courtyard Access from the serving area). The remaining programs only occupy one classroom space each but still provide more space than needed.

Senior Center	*Net Square Footage*
Reception Area	423
Receptionist	177
Director's Office	325
Asst. Director's Office	212
Outreach Office	394
Counselling/Conference	667
Gift Shop	507
Volunteer's Room	160
Nurse's Office	316
Senior Daycare	1 117
Activity Room	1 183
Fitness Room	1 717
Computer/Meeting Room	1 734
Pool/Game/Card Room	1 178
Cafe/Country Kitchenette	1 698
Storage	538
Total	**12 346**

square footage above does not include bathrooms or circulation space



Pros:

Administration offices are located at the main entrance for easy access. Programs used by seniors are located deeper into the Senior Center and are surrounded by Common Areas to prevent unwanted guests from wandering into their space. Despite not having access to the existing Courtyard entrance, there is a seperate entrance only for seniors which is accessed more easily.

Cons:

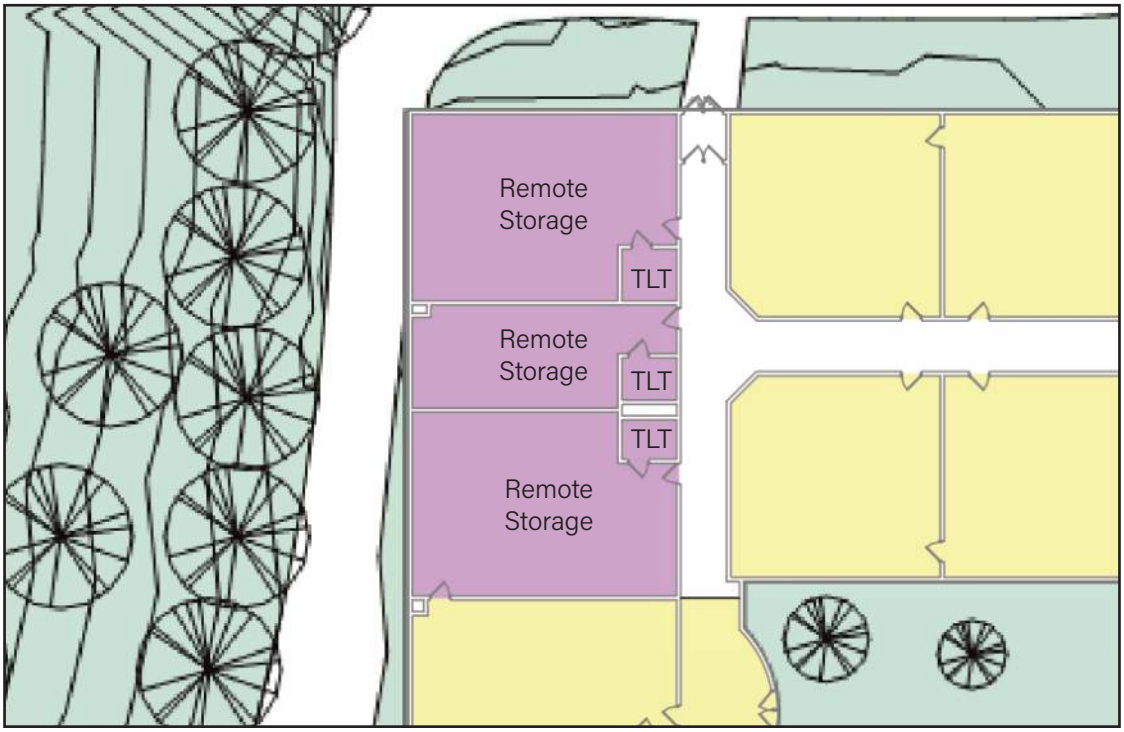
This department is located near quieter programs which limits the sound that can be created by the Senior Center and can create limits to some activities held within the department.

Library Storage

This option explores the possibilityof giving the Library extra remote storage, even though Mary E. Finn will not be where the Library resides. Library staff is able to access the Library storage from a private entrance, not interferring with other programs within the building.

Library	*Net Square Footage*
Remote Storage	3 001
Total	3 001

square footage above does not include bathrooms or circulation space



Pros:

Town Offices are to be placed based on preferences expressed in the table on the right, so their locations are helpful to each office. Additionally, this department has their own private entrance that avoids overlap with other departments.

Cons:

There is no privacy within every office space. Therefore, the space cannot accomodate many employees per town office or accomodate private space for each employee. There are no bathrooms within this department (except for a few offices), meaning that employees must use the bathrooms located within Common Areas.

Recreation

This layout gives the Recreation Department four classroom spaces, an office space and storage space for both inside and outside activities. The four classrooms within this program are activity rooms to be used for after school programs, summer camps, etc. There are also two office spaces that can also be further divided if required. This space can accommodate two to three employees. There is an entrance to only be used by Recreation visitors. There is also an entrance to the Outdoor Recreation Storage directly connected to the outside playing areas and nearby the playing fields.

Recreation	*Net Square Footage*
Activity Rooms	8 263
Office Space	792
General Storage	1 097
Outdoor Activity Storage	417
Indoor Activity Storage	456
Total	**11 025**

square footage above does not include bathrooms or circulation space



Pros:

There is no need for major renovations. All needed programs are able to fit within the exising layout. There is private space for the Assistant Director and Director of the Recreation Department. These spaces are very easily accessible from the outdoor courts that Mary Finn includes (i.e. Softball, Baseball and Football fields).

Cons:

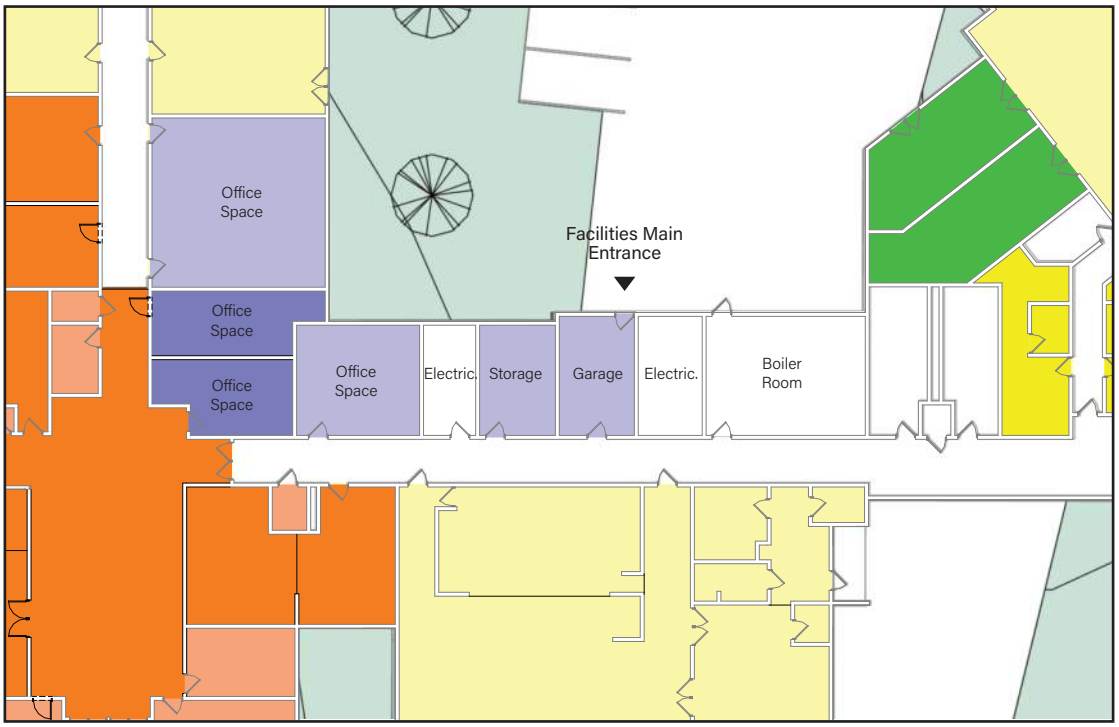
Classroom spaces can be restrictive and can limit the activities that are conducted. Activities can be difficult to hold due to the Gymnasium and Cafetorium being Common Areas, meaning the Recreation Department must plan their activities and programs around other Department's schedules. Additionally, there is no space for employees other than the Assistant Director and Director's.

Facilities

This layout considers the potential ability to create openings in walls to connect spaces more directly within each department. The facilities department office space is centered around the electrical, garage and boiler rooms along with storage. This allows easy access to the technology they're monitoring in these facility rooms. The Facilities Department has two classrooms of space for employee offices, one of which has been divided to accommodate more private offices if required, the other can be used as further storage. This classroom can accommodate six to ten facilities employees. There is an opportunity to further divide the classroom space if more separate and private office space is required or needed. There are two entry points, one of which can be used as an employee entrance, through the garage.

Facilities	*Net Square Footage*
Office Space	1 799
Garage	256
Storage	240
Total	**2 295**

square footage above does not include bathrooms or circulation space



Pros:

Utilities are placed near each other and do not interrupt other departments throughout the Community Center. Office space is placed near utilities for quick and easy access. Additionally, there are two office spaces that are smaller and private that can be used for the Facilities Director and Assistant Director.

Cons:

Besides the Director and Assistant Director, there is not much office space, and no privacy within this space. Therefore, the space cannot accomodate many employees or accomodate private space for each employee.

Youth and Family

This department has three classroom spaces, two of which are designated office spaces for meetings and appointments with visitors, and the remaining classroom, a conference room, also to be used by the public for meetings, but can also be used for staff meetings or as a break room. There is a separate and private entrance for Youth and Family that does not intersect with other programs. There is also a set of doors that separates Youth and Family from other building programs and allows for more privacy.

Common Spaces	*Net Square Footage*
Conference Room	1 194
Office Space	1 919
Storage	32
Total	**3 145**

square footage above does not include bathrooms or circulation space



Pros:

There is no need for major renovations. All needed programs are able to fit within the exising layout. Additionally, Youth and Family has their own seperate and private entrance which isolates this department from others within the Community Center.

Cons:

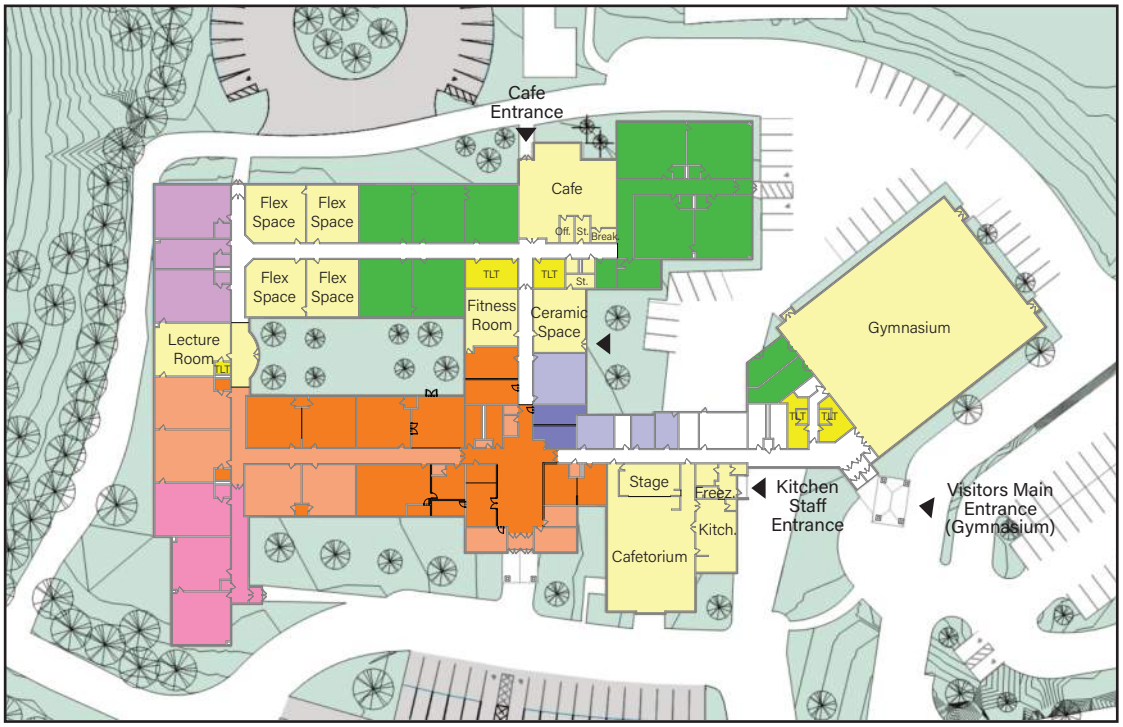
There is not much privacy within the office space. Therefore, the space cannot accomodate private space for each employee for private meetings that are anticipated within this space.

Common Spaces

These spaces are designated areas that every program can use, provided there is a schedule that suits all departments that makes all departments content. Common areas include the gymnasium, cafetorium, stage, kitchen, some bathrooms, all changerooms and flex space that can be used as an expansion area for the Recreation department that allows up to 260 kids for any overflow summer programs. In this option, the current Library space is instead a Café that can be used by all departments and other outside members of the community. This café can seat 70-80 people and has enough parking to accommodate (see parking needs to follow). This space includes storage, office space for the Café Manager and a breakroom for Café employees. In this layout, Common Spaces are also located between departments to create a buffer zone. These Common Spaces are designed to be used by all programs and create connections between departments.

Common Spaces	*Net Square Footage*
Gymnasium	11 078
Cafetorium	3 470
Stage	612
Kitchen	892
Fridge/Freezer	77
Office Space	140
Storage	397
Cafe	2 364
Breakroom	115
Meeting Room	1 188
Fitness Room	959
Ceramic Space	1 048
Flex Space	4 091
Total	**26 828**

square footage above does not include bathrooms or circulation space



Pros:

The Kitchen and Gymnasium spaces have a higher construction cost per square foot. Utilizing existing infrastructure minimizes the impact of these costs for the Community Center Departments to share.

Cons:

Common Spaces are meant to be shared, which can create conflict if multiple departments wish to use the same space at the same time.

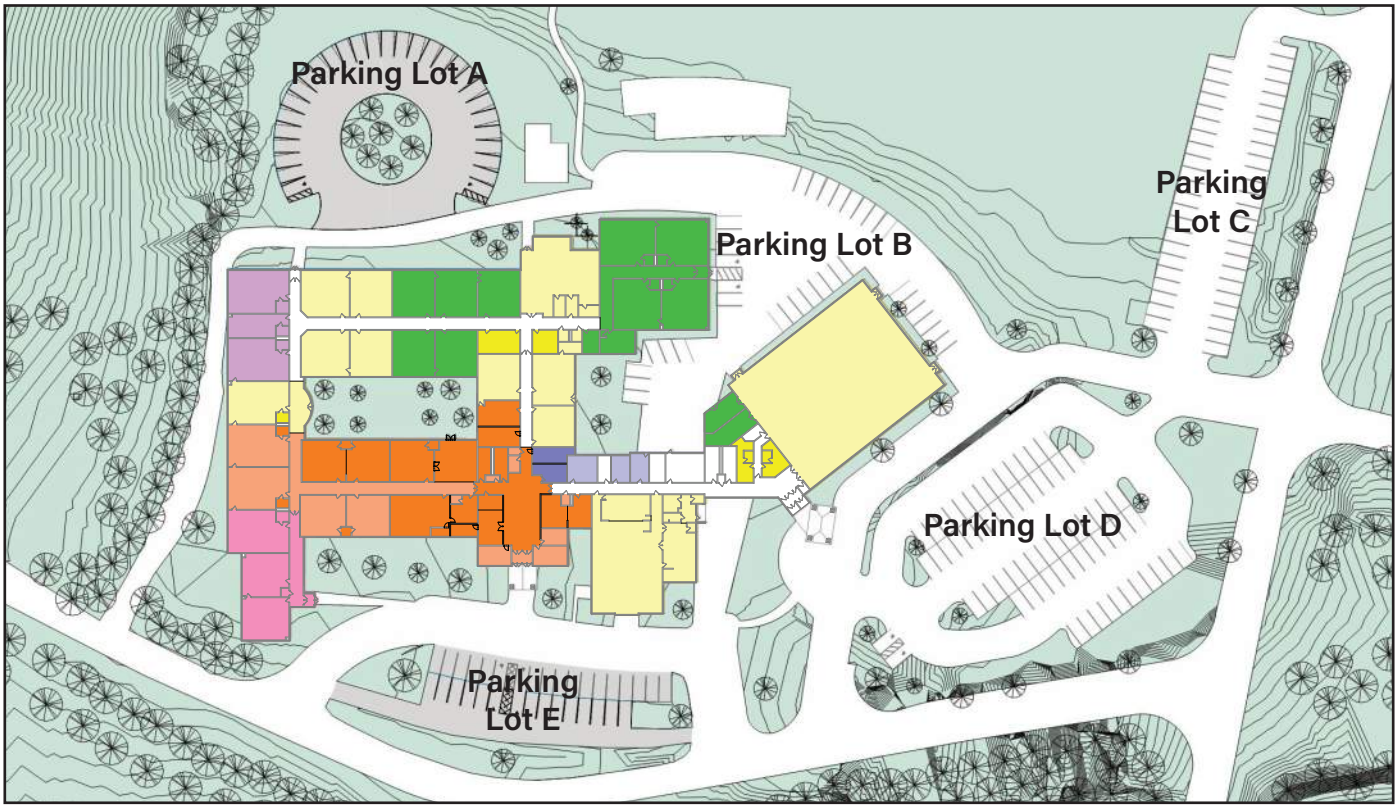
Parking Needs

Based on the Town of Southborough's Parking and Loading Regulations (Code 174-12), the following parking spaces are required for each department within the building:

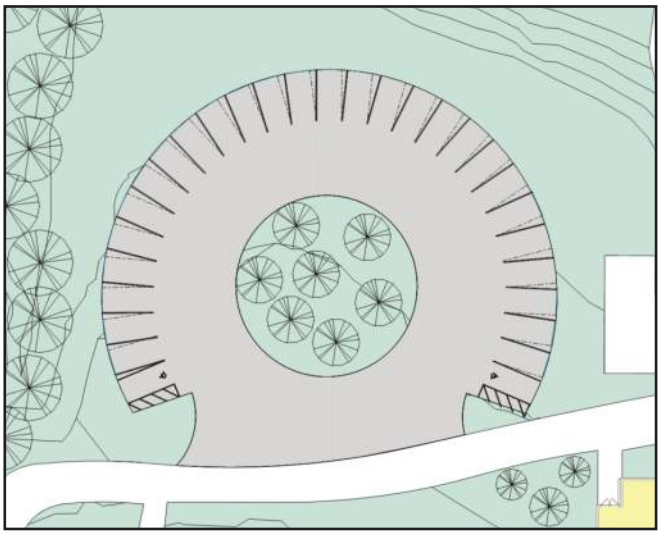
Program	*Parking Needs*
Senior Center	58
Recreation	75
Facilities	8
Youth and Family	11
Cafe	28
Total	**178**

With the new proposed parking lots (Parking A: 29 spots, Parking C: 15 added spots), there will be an additional 62 parking spots which will count for a total of 210 parking spots, 11 of which are ADA parking spots.

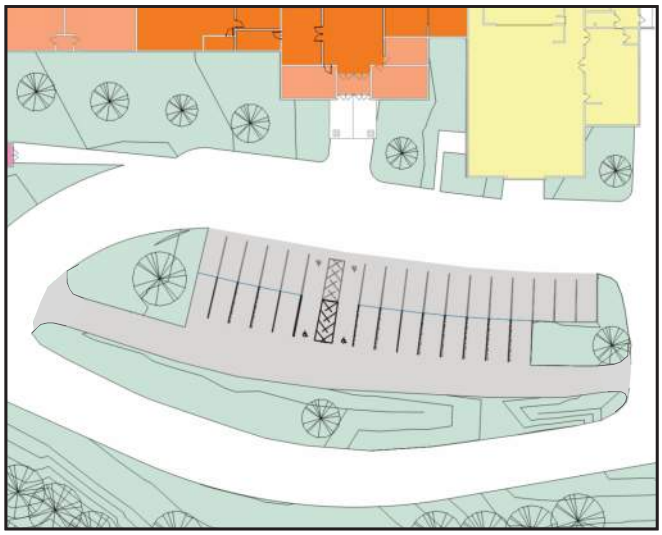
Parking Lot	*Number of Parking Spots*
Parking Lot A	29
Parking Lot B	33
Parking Lot C	47
Parking Lot D	68
Parking Lot E	33
Total	**210**



Parking Zones Overview



Parking Lot A
25-29 Spaces



Parking Lot E
30-33 Spaces

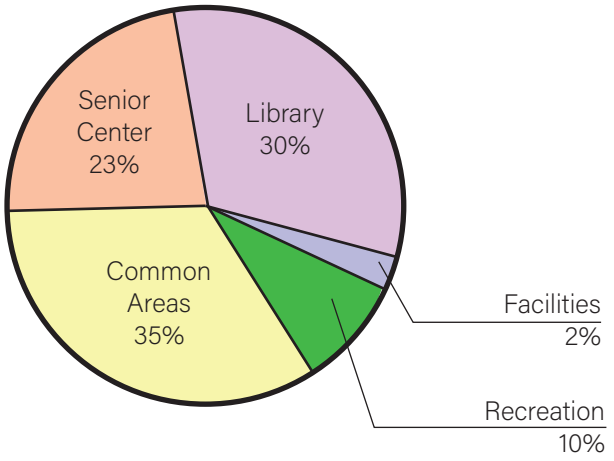
Option 1c - High Renovation

This option considers the possibility of demolishing the top right addition to create a direct and grand entrance to the Library of Southborough. This layout considers the potential ability of creating openings in walls to connect spaces more directly and create better connections within departments and programs.

The Youth and Family department does not need to be renovated, therefore avoiding code upgrades and adding to the cost of the project.

The area is distributed as showcased in the following:

Program	*Area (sqft)*
Senior Center	14 867
Library	19 164
Recreation	6 710
Common Areas	22 678
Facilities	1 442
Total	**64 861**



Programs:

- Senior Center
- Renovated Senior Center
- Library
- Renovated Library
- Recreation
- Renovated Recreation
- Common Area
- Renovated Common Area
- Facilities
- New Parking

Total Parking Spots: 227

Parking Lot A

Parking Lot B

Parking Lot C

Parking Lot D

Richards Rd

Parkerville Rd

100'

N

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OPTION 1C

Town of Southborough
Community Center Feasibility Study

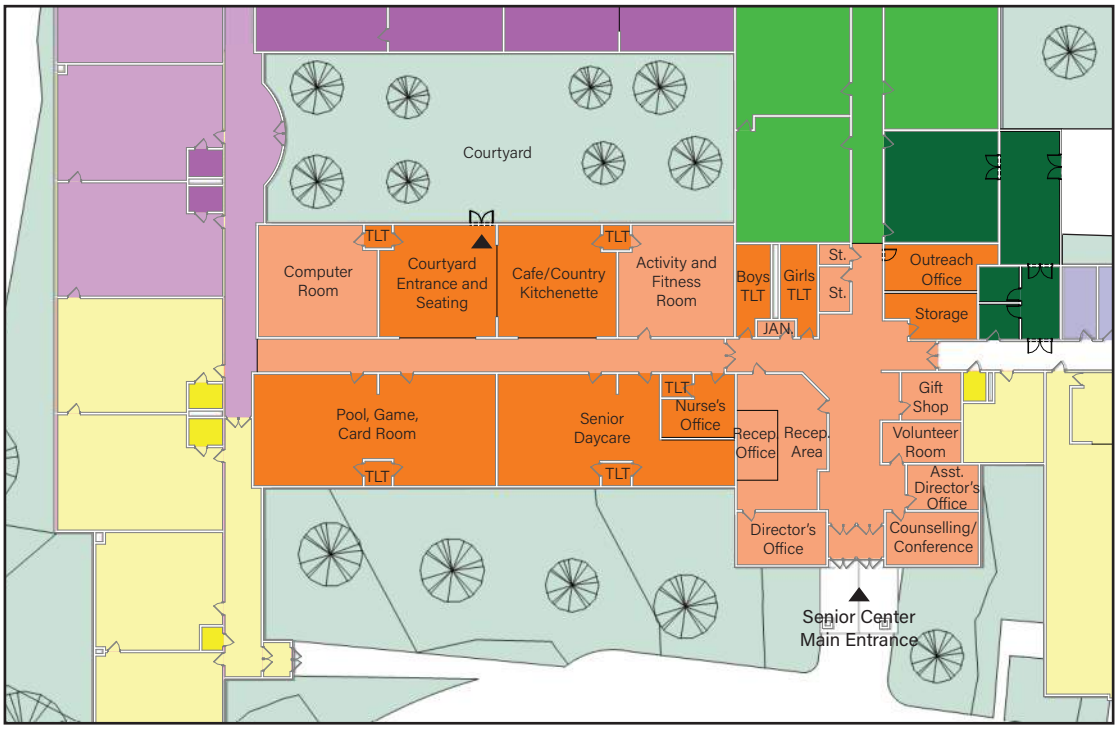
DRA

Senior Center - High Impact

The main administration area has not changed from its original design and Reception and Administration programs are placed where they fit best. Administration Offices are found off the main entrance, such as the Outreach Office, the Assistant Director's Office, etc. The Director's Office is located within the Main Office so that all seniors, community members and visitors must go through reception upon arrival. Not many walls are being built or torn down on account of the partial building demolition costs, but some programs do include partial wall demolition to create open space. Programs that have two classroom spaces (now one room) include: the Senior Daycare, the Café/Country Kitchenette and the Pool/Card/Game Room. The remaining programs within the Senior Center occupy one classroom space.

Senior Center	*Net Square Footage*
Reception Area	576
Receptionist	190
Director's Office	313
Asst. Director's Office	212
Outreach Office	313
Counselling/Conference	325
Gift Shop	188
Volunteer's Room	210
Nurse's Office	253
Senior Daycare	1 378
Activity/Fitness Room	836
Computer/Meeting Room	1 183
Pool/Game/Card Room	1 745
Cafe/Country Kitchenette	1 722
Storage	248
Total	**9 692**

square footage above does not include bathrooms or circulation space



Pros:

Administration offices are located at the main entrance for easy access. Programs used by seniors are located deeper into the Senior Center and are surrounded by Common Areas to prevent unwanted guests from wandering into their space. Despite not having access to the exisiting Courtyard entrance, there is a seperate entrance only for seniors which is accessed more easily.

Cons:

This department is located near quieter programs which limits the sound that can be created by the Senior Center and can create limits to some activities held within the department.

Library - Permanent Libray

Much like Option 1a, the same programs remain but are arranged in a different manner: the Teen Section has its own Selection Area on the left side of the library, occupying one and a half classroom spaces. The Teen's Makerspace occupies the adjoining room. The Adult's Section occupies four classrooms worth of space, three designated for stacks, and one for a quiet reading and studying area. The Children's Section, located in between the Teen's Section and the Adult's Section, occupies three classrooms worth of space, two of which are for the main selection and one of which for interior storytelling if they are unable to hold similar events outdoors due to the weather. There are two entrances to the library: one is the Teen and Children's Entrance, and the other, the main entrance, is for the Adult's Section. Located near both entrances are administration offices and checkout areas where community members can check out independently. There are offices for staff located throughout the library: the Children's Librarian is placed next to the Children's section, the Main Librarian is in a central location, and more staff offices are located near book storage and reading areas.

Library	*Net Square Footage*
Adult's Section	2 908
Adult's Reading Area	966
Teen's Section	1 837
Teen's Makerspace	1 186
Children's Section	1 920
Children's Storytime Area	1 094
Admin./Check Out	1 700
Children's Librarian	157
Main Librarian	150
Staff Offices	1 380
Storage	1 530
Total	**14 827**

square footage above does not include bathrooms or circulation space



Pros:

The Library has their own main entrance, allowing this department to feel like it's its own building. Additionally, there is better circulation due to the openings created in the walls, and both public and employee bathrooms located throughout the department.

Cons:

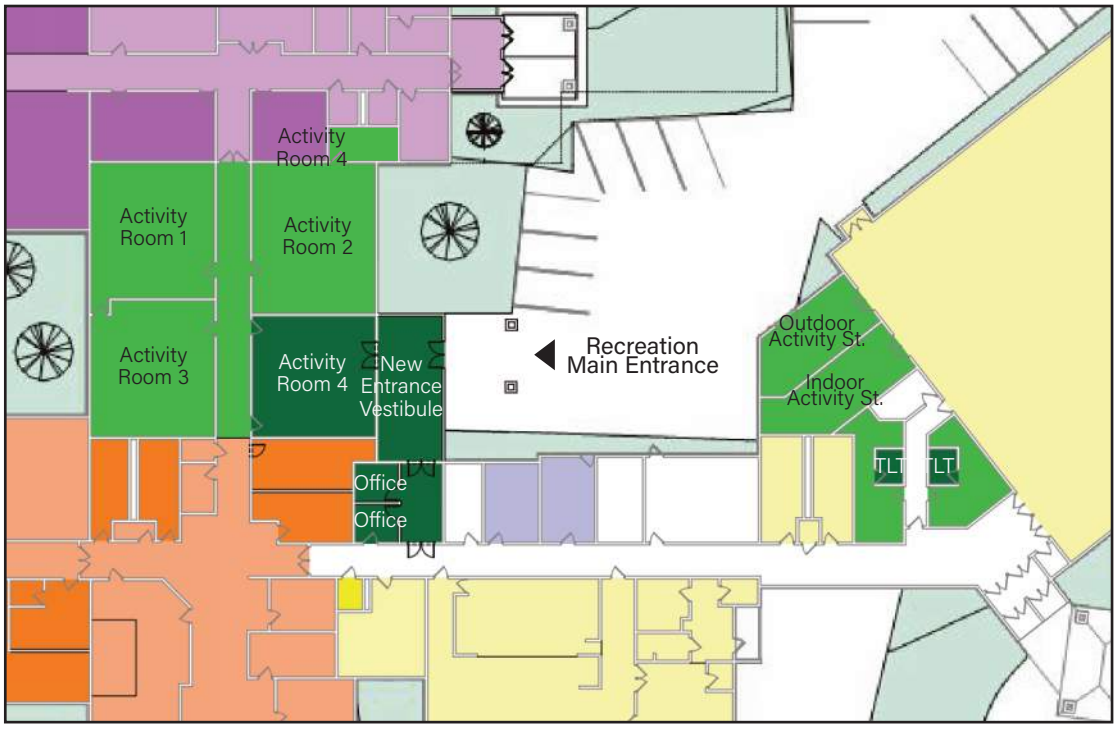
There is less office space and staff space throughout the Library. For instance, there is no breakroom, no conference room (not including Common Meeting Rooms) and no research areas such as a Historical Research Area.

Recreation

In this option, the Recreation Department is located between the Library and the Senior Center to create stronger connections with these surrounding programs. The Recreation Department has their own entrance next to the Library's Main Entrance. Additionally, the Recreation Department would have priority over exterior fields including the play structures, the Softball and Baseball fields, etc. Storage space is still accommodated for, both for interior and exterior activities, located near the Gymnasium inside, and near the Fields outside. The Recreation Department now has it's own designated entrance which leads right to the employee offices and Activity Rooms. This entrance also allows for quick and easy access to the Gymnasium.

Recreation	*Net Square Footage*
Activity Rooms	3 781
Office Space	186
Storage	1 001
Total	**4 968**

square footage above does not include bathrooms or circulation space



Pros:

These spaces are very easily accessible from the outdoor courts that Mary Finn includes (i.e. Softball, Baseball and Football fields) and are also easily accessible from surrounding programs which encourages more people to use the department.

Cons:

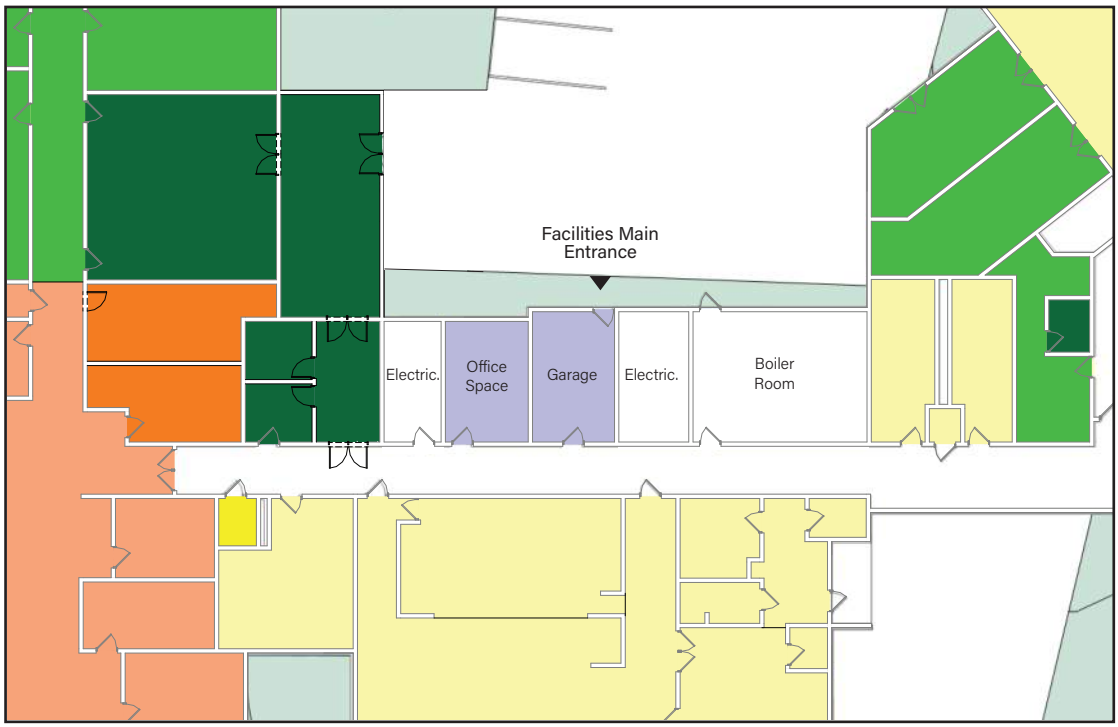
This area will require more intense renovations to create a seperate and larger entrance for the Recreation Department, as well as build an extra hallway that connects outside space to Activity Rooms, employee offices and the Gymnasium.

Facilities

The facilities department office space is centered around the electrical, garage and boiler rooms. This allows easy access to the technology they're monitoring in previously mentioned facility rooms. The Facilities Department has one room of space for employee offices. This room can accommodate two to four facilities employees. There is one entry point which can be used as an employee entrance, through the garage.

Facilities	*Net Square Footage*
Office Space	240
Garage	256
Total	**496**

square footage above does not include bathrooms or circulation space



Pros:

There is no need for major renovations. All needed programs are able to fit within the exising layout. Additionally, utilities are placed near each other and do not interrupt other departments throughout the Community Center. Office space is placed near utilities for quick and easy access.

Cons:

There is not much office space, and no privacy within this space. Therefore, the space cannot accomodate many employees or accomodate private space for each employee.

Common Spaces

These spaces are designated areas that every program can use, provided there is a schedule that suits all departments. Common areas include the gymnasium, cafetorium, stage, kitchen, some bathrooms and all changerooms. There are two entrances attributed to these spaces: one of which is a gym entrance that can be used for guests if there are events in the gym animated by departments within the building, and the other being an employee entrance for kitchen employees. In this layout, meeting rooms are also located between departments to create a buffer zone. These Common Spaces are designed to be used by both departments and create connections and relationships between these departments.

Common Spaces	*Net Square Footage*
Meeting Room	1 602
Gymnasium	11 078
Cafetorium	3 470
Stage	612
Kitchen	892
Fridge/Freezer	77
Office Space	24
Flex Space	3 145
Storage	215
Total	**17 970**

square footage above does not include bathrooms or circulation space



Pros:

The Kitchen and Gymnasium spaces have a higher construction cost per square foot. Utilizing existing infrastructure minimizes the impact of these costs for the Community Center Departments to share.

Cons:

Common Spaces are meant to be shared, which can create conflict if multiple departments wish to use the same space at the same time.

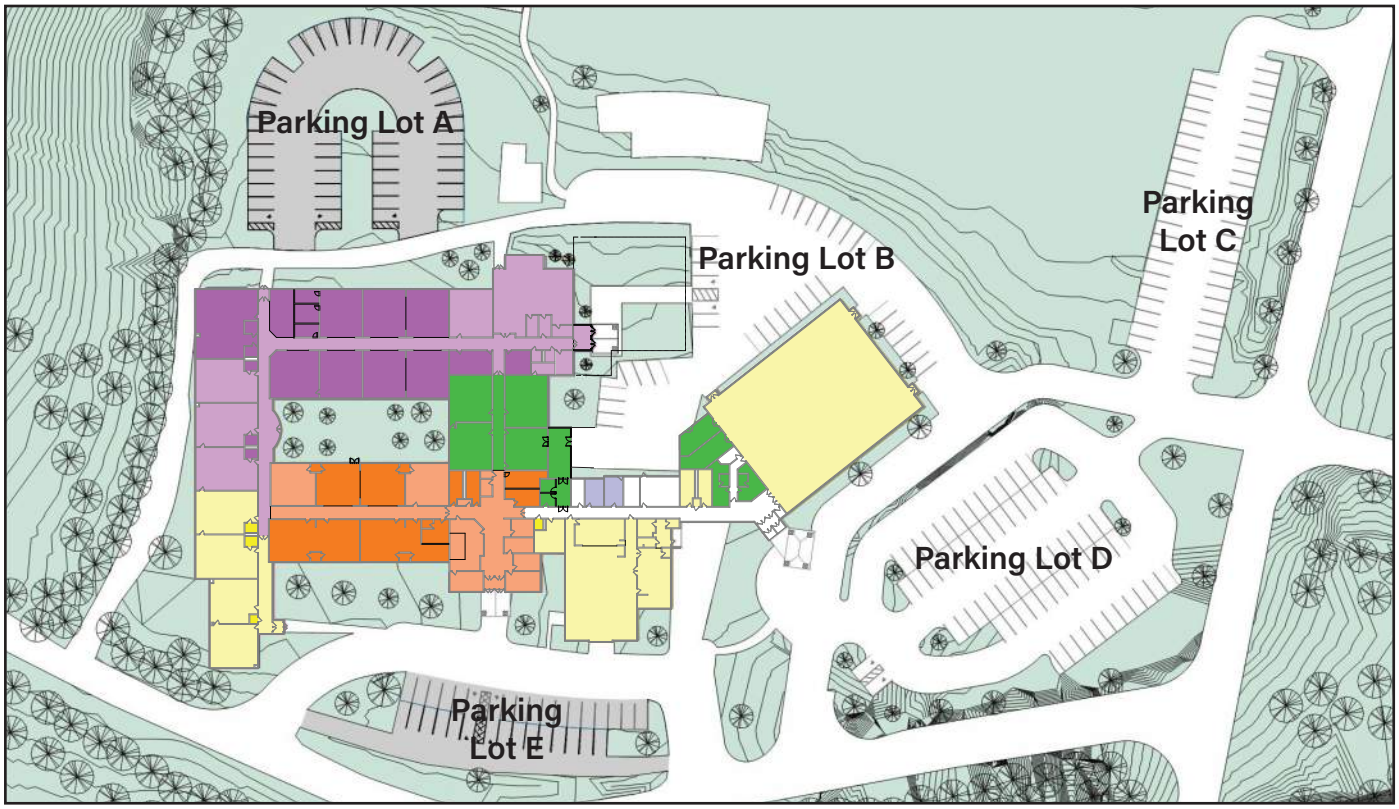
Parking Needs

Based on the Town of Southborough's Parking and Loading Regulations (Code 174-12), the following parking spaces are required for each department within the building:

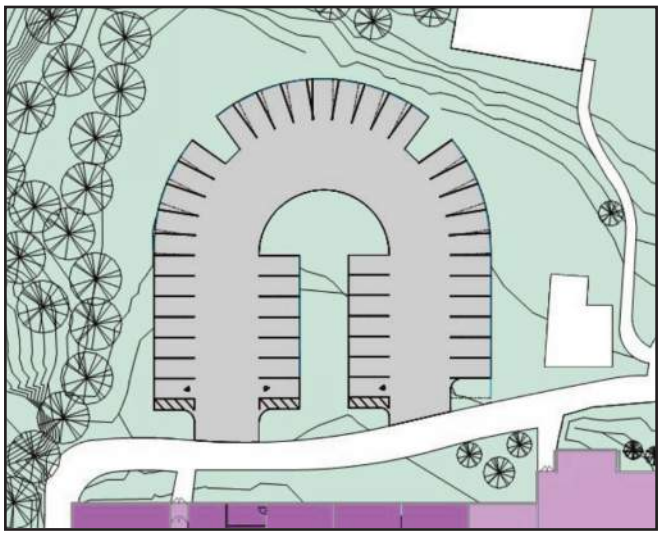
Program	*Parking Needs*
Senior Center	56
Public Library Use	65
Private Library Use	7
Recreation	23
Facilities	6
Total	**157**

With the new proposed parking lots (Parking A: 46 spots, Parking C: 15 added spots), there will be an additional 62 parking spots which will count for a total of 227 parking spots, 11 of which are ADA parking spots.

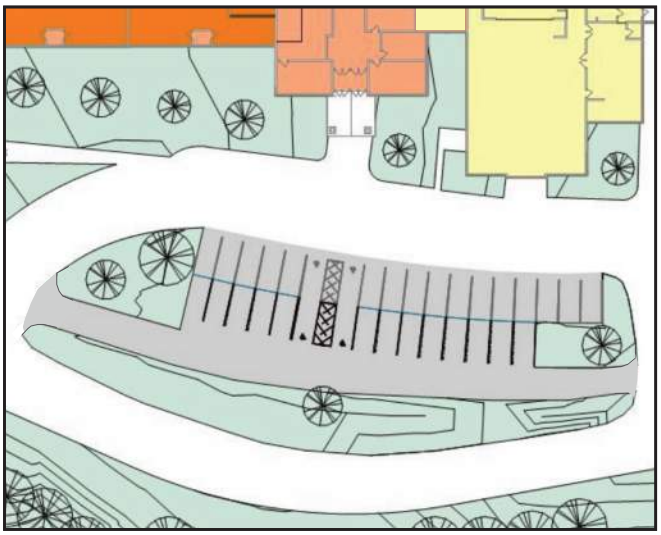
Parking Lot	*Number of Parking Spots*
Parking Lot A	46
Parking Lot B	33
Parking Lot C	47
Parking Lot D	68
Parking Lot E	33
Total	**227**



Parking Zones Overview

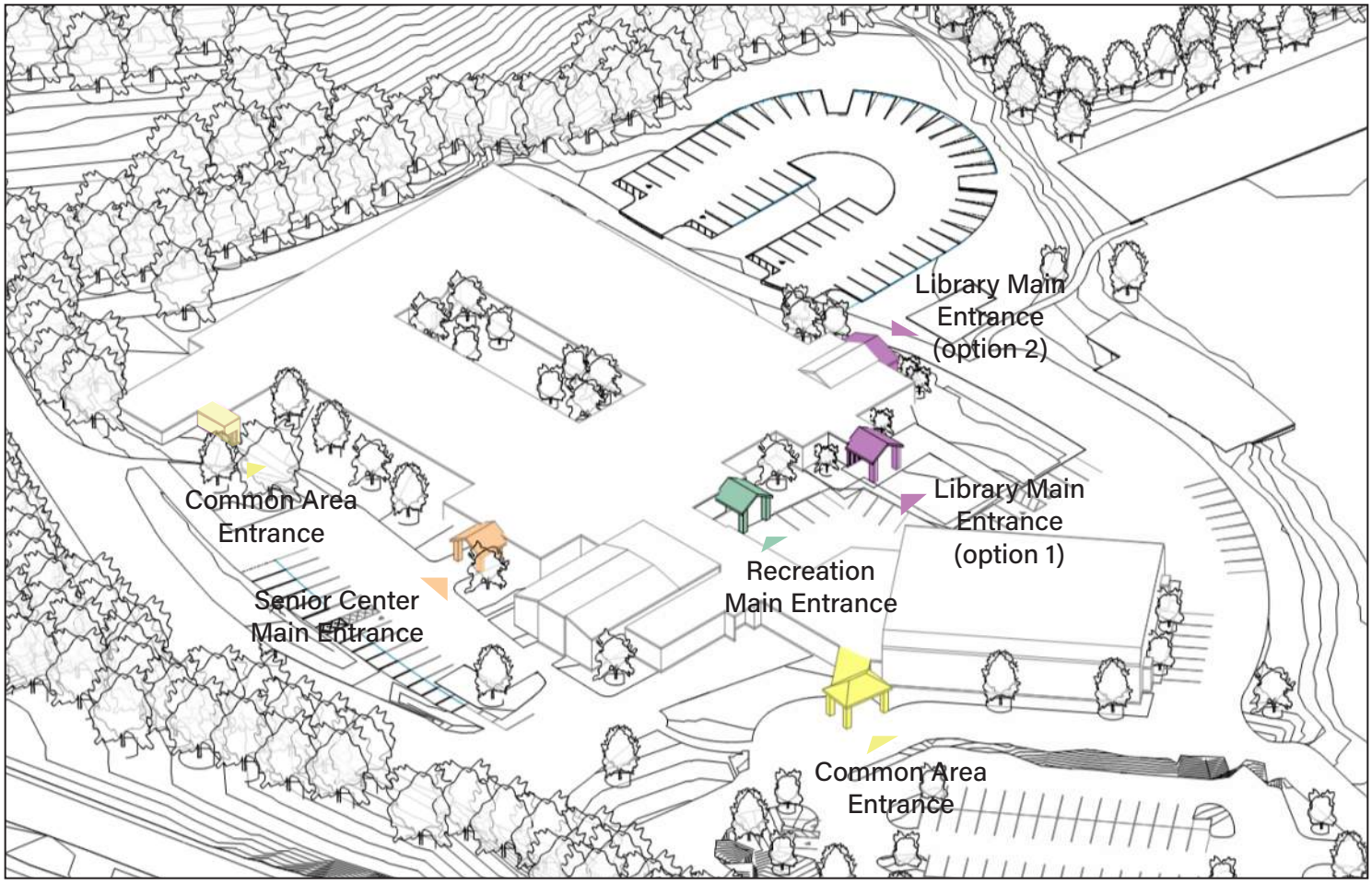


Parking Lot A



Parking Lot E

Massing Model



New Entrances





Main Recreation
Entrance

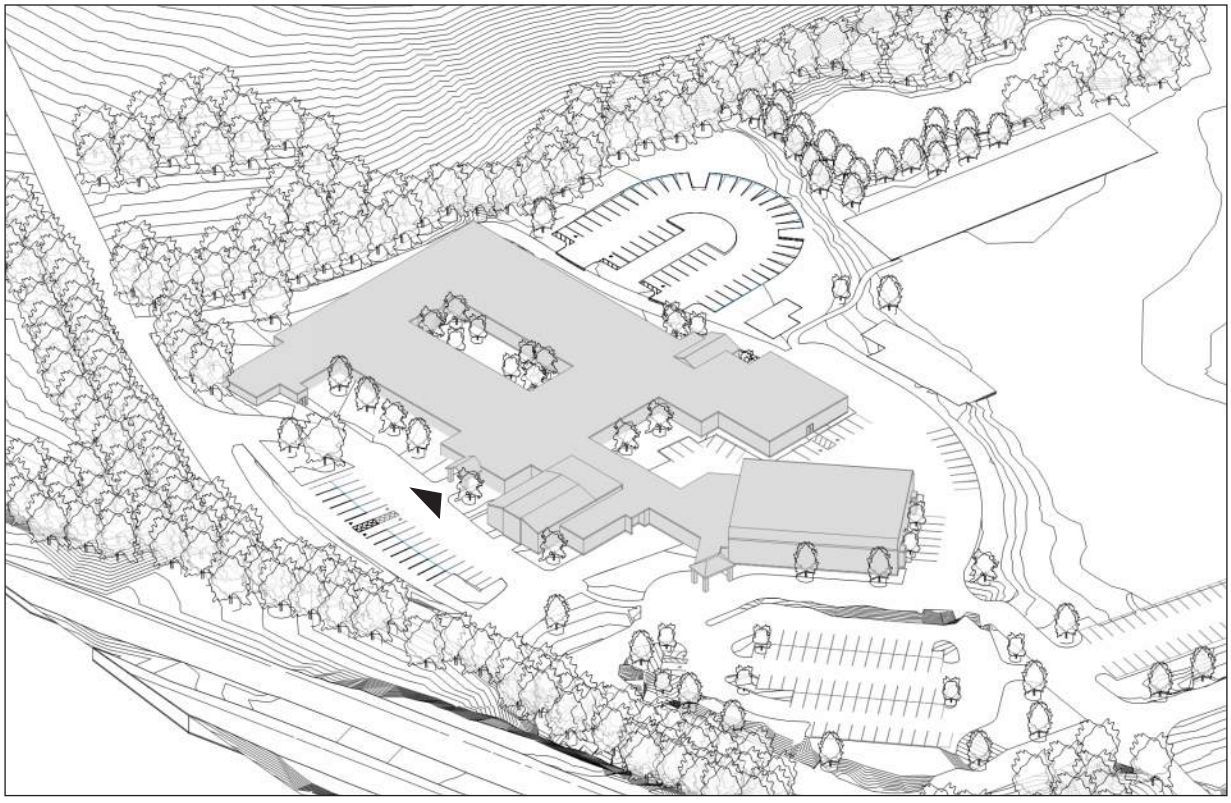
Appendix A

Exisiting Conditions

The current Mary E. Finn Elementary School has several types of different spaces, inside and outside, including:

- Classrooms
- Library
- Gymnasium
- Cafetorium and Kitchen
- Teacher Areas and Offices
- Bathrooms and Changerooms
- Entrances and Exits
- Playgrounds and Play Structures

Massing Model



Option 1d - Senior Center High Intensity

This option considers a renovation including the Senior Center at a high intensity renovation level, which includes structural modifications as well as toilet room improvements and reconfiguration of walls and entrances to accommodate the needs of the Senior Center Program.

SENIOR CENTER
The option considers the same space requirements as Option 1a although it improves the Senior Center program through allowing appropriate structural requirements to address the concerns of the committee to ensure that the renovates space feels like a Senior Center and not an existing school building.

Note - Refer to Option 1a for space utilization requirements for this option.

RECREATION
The Recreation program can utilize existing spaces with little to no renovation required.

TEMPORARY LIBRARY
The library can utilize the existing classroom space, once vacated. This temporary condition will require minimal renovation for this temporary condition. The intent is for this space to be utilized during any renovation/addition and/or new construction project that may be ongoing at the existing Library site.

FACILITIES
Facilities offices and work space can easily be accommodated in this option; Refer to Option 1a.

COMMON SPACE
Shared and flex spaces can also easily be accommodated in this option; Refer to Option 1a. When the temporary library space is no longer required in this building, the building become even more flexible to allow expansion of the Recreation program, similar to Option 1a.

The Cafeteria/Multipurpose room would be renovated to improve the acoustics and flexibility of the space. This will allow multiple types of functions to happen in this room and prolong the life of the space for Recreation, Senior Center and other uses by the Town of Southborough.

SITE WORK & PARKING
The site allowance includes new parking for the permanent Senior Center location, a temporary gravel lot, and allowance to return the gravel lot to a loam and seed lawn area if desired after the temporary library location is no longer needed.

Programs:

- *Senior Center*
- *Renovated Senior Center*
- *Library*
- *Renovated Library*
- *Recreation*
- *Common Area*
- *Renovated Common Area*
- *Facilities*
- *New Parking*

Total Parking Spots: 237

TEMPORARY GRAVEL LOT

Parking Lot A

Parking Lot B

Parking Lot C

Parking Lot D

Parking Lot E

Parking Lot F

TEMPORARY LIBRARY

PERMANENT SENIOR CENTER

Parkerville Rd

Richards Rd

100′

N

OPTION 1D

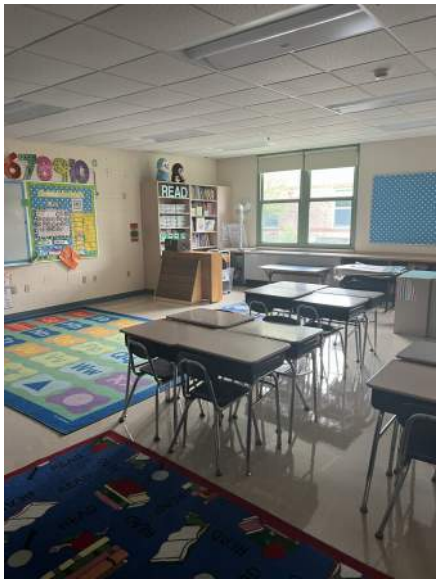
Town of Southborough
Community Center Feasibility Study

DRA

Current Interior Spaces

- Classrooms





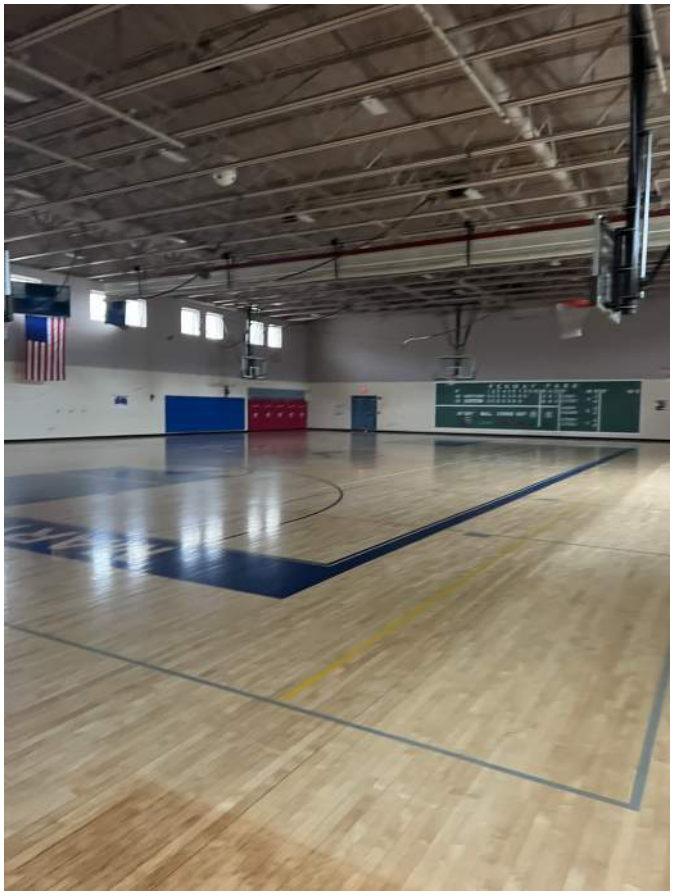


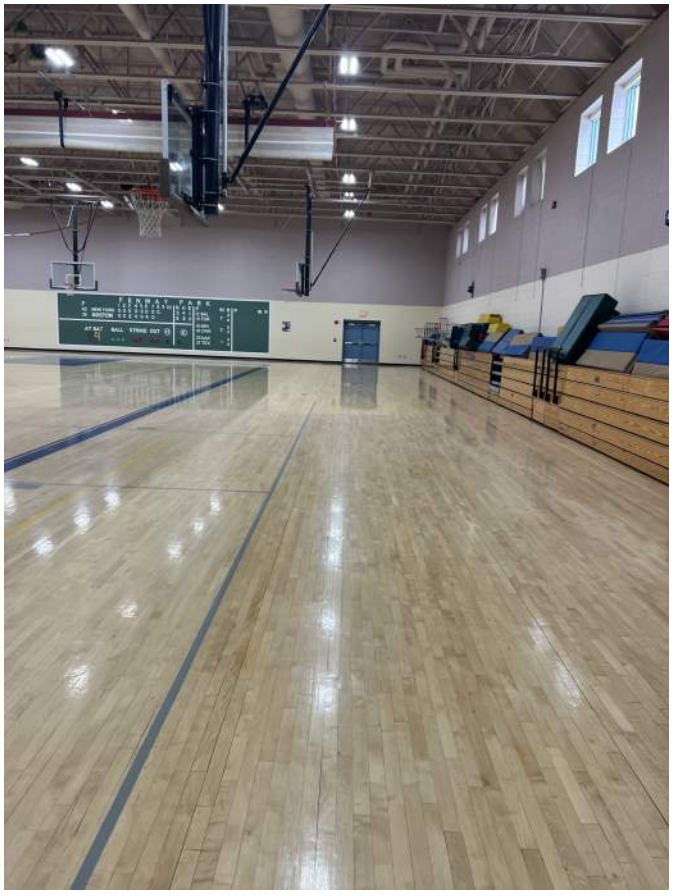
- Library





- Gymnasium





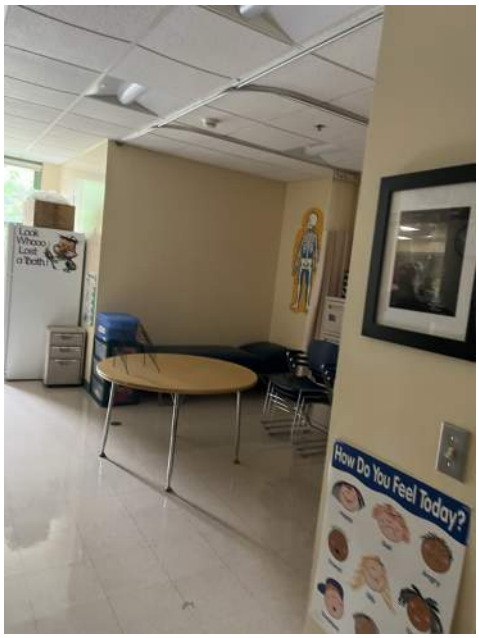
- Cafetorium and Kitchen







- Teacher Areas and Offices







- Bathrooms and Changerooms







Current Exterior Spaces

- Entrances and Exits









- Play Areas and Play Structures







Table 1 – Summary of Preliminary Design Pricing

COMMUNITY CENTER FEASIBILITY STUDY . Southborough.MA 10/21/2023

Note: Costs assume construction start of Summer 2024

	NET SF Program Areas	Renovation Intensity - Scope	Construction Costs	Project Costs
Option 1a	**29358**	Low Intensity Reno	4,403,700	
Mary Finn Renovation	**2610**	Medium Intensity Reno	587,250	
Low Intensity Option - Phased	**0**	High Intensity Reno	0	
	31968	**Sub Total Building**	**4,990,950**	
***Library** (temp)* **, Senior Center, Recreation**		Site Allowance		
Facilities, Youth & Family		**Total**	**4,990,950**	**7,486,425**
Shared/Community Space		***Escalation to 2025***	***5,390,226***	***7,007,294***
		Escalation to 2028	***5,929,249***	***7,708,023***
				241 /GSF

*Note - this renovation **does not currently** trigger code upgrades.*

For this option, we do not include square footage associated with the Recreation Department and associated hallways & toilet rooms. This Option also assumes approximately 10,000sf of the Senior Center Spaces would be Renovated. No renovation included for the Youth & Family Area.

	NET SF Program Areas		Construction Costs	Project Costs
Option 1b	**10000**	Low Intensity Reno	1,500,000	
Mary Finn Renovation	**15713**	Medium Intensity Reno	3,535,425	
Medium Intensity Option		*Code Upgrade Allowance*	*2,475,000*	
Senior Center, Recreation, Shared Space	**3000**	High Intensity Reno	1,200,000	
Facilities, Youth & Family	**28713**	**Sub Total Building**	**8,710,425**	
		Site Allowance	1,000,000	
		Total	**9,710,425**	**14,565,638**
		Escalation to 2025	***10,487,259***	***13,633,437***
		Escalation to 2028	***11,535,985***	***14,996,780***
		Unit Cost		522 /GSF

*Note - this renovation **does** trigger code upgrades unless the work is Phased over time. Review Assessed Property Value prior to starting design.*

For this option, square footage associated with the Recreation Department and associated hallways & toilet rooms is not included. No renovation included for the Youth & Family Area.

	NET SF Program Areas		Construction Costs	Project Costs
Option 1c	**10000**	Low Intensity Reno	1,500,000	
Mary Finn Renovation	**14870**	Medium Intensity Reno	3,345,750	
High Intensity Renovation	**19000**	High Intensity Reno	7,600,000	
		Code Upgrade Allowance	*2,475,000*	
	8100	Demolition	1,620,000	
	900	New Construction	810,000	
Library, Senior Center, Recreation	**43870**	**Sub Total Building**	**17,350,750**	
Facilities, Common Areas		Site Allowance	1,000,000	
		Total	**18,350,750**	**27,526,125**
		Escalation to 2025	***19,818,810***	***25,764,453***
		Escalation to 2028	***21,800,691***	***28,340,898***
		Unit Cost	497	646 /GSF

*Note - this renovation **does** trigger code upgrades unless the work is Phased over several years. Review Assessed Property Value prior to starting design.*
This option also includes approximately half of the common space shown in the plan to have low intensity renovation to accommodate programs needed.

	NET SF Program Areas		Construction Costs	Project Costs
Option 1d - NEW	**3000**	Low Intensity Reno	0	
Mary Finn Renovation	**2610**	Medium Intensity Reno	0	
High Intensity Renovation	**16919**	High Intensity Reno	6,767,600	
		Code Upgrade Allowance	*2,475,000*	
	0	Demolition	0	
	0	New Construction	0	
Senior Center	**22529**	**Sub Total Building**	**9,242,600**	
Uses SF from Option 1A in Report		Site Allowance	250,000	
Associated Toilet Rooms Included		**Total**	**9,492,600**	**14,238,900**
Cafeteria-Common Room		***Escalation to 2025***	***10,252,008***	***13,327,610***
		Escalation to 2028	***11,277,209***	***14,660,371***
		Unit Cost	501	651 /GSF

Note - This renovation may trigger code upgrades and should be reviewed for the Senior Center scope of work; this estimate includes an allowance for window replacement. This option also includes approximately half of the common space shown in the plan to have low intensity renovation to accommodate programs needed. Site allowance is reduced to include additional parking for Senior Center Only (Approx 13,000sf Senior Center, Toilet Rooms and Low Intensity Reno for Cafeteria/Common Room)

	NET SF Program Areas		Construction Costs		Project Costs
Option 2	**15140**	Building	13,247,500		
Senior Center - New Construction		Site	1,000,000		
$1m site allowance		**Total**	**14,247,500**		**21,371,250**
		Escalation to 2025	***15,387,300***		***20,003,490***
		Escalation to 2028	***16,926,030***		***22,003,839***
		Unit Cost	941 /GSF		

Note - Site Allowance is not determined based on specific site requirements and will vary depending on site selection.

	NET SF Program Areas		Construction Costs		Project Costs
Option 3	**19500**	Building	17,550,000		
Library - New Construction		Site	1,000,000		
$1m site allowance		**Total**	**18,550,000**		**27,825,000**
		Escalation to 2025	***20,034,000***		***26,044,200***
		Escalation to 2028	***22,037,400***		***28,648,620***
		Unit Cost	951 /GSF		

Note - Site Allowance is not determined based on specific site requirements and will vary depending on site selection.

	NET SF Program Areas		Construction Costs	Project Costs
Option 4	**27000**	Building	29,681,992	
Recreation Center- New Construction		Site	2,000,000	
$2m site allowance		**Total**	**31,681,992**	**47,522,988**
		Escalation to 2025	***34,216,551***	***44,481,517***
		Escalation to 2028	***37,638,206***	***48,929,668***
		Unit Cost	1,173 /GSF	

Note - Site Allowance is not determined based on specific site requirements and will vary depending on site selection.

	NET SF Program Areas		Construction Costs	Project Costs
Option 5	**61640**	Building	43,919,209	
Mixed Use - New Construction		Site Allowance	2,500,000	
$2.5m site allowance		**Total**	**46,419,209**	**69,628,814**
		Escalation to 2025	***50,132,746***	***65,172,569***
		Escalation to 2028	***55,146,020***	***71,689,826***
		Unit Cost	753 /GSF	

Note - Site Allowance is not determined based on specific site requirements and will vary depending on site selection. Cost/GSF is for 2028 Escalation Value)

Table 1 – Options Evaluation Chart

COMMUNITY CENTER FEASIBILITY STUDY . Southborough.MA 12/29/2023

	Meets Senior Center Space Requirements	Meets Recreation Requirements	Library Short Term Requirements	Library Long Term Requirements	Flexible Meeting Spaces	Location	Timeline	Separation of Programs & Appropriate Adjacencies	Project Costs
Option 1a ***Mary Finn Renovation*** *Low Intensity Option* ***Temporary Library, Senior Center, Recreation, Facilities***				Library is Phased as a Temporary Location during any renovation/construction of the existing library building and site					
Option 1b ***Mary Finn Renovation*** *Medium Intensity Option* ***Senior Center, Recreation Facilities, Youth & Family***				Library Storage Only for this Option					
Option 1c ***Mary Finn Renovation*** *High Intensity Renovation* ***Library, Senior Center, Recreation Facilities***		Does not allow for summer program Expansion to 250 students unless all shared spaces are occupied							This project involves creating apprpriate entrances for all programs for wayfinding and department identification
Option 1d ***Mary Finn Renovation*** *High Intensity Renovation* ***Temporary Library, Senior Center, Recreation Facilities***				Library is Phased as a Temporary Location during any renovation/construction of the existing library building and site					
Option 2 ***Senior Center - New Construction***		May allow for shared space with Recreation				TBD	TBD		High Cost/SF for New Construction when compared to renovation
Option 3 ***Library - New Construction***	**N/A**	**N/A**				TBD	TBD		High Cost/SF for New Construction when compared to renovation
Option 4 ***Recreation Center- New Construction***	**N/A**		**N/A**	**N/A**		TBD	TBD		High Cost/SF for New Construction when compared to renovation
Option 5 ***Mixed Use - New Construction***						TBD	TBD		High Cost/SF for New Construction when compared to renovation

Note: Excel file has been provided with this report for Owner Use.

Low Intensity Reno: *Remove Existing Casework, Interior Finishes, Swap lighting fixtures*
Medium Intensity Reno: *Low Intensity Scope Plus New Toilet Room Fixtures*
High Intensity Reno: *Structural Framing Required to create larger Spaces, slab trenching, fire protection*
**Interior renovation may trigger CODE Upgrades such as exterior envelope which may require new building skin, abatement of existing mastic.*
**Site numbers for new construction would be allowances only.*
**Site numbers for Mary Finn Reno would include parking addition, drainage and landscaping, possible utility rerouting for two options.*

**Abatement numbers are based on existing AHERA reports and are an allowance only; further study would be required in the next phase of work to determine extent of abatement required.*
**Gymnasium and Kitchen are not accounted for in renovation costs as they likely do not require any (unless code requirements are not met)*
**All Mary Finn Renovation assumes no relocation of staff/students during construction.*

	COST/SF	SCOPE OF WORK
	$50	Exterior Masonry and Insulation
	$185	Exterior Window Upgrade
	$150	Low intensity Renovation
	$225	Medium Intensity Renovation
	$400	High Intensity Renovation
	$900	Cost/SF New Library
	$875	Cost/SF New Senior Center
	$875	Cost/SF New Community Center (combined uses)
5,000	**$925,000**	Window Upgrade Allowance
31,000	**$1,550,000**	Insulation Upgrade Allowance
	$2,475,000	Total

31,000	**$0**	Insulation Upgrade Allowance
	$0	Total

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Saturday, January 6, 2023 9:00 AM – Joint Meeting with Advisory Committee
Location: Public Safety Meeting Room, 32 Cordaville Road, Southborough, MA
Present: Kathryn Cook, Andrew Dennington, Al Hamilton, Marguerite Landry, Sam Stivers For Select Board; Andrew Pfaff, Howard Rose, Tim Martel, Adam Nodiff, Larry Samberg, and Marci Jones-Salow for Advisory, and Town Administrator Mark Purple

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

Chair Dennington called the meeting to order for the Select Board at 9:01 AM. Chair Pfaff called the Advisory Committee meeting to order at 9:01 AM.

Review of FY2025 Departmental budgets

Capital Budget – Capital Investment Planning Committee Chair Jason Malinowski

Mr. Malinowski walked the boards through his presentation as attached in the packet which included the process the CIPC took to come to their recommendations. Mr. Malinowski discussed each capital item that his Committee is recommending for the FY 25 budget using a Power Point presentation that is attached. For the benefit of Advisory and others listening, Mr. Dennington reviewed the process the Select Board has taken regarding the disposition of the town building located at 21 Highland Street.

Department of Public Works – DPW Superintendent Bill Cundiff

Mr. Cundiff went through his budget with Select Board liaisons Ms. Cook and Mr. Hamilton and Advisory liaisons Mr. Pfaff and Ms. Jones-Salow. The group discussed the proposed DPW FY 25 budget which includes adding the position of town engineer. Also discussed were the tree warden position, the FY25 DPW proposed capital projects, and potential TIP projects for Cordaville and Framingham Roads.

Information Technology – IT Manager Jason Montijo

Mr. Montijo reviewed his proposed budget with Ms. Cook and Mr. Stivers as Select Board liaisons and Mr. Samberg as the Advisory liaison. Mr. Montijo stated that the Municipal Technology Committee (MTC) had reviewed his proposed budget and that the MTC unanimously supported the proposed budget. Mr. Monijo stated that after consultations with the SB liaisons and the Advisory liaison all had agreed to postpone moving the townwide phone system to the cloud. Mr. Montijo stated that the proposed increase to his FY 25 budget YOY was due to the proposed increases from software vendors on packages whose contracts were expiring and needed renewing. Mr. Pfaff asked Mr. Montijo to pushback on current vendors and investigate alternatives to reduce cost.

The group also discussed the IT infrastructure and security measures currently implemented, the current status and plans for moving further to the cloud, and the town's redundant ISP services. Ms. Cook gave accolades to the IT staff for all the improvements made to the town's technology infrastructure and security.

The meeting recessed for lunch at 12:05 PM.

The meeting resumed at 12:34 PM.

After the lunch break Treasurer/Collector Brian Ballantine gave an overview of the overall proposed FY 25 budget. Mr. Ballentine told the group that the first pass of the FY 25 budget results in a significant decrease in the town's excess levy capacity and an approximate 9% increase in the average tax bill to homeowners. He added that the school budgets are rough estimates and the regional capital budget has not yet been submitted.

Police Department – Chief Ryan Newell

Chief Newell reviewed three proposed FY 25 police department budgets. The three budgets differed in the proposed staffing for FY 25. Chief Newell is proposing adding four new dispatchers, one lieutenant, and one new officer. Chief Newell spent the majority of his presentation explaining the need for each of the new positions.

[Mr. Nodiff left at 12:44 PM; and continued to participate virtually.]

Chief Newell explained that he needs an administrative lieutenant to handle the recent increase in administrative work including the new work caused by the addition of body cameras. The Chief also explained the need to double the size of the dispatch staff so that there are two dispatchers on 24/7 to cover simultaneous emergencies.

Mr. Hamilton suggested separating the Police and Dispatch operation into two separate budgets. Chief Newell requested time to review alternate paths for his requested new positions before committing to this change. The group discussed the new hiring requests including the urgency of those requests. Mr. Pfaff suggested conducting a staffing study to validate Chief Newell's requests.

Fire Department – Chief Steven Achilles

Chief Achilles reviewed his proposed FY 25 budget. The proposed fire department FY 25 budget includes an increase of 3.8% for payroll due to union contractual increases. The group also discussed Chief Achille's continued advocacy for a Deputy Chief.

Much time was spent on discussing the Fire Department's capital requests for FY 25. Chief Achilles provided a draft information piece on a replacement tower truck and outlined the current condition of the vehicle and the recommended path forward for a new vehicle. The group discussed these options which included the capability to carry and pump water.

There was a discussion about the gaps in radio coverage and the lack of a contract with EMC for the tower where half of the town's repeaters are located. Chief Achilles suggested the town wait to understand the requirements of regional dispatch before spending funds on improving the emergency communication system. The Advisory Committee thanked the Chief for his service to the community as Fire Chief and as a resident.

For the Select Board, Mr. Dennington moved to adjourn the meeting at 2:37 PM. Ms. Landry seconded the motion. The motion was unanimously approved (5-0-0).

For the Advisory Committee, Mr. Pfaff made a motion to adjourn the meeting at 2:37 PM. Mr. Rose seconded the motion. The motion was unanimously approved (5-0-0).

Documents used in the meeting:

DRAFT

- Presentation of recommended FY25 capital from CIPC;
- FY25 requested budgets from IT, Police, Fire, and DPW;
- Fire Chief handout on Capital Purchase Request – Aerial Replacement
- FY25 budget recap from Finance Director, dated January 5, 2024

Respectfully submitted

Mark Purple, Town Administrator

DRAFT

SOUTHBOROUGH LIBRARY

DATE: January 31, 2024

TO: The Select Board, Town of Southborough

FROM: Ryan Donovan, Library Director

SUBJ: Donation to the Library

To: The Select Board, Town of Southborough:

The Southborough Library has received a donation of $25.00 from former library volunteer Lois Seltzer of 8 Blueberry Lane in Southborough, MA.

At this time, the Library Board of Trustees and I wish to accept this donation to be placed in the "Library Donation" account, #2629-6-610-570-57820. We ask that you agree. Please contact library director Ryan Donovan with any questions or concerns. Thank you.

Ryan Donovan

Ryan Donovan, Library Director

TOWN OF SOUTHBOROUGH

PLANNING BOARD

TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710, ext. 3028 · FAX (508) 983-7752 · kquinn@southboroughma.com

February 2, 2024

Select Board
Town of Southborough
17 Common Street
Southborough, MA 01772

RE: 21 Highland Street Future Use Committee
Planning Board recommendation of Appointment

Dear Select Board:

Please be advised that at its meeting on January 29, 2024, the Planning Board voted 5/0 (Luttrell, Stein, Hoolahan, DeMuria, and Braccio) to recommend the appointment of Lisa Braccio as the Planning Board Representative to 21 Highland Street Future Use Committee. Ms. Braccio's term will expire on June 30, 2024.

Sincerely,

Karina G. Quinn

Karina G. Quinn, P.E.
Town Planner

RECEIVED
By Town Clerk/ksb at 3:55 pm, Feb 29, 2024

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Tuesday, February 13, 2024 6:30 PM
Location: Public Safety Training Room, Public Safety Building, 32 Cordaville Road, Southborough, MA
Present: Kathryn Cook, Andrew Dennington, Al Hamilton, Marguerite Landry, Sam Stivers, Town Administrator Mark Purple and Assistant Town Administrator Vanessa Hale.

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Mr. Dennington called the meeting to order at 6:33 PM.

II. Public Comment

Mr. John Butler, 4 Davis Road, stated he sent a letter to the Board this afternoon asking that the Board invite Town Meeting review prior to signing any Inter Municipal Agreement (IMA) for a Regional Emergency Communications Center (RECC). He stated that, if the Board agrees to hear Town Meeting's comments on the matter, there would be no need to entertain the Citizen's Petition on the Floor of Town Meeting.

Ms. Kristin LaVault, 12 Southwood Drive, asked that discussion of funding for the Peninsula Trail be moved up on the agenda, as it was unclear from the posted Agenda when this item would be discussed.

Mr. Dennington stated discussion of the Peninsula Trail funding would occur in discussion of the budget and warrant.

Mr. Dennington acknowledged and welcomed Interim Fire Chief Paul Fillebrown to tonight's meeting.

Mr. Andrew Pfaff, Chair of the Advisory Committee, called the Advisory Meeting to order at 6:37 PM. Member present: Andrew Pfaff, Marci Jones Salow and Larry Samberg. Members present via ZOOM: Tim Martel.

III. Scheduled Appointments *(Board may vote)*

a. Supt. Ernest Houle – Assabet Valley FY25 budget and warrant article

Mr. Dennington recused himself from this matter, as his law firm represents the Assabet Valley School District. He turned the matter over to Ms. Cook, Vice Chair. Mr. Houle and Mark Pietrewicz, Assabet Valley School District Member from Southborough, appeared before the Board on the matter. Mr. Houle presented the FY25 Assabet Budget. Mr. Houle stated that Southborough's portion of the Assabet FY25 budget is $517,861. Ms. Cook asked if the School Committee had voted on the town assessments. Mr. Houle stated that they had. The Board and Mr. Houle discussed the budget and the creation of a stabilization fund for FY25. Mr. Pfaff asked if accumulated funds in the proposed Stabilization Fund would be used to fund large capital projects and thus, bypass Town Meeting approval. Mr. Houle stated that they would not. He stated that any large capital projects would be funded separately and stated the proposed Stabilization Fund would be used for short to mid-term projects that are $25,000 or larger and have a life of 10 plus years. He also stated the proposed Stabilization Fund would not be used for operating expenses. Mr. Pietrewicz stated that the proposed Stabilization Fund is needed, in part, because the freshman class has no students outside the district and no outside funds to draw upon, as it has done in the past. He stated this

trend is expected to continue. Mr. Hamilton asked about the amount of the assessment for the proposed Stabilization Fund. Mr. Houle stated the School Committee had voted to set the assessment at $250,000. Mr. Butler stated that there is a statutory limit on stabilization fund maximums of 5% of the operating budget. Mr. Butler stated he is supportive of Southborough participating in the creation of this Stabilization Fund.

b. Joint Meeting with School Committee; Supt. Greg Martineau

Mr. Dennington resumed his duties as Chair. Ms. Rebecca Pellegrino, Finance Director for Southborough Public Schools, stated that the meeting of the Southborough School Committee had been called to order at 7:33 PM.

i. FY25 Budget (K-8, Regional); warrant articles 21, 22 and 23

Superintendent Greg Martineau and Ms. Pellegrino appeared before the Board and the Advisory Committee on the matter. **K-8 Budget:** Superintendent Martineau shared the Southborough Public Schools K-8 budget presentation with the Board and Advisory Committee. Superintendent Martineau stated that, last night, the Southborough School Committee voted to approve the budget for Southborough Public Schools K-8 at $24,258,964 million dollars, which represents a 5.18% increase over the FY24 budget. He stated the budget includes a request for one (1) full-time equivalent to maintain and enhance world language programming in grades K-3 and a .2 position for an adaptive physical education teacher. Superintendent Martineau stated that approximately 2.5% of the proposed 5.18% budget increase is due to the rise in special education transportation costs and out of district tuition costs. He noted this budget also includes a reduction in 2.4 full-time equivalents. Superintendent Martineau discussed the impact of inflation on the budget. Ms. Cook asked about the use of SEDP funds. Ms. Pellegrino stated approximately $60,000 of those funds have been used to offset operating expenses for affected categories. Superintendent Martineau stated the School Department may need to request more reserve fund transfers to fund unexpected, extraordinary repairs and capital projects. Mr. Hamilton stated that he would like to see one reserve fund instead of multiple reserve funds. The Board and the Advisory Committee discussed the proposed budget. The Board and Advisory Committee heard information on the School Department warrant articles. **Article 21:** Superintendent Martineau stated Article 21 allows the Southborough School Department to retain monies from space rentals at all Southborough public schools and utilize those funds for upkeep and maintenance at all Southborough public schools. **Article 23:** Superintendent Martineau stated that Article 23 allows the Southborough School Department to create a Special Education Stabilization Fund. He stated that the fund would allow the district to moderate and proactively manage Special Education costs that can be volatile in nature. He also stated that since 2016, Special Education costs have risen, on average, 4.21%. Ms. Cook asked what mechanism would be used to fund the Special Education Stabilization Fund. Superintendent Martineau stated that the School Department is still exploring funding mechanisms but the goal is to fund in a consistent pattern as part of the operational budget. He also stated that the maximum funding amount could be no more than 2% of the budget for each year and that expending funds would require a majority vote of the Select Board and Advisory Committee. Mr. Hamilton asked that the presentation for Town Meeting reflect actual dollars spent rather than percentages. The Board discussed logistics for utilizing proposed Special Education Stabilization Funds in future budgeting. **Reserve Fund Request:** Superintendent Martineau requested a Reserve Fund transfer of $87,970.01 to pay the remainder of costs for mold mitigation at the Finn School that occurred at the beginning of the school year. The Advisory Committee discussed the requested transfer. Mr. Samberg moved to approve a Reserve Fund transfer to the Schools in the amount of $87,970.01. Ms. Jones Salow seconded the motion. The motion was approved by roll call vote: Mr. Martel, aye; Mr. Samberg, aye; Ms. Jones Salow, aye; Mr. Pfaff, aye (4-0-0).

Regional Budget: Superintendent Martineau shared the Regional budget with the Board and Advisory Committee. He stated that the Regional School Committee would meet on February 28th to

consider approving a proposed FY25 budget of $27,871,426, which represents a 4.8% increase over the FY24 budget. **Article 22:** Ms. Pellegrino stated that the Regional District is proposing a Regional Stabilization Fund to fund capital items. She stated that yearly contributions to the proposed fund could not exceed 5% of the aggregate amount assessed to the member towns for the preceding year. She also stated the balance of the proposed fund cannot exceed 5% of the combined equalized valuations for the member municipalities. Ms. Cook asked what mechanism would be used to fund the Regional Stabilization Fund. Superintendent Martineau stated that Excess and Deficiency (E&D) funds would be used. Mr. Hamilton suggested the Regional School Committee consider other means to fund the proposed Regional Stabilization Fund and stated that before the Fund is created, he would like to see additional means of funding considered. The Board and the Advisory Committee discussed Article 22.

ii. Request for warrant articles for Finn School and Trottier School

Mr. Dennington stated the Southborough School Committee has proposed a warrant article that would authorize the Board to lease some or a portion of the Trottier School roof for 10-20 years. Superintendent Martineau stated that the Trottier School needs a new roof. He stated the Massachusetts School Building Authority (MSBA) is partnering with the Governor to create solar-ready projects and that the Southborough School Committee will submit a statement of interest to enter into the MSBA's accelerated repair program for roofs and windows. Mr. Hamilton asked who pays for the necessary roof reinforcement for solar readiness. Superintendent Martineau stated that the chosen partner performs the engineering studies and prepares the roof for readiness. He explained that the Town would lease the roof to the partner and purchase back energy from the grid. Mr. Purple thanked Superintendent Martineau and Ms. Pellegrino for working collaboratively to advance the goals of the Town.

The Board and the Advisory Committee recessed at 8:46 PM and resumed meeting at 8:58 PM.

c. Brian Ballantine, Finance Director – FY25 Budget update

Mr. Ballantine appeared before the Board and Advisory Committee. He shared his budget update, which adds the following staff: one new police lieutenant, one new officer and one new DPW engineer. Mr. Ballantine stated that the revenue side of the budget is set and that the proposed budget as it stands today, is at a 4.75% increase, year over year. He clarified that the present proposed budget does not include any dispatchers in the police department budget and, if they would be added to the budget, benefits would need to be added, as well.

d. Joint Meeting with the Advisory Committee

i. FY25 Budget

The Board, the Advisory Committee and Mr. Purple discussed Mr. Ballantine's presentation, potential issues related to using one-time monies as funding sources and related impacts in future budget cycles, including the potential need for future overrides. Ms. Cook detailed the changes to the budget that resulted in a reduction in the tax rate to its proposed 4.75% increase. Those changes included: 1) utilizing $500,000 worth of ARPA funds for one-time expenditures; 2) reducing the police budget to include adding the lieutenant only; and 3) making the following changes to the Capital budget: removing the stretchers from the list; bonding the trash trailer and the sidewalk tractor and using St. Mark's contribution of $96,467 to purchase PPE ($20,000) and half of the cost of the defibrillators over three years ($50,000). Ms. Cook stated that further achievable reductions in the proposed budget might come from the DPW Road Maintenance line item and the Regional School District budget. Ms. Cook stated that if the dispatchers are added to the budget, the tax rate rises to approximately 5.75%. The Board and Advisory Committee discussed adding dispatchers to the budget, consideration of the matter at Town Meeting and Fall Town Meeting and consideration of if/when to make a decision to join a Regional Emergency Communications Center (RECC). Mr. Pfaff

recommended Town Meeting consider the police budget separately, along with Ms. Phaneuf's citizen's petitions, for a complete overview of the dispatcher issue. Ms. Phaneuf stated that the need for dispatchers is now and is a matter of public safety. She recommended that the four dispatchers be added to the proposed budget and could be reduced at Town Meeting, if that is what Town Meeting votes to do. Mr. Butler suggested investigating the electronic rollover process as a gap filling measure while the Board determines how to move forward with regionalization. The Board and Advisory Committee discussed the added lieutenant position in the proposed budget. Mr. Pfaff moved that the Advisory Committee support the proposed police budget in the amount of $3,040,366 million dollars, which includes one position only for the lieutenant. Ms. Jones Salow seconded the motion. The motion failed by roll call vote: Mr. Martel, no; Mr. Samberg, no; Ms. Jones Salow, no; Mr. Pfaff, aye (1-3-0). Mr. Martel, Mr. Samberg and Ms. Jones indicated they voted "no" because they are not comfortable with the addition of the lieutenant position to the police budget. Mr. Dennington moved to support the proposed police budget in the amount of $3,040,366 million dollars, which includes one position only for the lieutenant. Mr. Hamilton seconded the motion. The motion was approved (3-2-0). Mr. Stivers and Mr. Hamilton voted against the motion. Police Chief Ryan Newell presented information on the lieutenant position to the Board and Advisory Committee. The Board and the Advisory Committee discussed Chief Newell's presentation. Ms. Kathryn McKee, Chair of the Trails Committee, appeared before the Board and Advisory Committee to discuss financing the completion of the Peninsula Trail project. The Board discussed alternative ways to fund the Peninsula Trail project. Mr. Dennington asked if the entire request in Article 31 could be funded by Community Preservation Act (CPA) funds, thus freeing up previously allocated ARPA funds for use in other areas of the proposed FY25 budget. Ms. McKee stated the Community Preservation Committee (CPC) would need to vote for this to occur. Ms. Cook asked Ms. Carla McAuliffe, Town Account appearing via ZOOM, if proposed Article 31 could be worded allowing funds for the Peninsula Trails project to be accessible immediately following Town Meeting, if the funds were allocated from existing CPA funds and not new surtax monies. Ms. McAuliffe stated that she did not know if that was possible but would investigate. Ms. Cook acknowledged that her request was contingent upon CPC approval of funding the entire request in Article 31. Ms. Kristin LaVault, Vice Chair of the CPC, stated that the CPC has not had an opportunity to review this budget development and expressed concern about the time needed to complete the necessary review prior to Town Meeting. Mr. Purple stated that the Capital Planning and Improvement Committee (CIPC) had voted to utilize approximately $350,000 in ARPA funds for the design and engineering of three sidewalk projects and return the remaining half of the ARPA sidewalk allocation. Ms. Cook moved to move all items from column M on the displayed ARPA spreadsheet to the real estate relief category, with the exception that $144,547 allocated for the Trails Committee be taken from the Sidewalks category. Mr. Dennington seconded the motion. The motion was approved (4-1-0). Mr. Hamilton voted against the motion. Ms. Phaneuf requested a copy of the budget worksheet discussed this evening. Mr. Purple stated he would forward that information. The Board and the Advisory Committee discussed approval of the proposed budget. Mr. Dennington moved to approve the budget, as described in Mr. Ballantine's rev/cap worksheet, dated February 13, 2024, excluding line items for Police and Assabet. Mr. Stivers seconded the motion. The motion was approved (5-0-0). Ms. Cook moved to approve the proposed assessment for Assabet, as printed in the rev/cap worksheet dated February 13, 2024, in the amount of $517,861. Mr. Stivers seconded the motion. The motion was approved (4-0-0). Mr. Dennington recused himself from this vote.

ii. March 23, 2024 Town Meeting warrant articles

Mr. Pfaff stated that the Advisory Committee would meet to discuss and vote on the budget. Mr. Pfaff moved to adjourn the Advisory Committee meeting at 10:35 PM. Ms. Jones Salow seconded the motion. The motion was unanimously approved by roll call vote: Mr. Martel, aye; Mr. Samberg, aye; Ms. Jones Salow, aye; Mr. Pfaff, aye (4-0-0).

IV. Reports

a. Chair's Report

Mr. Dennington stated there was no Chair's Report.

b. Member's Report

There were no Member's Reports

c. Town Administrator's Report

Mr. Purple reported that Southborough Youth and Family Services, Friends of the Youth Commission and the Recreation Department would sponsor the International Day of Unplugging with Costume Karaoke on Friday, March 1, at the Finn School. He stated all proceeds would go towards Southborough Recreation camp scholarships.

V. Consent Agenda

a. Approve Open Session meeting minutes: January 30, 2024

Mr. Stivers requested to hold Consent Agenda item "a." Mr. Stivers had scrivener changes to Lines 13 and 15. Mr. Stivers moved to approve Consent Agenda item "a", as amended. Mr. Dennington seconded the motion. The motion was unanimously approved (5-0-0).

b. Approve updated Senior Tax Work Off Program policy

c. Approve Executive Session minutes: January 30, 2024

Mr. Dennington moved that the Board approved Consent Agenda items "b" and "c." Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

VI. Other Matters *(Board may vote)*

Mr. Dennington heard discussion of Other Matters before the Consent Agenda.

a. Select Board positions on warrant articles

Mr. Dennington moved that the Board support the following articles at Town Meeting: Articles 4, 9, 14, 19, 20, 21, 23, 24, 25, 26, 27, 28, 29, 30, 39, 42, 44, 45 and 47. Ms. Cook seconded the motion. The motion was unanimously approved (5-0-0). Mr. Stivers moved that the Board support Article 22 at Town Meeting. Ms. Cook seconded the motion. The motion was approved (4-1-0). Mr. Hamilton voted against the motion. Mr. Dennington moved that the Board support Article 31 at Town Meeting. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Mr. Dennington moved that the Board support Article 32 at Town Meeting. Mr. Stivers seconded the motion. The motion was approved (3-2-0). Mr. Hamilton and Ms. Landry voted against the motion. The Board discussed Article 35. Mr. Hamilton moved that the Board support Article 35, as written without the sunset language, at Town Meeting. Mr. Stivers seconded the motion. The motion was approved (5-0-0). Mr. Butler stated he was not in support of the Regional Stabilization Fund or the Special Education Stabilization Fund. The Board discussed Article 54. Mr. Dennington moved that the Board support Article 54 at Town Meeting. Mr. Stivers seconded the motion. The motion failed (2-3-0). Mr. Dennington, Ms. Cook and Mr. Stivers voted against the motion. Mr. Purple stated another article would be added to the warrant that reduces the CIPC from seven members to five members. Mr. Hegarty stated that bylaws should not be created within Town Code because they are laborious to change. He also stated he is not in favor of Article 35 for the same reason and would speak against it at Town Meeting. Mr. Dennington moved that the Board support at Town Meeting a warrant article to reduce the membership size of the CIPC from seven to five. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Mr. Dennington moved that the Board support at Town Meeting the Southborough School Committee's warrant article to authorize the Select Board to lease the roof of the Trottier Middle School based on the language in tonight's packet. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Mr. Dennington moved that the Board support at Town Meeting advancing Citizen's Petition Articles 52

and 53 to immediately follow Article 5, the FY25 Town Budget. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

b. Review of ARPA allocation

Ms. Cook moved to allocate ARPA funds for the following uses: 1) pay for the Town Clerk scanning project ($43,000); 2) to pay for the crew cab for the DPW ($95,000); 3) to pay for the Finn air conditioners ($134,500); 4) to pay for the Woodward air conditioners ($50,000); and 5) to reduce the Road Maintenance article ($177,500) totaling $500,000. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

VII. Public Comment

There was no public comment.

VII. Adjournment

Mr. Dennington moved to adjourn the meeting at 11:00 PM. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

Upcoming Meetings	
February 27, 2024	*March 4, 2024 (Monday meeting)*

Respectfully submitted,

Bridgid Rubin, Recording Secretary

List of Documents referred to at the February 13, 2024 SB Meeting:

- Draft 2024 Annual Town Meeting Warrant
- Email Communication from Gregory Martineau, dated February 8, 2024, RE: Additional Warrant Articles
- Memorandum from Brian Ballantine, dated February 8, 2024, RE: FY25 Budget Status, with attachments
- Open Session Meeting Minutes, dated January 30, 2024
- Southborough Operations and Procedures RE: Senior Property Tax Work-off Program
- ARPA Spreadsheet, dated February 2, 2024

Town of Southborough, MA
Meeting of the Select Board
February 13, 2024 6:30 PM
McAuliffe Hearing Room
Town House, 17 Common Street, Southborough, MA
Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughma.gov/674/Virtual-Meetings

I. **Call Meeting to Order**

II. **Public Comment**

III. **Scheduled Appointments**
   a. Supt. Ernest Houle – Assabet Valley FY25 budget and warrant article
   b. Joint Meeting with School Committee; Supt. Greg Martineau
      i. FY25 Budget (K-8, Regional); warrant articles 21, 22, and 23
      ii. Request for warrant articles for Finn School and Trottier School
   c. Brian Ballantine, Finance Director – FY25 Budget update
   d. Joint Meeting with the Advisory Committee
      i. FY25 Budget
      ii. March 23, 2024 Town Meeting warrant articles

IV. **Reports**
   a. Chair's Report
   b. Members' Report
   c. Town Administrator's Report

V. **Consent Agenda**
   a. Approve Open Session meeting minutes: January 30, 2024
   b. Approve updated Senior Tax Work Off Program policy
   c. Approve Executive Session minutes: January 30, 2024

VI. **Other Matters *(Board may vote)***
   a. Select Board positions on warrant articles
   b. Review of ARPA allocations

VII. **Public Comment**

VIII. **Adjournment**

Andrew R. Dennington, II, Chair

UPCOMING MEETINGS	
February 27, 2024	*March 4, 2024*

DRAFT 02-09-2024

ANNUAL TOWN MEETING WARRANT

of the

TOWN OF SOUTHBOROUGH

MASSACHUSETTS

For the Annual Town Meeting
on

March 23, 2024
10:00 a.m.

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Town Finance Terminology

The following terms are frequently used in the Advisory Committee Report and at Town Meeting. For your convenience, we provide the following definitions:

Surplus Revenue: (Often referred to as "Excess and Deficiency")
The fund represents the amount by which the Cash, Accounts Receivable and other floating assets exceed the liabilities and reserves.

Available Funds: (Often referred to as "Free Cash")
The amount of the Unreserved Fund Balance (Surplus Revenue) account over and above uncollected taxes of prior years constitutes "free cash" or "available funds".

Overlay:
The Overlay is the amount raised by the Assessors in excess of appropriations and other charges for the purpose of creating a fund to cover abatements and exemptions as granted.

Overlay Reserve:
This is the accumulated amount of the Overlay for various years not used or required to be held in the specific Overlay account for a given year, and may be used by vote of the town for extraordinary or unforeseen purposes or voted into the Reserve Fund.

Stabilization Fund:
An outside section of Chapter 138 of the Acts of 1991 (the FY92 State budget) modifies limitations on the Stabilization Fund appropriation process by enabling communities to appropriate from this fund for any non-capital, lawful purpose without Emergency Finance Board approval (section 333). Beginning in FY92, the Stabilization Fund will thus become a source of revenue for general operating expenses for communities.

The Stabilization Fund is a mechanism for setting aside money for capital projects. It equalizes the effect of capital expenditures over time, as capital appropriations can change considerably from year to year. The balance in the fund will build up during years when expenditures for capital items are low. During years with high capital expenditures, the community will transfer money from the fund to reduce the project's impact on the tax rate or the amount of borrowing required for the project.

A community may appropriate up to 10% of its tax levy each year, as long as the balance in the Stabilization Fund does not exceed 10% of the community's equalized valuation. Interest earned on any fund balance is retained as part of the fund.

Appropriations into a Stabilization Fund can be made at either an annual or special town or district meeting. Chapter 94 of the Acts of 1985 permits appropriations to be made from a Stabilization fund at a special town or district meeting, not just at the annual meeting. Regardless of the timing, appropriations from the Stabilization Fund require a two-thirds vote by the appropriating authority. Until the FY92 state budget, a community could only appropriate from the Stabilization Fund for a non-capital purpose with the approval of the Emergency Finance Board.

Reserve Fund:
This fund is established by the voters at the Annual Town Meeting only and may be composed of (a) an appropriation (not exceeding 5% of the tax levy of the preceding year), (b) money transferred from Overlay Reserve, or (c) both. Transfers from the Reserve fund may be made only by the Advisory Committee and are for "extraordinary or unforeseen expenditures" only.

Conservation Fund:
For land purchases and any other conservation use.

Introduction to the Rules of Town Meeting

Southborough's Town Meeting is an open town meeting in which all registered voters may participate. Town Meeting is a deliberative assembly, conducted via a defined process, charged with considering a maximum number of questions of varying complexity in a minimum amount of time and with full regard to the rights of the majority, strong minority, individuals, absentees and all of these together. In other words, we gather for the purpose of conducting the Town's business thoughtfully and efficiently.

AUTHORITY

The three elements of authority at Town Meeting are a quorum of one hundred (100) registered voters or more, the Clerk and the Moderator. Of these three, the quorum is the most important.

The Town Clerk is responsible for voter registration, certification of a quorum, setting up the hall and keeping the record of the proceedings. He may also officiate Town Meeting in the absence of a Moderator.

The Moderator presides at and regulates the proceedings, decides all questions of order, and makes declarations of all votes. No one may speak on an issue without being recognized by the Moderator. It is the Moderator's responsibility to approve the distribution of materials, and persons wishing to do so must seek his permission. The Moderator appoints Tellers and alternates for the purpose of counting votes of the meeting.

THE WARRANT

All matters to be considered at Town Meeting must be published in the Town Meeting Warrant, which is the responsibility of the Select Board. The primary and most important purpose of the Warrant is to notify voters in advance the nature of the business to be taken up at Town Meeting. By state law, Town by-law or custom, several business articles (such as budget appropriations) must be presented in the Town Warrant each year for consideration. Other items are added by warrant articles proposed by Town officials, committees, boards, or groups of ten or more registered voters. The Advisory Committee reviews the Warrant, making recommendations on all the items of business to be presented. In accordance with the Town by-laws, all articles in the Warrant are considered in the order in which they appear in the Warrant, unless the Town Meeting votes to change the order for reasons that reasonable people would entertain.

PARTICIPATION

Any voter wishing to participate in Town Meeting must go to one of the floor microphones and wait to be recognized by the Moderator. Upon recognition by the Moderator, first state your name and address, and then state your business.

Anyone whose name is not on the list of registered voters requires the approval of either the Moderator or a majority of the Meeting to sit in the voting area.

All remarks shall be limited to the subject then under discussion. It is improper to indulge in references to personalities, and all expressions of approval or disapproval, such as applause or booing, are out of order. The Moderator may request any person to keep silent. If after warning from the Moderator, a person refuses to be silent or persists in other disorderly behavior, the Moderator may order a person to withdraw and if he fails to withdraw, may order a police officer to remove such person from Town Meeting.

Individuals who have a personal or financial interest with respect to a matter may speak or vote thereon but should frankly disclose their interest. However, no Town Meeting voter should accept compensation for participating without disclosing that fact.

There is no fixed time limit to the debate of any question. However, out of consideration for the others in attendance and the need to give adequate time to all matters coming before Town Meeting, each individual who speaks should make an effort to be as brief as possible and avoid repeating facts, views or opinions already expressed by others.

Anyone wishing to make a presentation with respect to any article must, prior to Town Meeting, obtain the Moderator's approval.

In order to give all a fair opportunity to speak, no one who has addressed any particular motion shall speak again, except to answer questions, until all others wishing to speak to the motion have done so.

HOW ARE MOTIONS CLASSIFIED?

Main Motions
Motions of this group are for the bringing of questions, or propositions, before Town Meeting for consideration. Only one main motion can be considered at a given time, and once introduced such a motion excludes all other main motions until it has been disposed.

Subsidiary Motions
Motions of this group are for the modification or disposition of the main motion that is being considered. Their existence as motions depends entirely upon the principal motion to which they are subordinate. Since they relate to the question then under consideration, it is in order to propose them when a main motion is pending and to vote upon them before voting upon the main motion.

Privileged Motions
Motions of this group have no connection whatsoever with any main motion, but are motions of such importance that they are entitled to immediate consideration. These motions have the privilege of temporarily setting aside the main business then before Town Meeting.

Incidental Motions
Motions of this group have few characteristics in common, but for convenience have been grouped into one class. The name "incidental" applies because they arise only incidentally out of the business of Town Meeting.

RULES RELATIVE TO MOTIONS

A motion is the means of bringing a proposal or question for consideration by Town Meeting. When first put forward it is a motion; after it is seconded and acknowledged by the Moderator, it becomes the question or proposal. Except for complimentary resolutions (the presentation of which must be approved in advance by the Moderator), no main motion shall be entertained unless its substance is contained within the scope of a Warrant article. Upon completion of debate, articles will be voted upon.

The Moderator shall determine whether a motion, or any discussion relative to a motion, is within the scope of the Warrant article under consideration. That is, the motion and the debate must be relevant to the article as written in the Warrant, since the purpose of the Warrant is to apprise voters of the actions to be taken at Town Meeting.

Articles only give notice to the voters and do not initiate action; motions do. Motions may be withdrawn; articles may not be withdrawn – articles must be acted upon by Town Meeting.

There are four types of amendments: striking out, inserting, striking out and inserting, and substitution. Motions to amend may be hostile as long as they are germane. An amendment to a motion is an amendment of the first rank; an amendment to an amendment is of the second rank; there can be no amendment beyond that of the second rank.

Some motions do not lead to a final determination by Town Meeting. A motion to commit or to refer sends the matter to an existing board or committee or one to be established. The motion to postpone indefinitely disposes of the question without bringing it to a direct vote. The motion to postpone indefinitely should not be confused with the motion to table which only temporarily delays a vote. As previously stated, articles may not be withdrawn; so when the Meeting does not wish to act on a particular article, the proper motion is to postpone consideration indefinitely.

Motions to reconsider shall be entertained when new information is available that is materially different than was presented (or could have been presented) at the time of the original vote on the article. Articles may be reconsidered only once. If a motion to reconsider is passed by the necessary 2/3 vote, it brings the original article back to the floor (which requires a new motion and additional debate); if the motion to reconsider is defeated, then the original article stands as previously voted and may not be reconsidered again. Actions to reconsider can be taken at the same session or any subsequent session of Town Meeting. A notice of reconsideration may be filed in advance with the Town Clerk stating that, at a specific point during the current Town Meeting, a voter will move for reconsideration on a particular article, and the Moderator will inform the hall of said action. Note that such a motion so noticed in advance must still be in order (i.e., must comply with all conditions required of any reconsideration motion).

All motions other than purely procedural motions must be in writing and signed by the sponsor.

Introduction to the Rules of Town Meeting (continued)

CHART OF PRECEDENCE OF MOTIONS AND SUMMARY OF GOVERNING RULES

	May interrupt a speaker	Req. a sec.	Debatable	Vote Required	Motions that may apply
PRIVILEGED MOTIONS					
1. To dissolve	no	yes	no	majority	none
2. To adjourn	no	yes	limited	majority	amend
3. Point of no quorum	no	no	no	none	none
4. Recess	no	yes	limited	majority	amend
5. Question of privilege	yes	no	no	chair rules	none
SUBSIDIARY MOTIONS					
6. To lay on the table	no	yes	no	2/3	none
7. Previous question	no	yes	no	2/3	none
8. Limit or extend debate	no	yes	no	2/3	amend, reconsider
9. To postpone to time certain	no	yes	limited	majority	amend, reconsider
10. To commit or refer	no	yes	limited	majority	amend, reconsider
11. To amend	no	yes	yes	majority	amend, reconsider
12. To postpone indefinitely	no	yes	yes	majority	reconsider
MAIN MOTIONS					
Main Motions	no	yes	yes	majority*	all
To reconsider or rescind	no	yes	yes	2/3	table previous question postpone definitely
To take from the table	no	yes	no	majority	none
To advance an article	no	yes	yes	majority	amend, reconsider
INCIDENTAL MOTIONS					
Point of order	yes	no	no	chair rules	none
Division of a question	no	yes	no	majority	none
Separate consideration	no	yes	no	majority	none
To withdraw a motion	no	no	no	majority	reconsider
To suspend rules	no	yes	no	2/3	none
Orders of the day	yes	no	no	none	none

*The vote required to pass an affirmative main motion is a matter of substantive law, but is usually a majority.

FORM USED IN MAKING MOTIONS

1. Main Motion	Mr. Moderator, I move that..(statement of the proposal)
2. Adjourn	Mr. Moderator, I move to adjourn to...(state time)
3. Amend	Mr. Moderator, I move to amend by adding...
	Mr. Moderator, I move to amend by inserting...before...
	Mr. Moderator, I move to amend by stroking out...
	Mr. Moderator, I move to amend by striking out...and inserting...
	Mr. Moderator, I move to substitute...for...
4. Amend an Amendment	Mr. Moderator, I move to amend the pending amendment by (see above)
5. Amend Something Previously Adopted	Mr. Moderator, I move to amend the resolution under Article...by...
6. Commit or Refer	Mr. Moderator, I move that the proposal be referred to a committee of...
8. Division of a Question	Mr. Moderator, I move to divide the question.
9. Lay on the Table	Mr. Moderator, I move that the proposal be laid on the table.
10. Point of Order	Mr. Moderator, I rise to a point of order.
11. Postpone to a time certain	Mr. Moderator, I move to postpone the question to...
12. Postpone Indefinitely	Mr. Moderator, I move that the question be postponed indefinitely.
13. Previous Question	Mr. Moderator, I move the previous question.
14. Question of Privilege	Mr. Moderator, I rise to a question of privilege.
15. Recess	Mr. Moderator, I move to recess for...
16. Reconsider	Mr. Moderator, I move to reconsider the vote under Article...
	Mr. Moderator, I move to reconsider the vote on the amendment to...
17. Separate Consideration	Mr. Moderator, I move for separate consideration.
18. Suspend the Rules	Mr. Moderator, I move to suspend the rules which interfere with...
19. Take from the Table	Mr. Moderator, I move to take from the table the motion relating to...

INTERRUPTING A SPEAKER

No one may interrupt a speaker except for a point of order or a question of privilege.

POINT OF ORDER

A point of order if a question of the Moderator about whether the speaker is entitled to be speaking, or whether the current subject under discussion (or what the speaker is saying) is irrelevant, illegal or contrary to proper procedure. No other "point of order" is proper.

PREVIOUS QUESTION

To call or move the question is a request to stop discussion and to take an immediate vote. This requires a 2/3 vote.

VOTING

Voting is by hand vote and the Moderator declares the result of such votes. If seven or more voters immediately question the declared result, the Moderator shall determine the result by a standing count of votes by the Tellers. After the vote counted by the Tellers is presented to the Moderator and announced to the floor, any further motions for recount are out of order.

ADJOURNMENT AND DISSOLUTION

Sessions of Town Meeting normally adjourn at eleven o'clock in the evening but may adjourn at such earlier or later time as vote of the majority may determine. Town Meeting shall not dissolve until all articles in the warrant have been properly considered.

ANNUAL TOWN MEETING

Worcester, ss. February 27, 2024

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the Inhabitants of the Town of Southborough qualified to vote in town affairs, to meet in the Trottier School Auditorium, 49 Parkerville Road, in Southborough, MA, on

Saturday, March 23, 2023

at ***10:00 a.m.***, then and there to take action on the following Articles:

ARTICLE 1: To see if the Town will vote to accept any sum of money from St. Mark's School, Fay School, Harvard Medical School, L'Abri Fellowship, The New England Center for Children, and any other contributor and deposit same amount in Estimated Receipts Account, and determine what disposition shall be made of the same, if accepted, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support (5-0-0)
Advisory Committee Recommendation:
Summary: *To allow the Select Board to accept donations from Tax Exempt organizations and determine the disposition of funds.*

ARTICLE 2: To see if the Town will vote to authorize the Town Treasurer, with the approval of the Select Board, to borrow from time to time in anticipation of revenue of the financial year beginning July 1, 2024 in accordance with the provisions of Massachusetts General Laws, Chapter 44, and to issue a note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17 as amended, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support (5-0-0)
Advisory Committee Recommendation:
Summary: *This article allows the Town Treasurer to short-term borrow in anticipation of revenue.*

ARTICLE 3: To see if the Town will vote in accordance with the provisions of Massachusetts General Laws Chapter 30B, Section 12(b), to authorize the Select Board or the Superintendent of Schools to solicit and award contracts for terms exceeding three years, but no longer than seven years, including any renewal, extension or option, provided in each instance the longer term is determined to be in the best interest of the Town by a vote of the Select Board or the School Committee, as appropriate, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support (5-0-0)
Advisory Board Recommendation:
Summary: *This article allows the Select Board and/or the School Committee to enter into contracts in excess of three years, if deemed in the best interest of the Town to do so. This has been an annual article, and the exemption has been limited to contracts of no more than seven years.*

ARTICLE 4: To see if the Town will vote to accept the Personnel Salary Administration Plan, as specified in Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL.

PERSONNEL BYLAW
ENTITLED "THE SALARY ADMINISTRATION PLAN"

Effective July 1, 2024, this bylaw establishes a Salary Administration Plan for the Town of Southborough that (i) groups position classifications in Town services, (ii) establishes salary schedules and employee benefits and (iii) establishes and authorizes the Personnel Board to administer the bylaw to provide oversight and guidance to the Town Administrator in the development and maintenance of personnel policies and regulations. and to represent the interest of both the taxpayers and the Town employees.

This Salary Administration Plan applies to the positions of all officers and employees in the service of the Town, whether full-time, part-time, temporary, seasonal, special or any other, except those positions filled by popular election, under the direction and control of the School Committee, performed pursuant to a contract approved by the Town, encompassed in any officially recognized labor union and/or association, or exempted by statute. The positions covered by this Salary Administration Plan are hereby classified by titles in the groups listed in Schedule A through E ("Classification Schedule") as set forth in Section 20 of this bylaw.

The classification of positions subject to the Massachusetts Welfare Compensation Plan (as amended) and the scheduled rates therefor, as well as the applicable provisions of the Massachusetts General Laws relating to the application of rates set forth in the aforementioned Welfare Compensation Plan are hereby incorporated by reference.

SECTION 1. DEFINITIONS

As used in this bylaw, the following words and phrases shall have the following meanings:

"Administrative Authority" means the elected or appointed official or board having jurisdiction over a function or activity.

"Base Pay" means the compensation paid by the Town of Southborough for the purposes of determining retirement credits and contributions for Town employees.

The Town shall contribute funds as required for each eligible employee in accordance with the procedures and formula established by the Worcester Regional Retirement System and the bylaws of the Town of Southborough. Contributions shall include (i) wages earned during the first eight hours worked in any one day (no contributions shall be made for hours worked in excess of 40 per week,) (ii) any lump sum bonus that is guaranteed by the Salary Administration Plan or the Bylaws of the Town, (e.g., longevity pay); (iii) vacation pay, except when paid in lieu of taking vacation; (iv) sick pay; and (v) holiday pay.

"Class" means a group of positions in the Town service sufficiently similar with respect to duties and responsibilities such that for each position the same (i) descriptive title may be used, (ii) qualifications shall be required, (iii) tests of fitness may be used to choose qualified employees and (iv) scale of compensation can be equitably applied.

"Classification Schedule" means any of Schedules A, B, C, D and E of Section 20 hereof.

"Compensation Grade" means a range of salary/wage rates as may appear in the Classification Schedules.

"Continuous Full-Time Service" means employment requiring a predetermined minimum work period that is uninterrupted except for authorized leaves (e.g., vacation, sick, etc.).

"Continuous Employment" means full-time or part-time employment that is uninterrupted except for authorized leaves (e.g., vacation, sick, etc.).

"Department" means a functional unit of Town government.

"Department Head" means the person appointed and responsible to carry out the duties of a Department.

"Exempt employee" means an employee who is not entitled to overtime pay under the Fair Labor Standards Act (FLSA).

"Full-Time Employment" means employment for not less than 20 hours per week for fifty-two weeks per annum, excepting authorized holidays and leave periods.

"Group" means a group of classes as may appear in the Classification Schedules.

"Maximum Rate" means the highest compensation rate to which an Employee is entitled.

"Minimum Rate" means the lowest rate in a Range, and is normally the hiring rate of a new employee.

"Non-exempt employee" means an employee who is entitled to overtime pay under the Fair Labor Standards Act (FLSA).

"On-Call Compensation" refers to additional money paid to an employee who is available to work when the need requires oftentimes in an evening or weekend capacity.

"Part-Time Employment" means employment less than 20 hours per week.

"Position" means an office or post of employment in the Town service with duties and responsibilities calling for the Full-Time or Part-Time employment of one person in the performance and exercise thereof (or of more than one person sharing the same position).

"Position Class" means the same as "Class" (note that a class may include only one position, in which event it is defined as a "single position class").

"Probationary Employee" means a first-time Town employee within his/her first six months of employment, or longer if extended.

"Promotion" means a change from one position to another position in a higher class and/or compensation grade.

"Range" means the difference between minimum and maximum rates of an assigned grade.

"Rate" means the measure of compensation for personal services on an hourly, weekly, monthly, annual or other basis.

"Salary Administration Plan" means the Personnel Bylaw Entitled "The Salary Administration Plan."

"Single Rate" means a rate for a specific position class that is not in a designated range

"Start Date" means the first day of employment with the Town.

SECTION 2. POSITION TITLES

No person shall be appointed, employed or paid in any position under any title other than those of the Classification Schedule for which the duties are actually performed. The position title in the Classification Schedule shall be the official title for all purposes, including payrolls, budgeting and official reports.

SECTION 3. NEW OR CHANGED POSITIONS

No new position shall be established, nor the duties of an existing position so changed that a new level or work demand exists, unless upon presentation of substantiating data satisfactory to the Personnel Board, the Board shall (a) approve an appropriate job description, (b) rate such new or changed position, and (c) allocate it to its appropriate classification grade and establish the rate thereof.

SECTION 4. RECLASSIFICATION OF EMPLOYEES

No position may be reclassified to another grade, whether higher or lower, unless the Personnel Board shall have determined such reclassification is consistent with this Salary Administration Plan.

SECTION 5. JOB DESCRIPTIONS

The Personnel Board shall maintain such criteria as it deems appropriate for the positions and classes in the schedules. Each department or public body (board, committee, commission) with SAP employees shall maintain current job descriptions for such employees. All such job descriptions and any revisions thereto must be submitted to the Personnel Board for approval following review and approval by the Select Board or appropriate public body. The criteria for any class shall not be deemed to limit the duties or responsibilities of any position as set forth in the job description, nor to affect in any way the power of any administrative authority to appoint, to assign duties to, or to direct and control the work of any employee under the jurisdiction of such authority.

SECTION 6. COMPENSATION

a. The bi-weekly pay period shall begin at 12:00 a.m. Thursday and shall end at 11:59 p.m. on the following second Wednesday.

b. Non-exempt employees subject to this Salary Administration Plan shall be paid for one and one-half hours worked for any hour worked in the excess of forty in their weekly pay period, provided such extra hours were authorized by the Department Head.

c. The salary schedules set forth in Schedules A, B, C, D and E of Section 20 hereof reflect the maximum and minimum salaries for each grade.

d. The annual salary set forth in Schedule A represents a 40-hour work week and in the event an employee works less than 40 hours per week but more than 20 hours per week, the indicated annual salary is pro-rated reflective of the posted salary schedule in Schedule A.

e. Amounts paid to employees in reimbursement for expenses incurred in the performance of their duties (e.g., mileage, meals, dues, etc.) shall be paid in addition to their compensation. Reimbursement shall be based upon the actual documented expenditure made by the employee, or at rates established by the Internal Revenue Service, supported by that agency's requirements for documentation.

f. On-Call Compensation: The on-call member of the Facilities Department shall be eligible to earn a weekly stipend for on-call service if the department head has required them to be available to respond to situations outside of their normal work schedule. This weekly stipend shall be equal to a set rate of $300 per week. If the on-call staff member must report to work outside of their normal work schedule, compensation for this time shall be based on the standard SAP overtime practices. Additionally, if the on-call staff member is faced with a situation that renders them unable to serve as the on-call individual on a particular day that they are scheduled to be on call, said employee may request that another eligible staff member cover their on-call time, with the approval of the department head. In such an event, the regularly scheduled employee's weekly stipend will be reduced by $45.00 per day that they are unable to be on call; this stipend amount will instead be paid to the covering employee per day of coverage. There is no provision to accrue compensation time in lieu of payment for on-call time.

SECTION 7. SALARY ADJUSTMENT & COMPENSATION POLICIES

a. Every employee that is in Continuous Full-Time or Part-Time service of the Town, as computed from the date of their latest employment, shall be eligible for consideration of a salary increase annually on July 1. Employees hired between April 1 and June 30 will be eligible for a salary increase the July 1st following their twelve-month anniversary. Except as may be authorized by the Personnel Board in exceptional circumstances, such increase is not to exceed one increase in any single twelve-month period until the maximum of the grade is obtained, and such increase shall be subject to the recommendation of the Department Head, with the approval of the Select Board or their designated appointee in the case of departments within the jurisdiction of the Select Board, or the appropriate Commissioners or Trustees in the case of departments outside the jurisdiction of the Select Board.

Retroactive salary increases voted by the Personnel Board shall not be compensated beyond July 1 of that fiscal year, regardless of the funding mechanism.

Unless specifically exempted by Personnel Board policy, requests for salary increases must be accompanied by a certification from an employee's manager that the employee's performance has been "satisfactory" or better and that a written employee performance appraisal, on a form approved by the Personnel Board, has been completed. The

form of this certification will be prescribed by Personnel Board policy promulgated hereunder. Upon receiving such documentation, the Personnel Board shall have final review and approval of all adjustments.

An employee may appear before the Personnel Board prior to its action on any request for an increase. Any employee denied such an increase may appeal, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Select Board or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter.

b. Special Non-Continuous Part-Time employees and employees in Schedule B classifications shall be eligible for consideration for salary increases upon the recommendation of the appropriate department manager or Board and approval of the Personnel Board.

c. Probationary Employees

1. During the probationary period, benefit eligible employee(s) will earn vacation, sick and personal time in accordance with Section 11(b-d) hereof.

2. During the probationary period, paid leave accruals shall be based on the Start Date.

SECTION 8. TRANSFERS AND PROMOTIONS

a. An employee who is promoted to a job with a higher range or rate of pay shall enter it at the rate recommended by the Department Head with the approval of the Personnel Board, provided the maximum for the job is not exceeded. This is contingent upon the Department Head's recommendation that qualifications and performance warrant it.

b. An employee transferred to a job with a lower range or rate of pay shall enter it at the rate paid for the previous position or at the maximum rate for the job, whichever is the lower, provided the Personnel Board approves. The employee shall have a right to appeal this decision, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Select Board or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter.

SECTION 9. NEW PERSONNEL HIRING; DEPARTURES

a. Pre-employment physical examinations will be required of newly-hired employees consistent with the Town's policies.

b. Probationary period: For new hires, the first six months of employment shall be a probationary period. The probationary period does not apply to Town employees who change positions within the Town. The probationary period is a time during which an employee will be evaluated to ensure that the employee has the requisite knowledge, skills, and abilities to perform the position (with or without reasonable accommodations). Completing the probationary period does not change the employee's relationship with the Town, which will remain one in which either the employee or the Town may terminate the relationship at will. The probationary period may be extended by a Department Head [or Appointing Authority] when deemed necessary.

c. A new employee's hiring rate shall be the minimum of the rate range of the job, unless otherwise authorized by the Personnel Board or Personnel Director. The Personnel Board is cognizant of the need to make timely decisions during the recruitment process, therefore, the Personnel Director is empowered to set starting salaries for new employees with comparable experience up to Step 8 for the appropriate job grade as set forth in Schedule A of the Salary Administration Plan.

d. The Personnel Director or his/her delegatee shall notify the Personnel Board in writing of the hiring of all personnel and their hiring rates. The Personnel Director or his/her delegatee shall also notify the Personnel Board in writing of the departure of any employee.

SECTION 10. DEPARTMENT BUDGETS

Each Department Head shall include in the annual departmental budget a pay adjustment section to provide funds for anticipated pay adjustments, with expenditures to be made only in accordance with this Salary Administration Plan and with the approval of the Personnel Board. Degree bonus [Sec 11i(1)] funds shall also be budgeted in the departmental budget.

SECTION 11. EMPLOYEE BENEFITS

Employee benefits are a cost to the Town and a form of "indirect pay" to employees. The benefits listed below are not intended to supersede what State or Federal law may otherwise require. The benefits set forth in this section are applicable to Full-Time employees only, except where noted.

All forms of paid leave set forth in this section are based on a 40 hour work week; in the event an employee works less than 40 hours per week but more than 20 hours per week, the indicated benefit shall be pro-rated reflective of the approved hours per week for that position.

a. Holidays with Pay

Full-Time employees shall receive one day's pay at their regular rate for the following:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents' Day	Veteran's Day
Patriot's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Juneteenth	Christmas Day
Independence Day	Day before or after Christmas Day (as set by the Town annually

To be eligible for holiday pay, an employee must work (or be duly excused from working) their regular scheduled days preceding and following the holiday. Employees who do not work 20 hours or more per week on a regular basis shall not be compensated for holidays.

Employees whose regular day off falls on a holiday may have one day off with pay within the ensuing thirty days in lieu of holiday pay, with the specific choice of day subject to Department Head approval. Furthermore, the day granted in lieu of holiday pay shall not cross fiscal years.

All administrative policies and practices relative to holidays with pay shall be prepared and established under the direction of the Personnel Board.

b. Vacations with Pay

(1) Full-Time employees who have been in the continuous employ of the Town shall earn paid vacation in accordance with the following schedule:

Years of Employment	Hours Earned Per Month	Vacation Earned Per Year (Pro-rata)
0 - 2	6.666	Two weeks
2+ - 7	10.0	Three weeks
7+ - 15	13.333	Four weeks
15+ - or more	16.666	Five weeks

Employees hired prior to July 1, 2005, shall be eligible to earn twenty hours per month after serving twenty years of full-time employment with the Town.

(2) At the recommendation of the hiring authority and upon the approval of the Personnel Board, new employees entering into a position with the Town of Southborough from a similar position will be allowed to enter into the vacation schedule using their years of service from their prior employment, up to a maximum of four weeks' vacation [pro-rated] for the first year of employment with the Town.

Vacation shall be granted by Department Heads at their discretion subject to the regular work needs of the Department. An employee shall be permitted to carry over to the following year one year's worth of earned vacation. Employees hired on or after July 1, 2023, shall be permitted to carry over a maximum of two weeks to the following fiscal year. The employee must have the Department Head's approval to take any portion of a prior year's unused vacation in addition to the days earned in the current fiscal year. Employees commencing employment with three weeks per year will be required to complete two years of service before ascending to the next band (four weeks) in the vacation schedule chart and seven years of service before ascending to the following band. Awarding four weeks should be the exception based on evidence that the employee is leaving another position that already provides this benefit. Employees commencing employment with four weeks per year will be required to complete five years of service before ascending to the next band (five weeks).

(3) If in the opinion of the Department Head there are unusual work-related circumstances that warrant it, a department head may seek approval from the Town Administrator or his/her delegatee to allow the employee to continue to work and receive vacation pay in lieu of taking vacation. Approval granted in this section may not exceed ten days per fiscal year.

(4) In the event of termination of employment the employee shall be paid, or be entitled to time off with pay, for any accumulated vacation time. Personal and sick leave shall not be compensated at termination.

(5) Vacation administrative policies and practices shall be prepared and established under the direction of the Personnel Board.

c. Sick Leave

(1) Full-Time employees shall be entitled to accrue 10 sick hours per month, equaling 120 hours annually (15 sick days); employees working less than 40 hours in a weekly pay period will accrue ratably based on hours worked per week. Pay for each day of sick leave shall be at the regular rate. Absences on account of sickness in excess of that authorized shall be charged to vacation or other available paid leave. Sick leave shall be payable only in cases of genuine illness, non-work connected accident, or work connected accidents not covered by Massachusetts General Laws Chapter 152 (Workers' Compensation).

(2) Unused sick leave may be accumulated without limitation for employees hired before July 1, 2007. Employees of the Town of Southborough hired on or after July 1, 2007 may only accrue 120 sick days at any one time. At retirement [or death] only, the Town will pay the employee twenty percent (20%) of the employee's then-accumulated sick leave. Employees of the Town of Southborough hired on or after July 1, 2023, will not be subject to any payout of accumulated sick leave.

(3) Employees who because of genuine illness or a non-work connected accident are absent for a period of more than three days shall be required to present a doctor's certificate to their Department Head before returning to work stating the reason, the period of time the employee was absent and whether there are any physical restrictions or required outpatient services the employee must adhere to in the workplace.

(4) Annually, an employee may use up to seven of the allowed fifteen days of sick leave for the care of a sick family member.

(5) Sick Leave administrative policies and practices shall be prepared and established under the direction of the Personnel Board.

d. Personal Days

Full-Time employees shall be entitled to three personal days per year, to be granted annually on the anniversary of the employee's Start Date. New employees shall be granted three personal days which shall be pro-rated based on hours worked per pay period. Requests for personal days shall be approved by the Department Head. Personal days shall not accumulate from year to year.

e. Military Leave

(1) Reserve Duty: An employee in full-time employment in the military reserve shall be paid the difference between compensation received while on reserve duty and regular compensation rates paid the employee by the Town. Such payment by the Town shall be limited to a period not to exceed two weeks in any twelve-month period.

(2) Active Duty: Pursuant to Article 8 of the April 11, 2005 Annual Town Meeting, an employee in the federal military reserve or a state National Guard who is called to active service shall be entitled to their regular base salary and shall not lose any seniority or paid leave benefits while on military leave; *provided*, however, that such base pay shall be reduced by any amount received from the United States as pay or allowance for military service performed.

f. Jury Duty

Any employee who is called to jury duty shall be paid the difference between their normal compensation and the amount (excluding any travel allowance) received from the court, upon presentation of evidence of the amount paid by the court.

g. Miscellaneous Paid Time Off

Working time lost from regularly scheduled work days for reasons listed below shall be without loss of pay, provided such lost time is authorized by the Department Head. Sections (1) – (3) are applicable to Full-Time employees only; Section (4) is applicable to both Full-Time and Part-Time employees.

(1) Bereavement leave – In the event of the death of a spouse, father, mother, child, father-in-law, mother-in-law, brother, sister, grandparent, or of any other person then residing with the employee, such employee shall be entitled to receive three days' leave for the purpose of the funeral and services of the deceased. If out-of-state travel is required, the Department Head may authorize up to two additional days of travel time.

(2) Medical examination or inoculation required by the Town.

(3) Blood donation authorized by the Department Head.

(4) Attendance at professional and/or educational programs authorized by the Department Head.

h. Court Time Pay

If the Town requires that an employee appear in Court as a witness or in any other capacity arising from the performance of the employee's duty, or on behalf of the Commonwealth or the Town in any civil or criminal case pending in any Court or other official governmental board or agency, such appearance and related travel time shall constitute work time for purposes of calculating weekly hours worked. If such appearance or related travel time causes a non-exempt employee to exceed forty hours of work in any given work week, the employee shall be eligible for overtime pay in accordance with Section 6(b). This section does not apply to exempt employees.

i. Employee Educational Support/Professional Development

(1) Degree Bonus: All Part-Time and Full-Time employees who, while an employee of the Town, earns a degree in a field applicable to their position from an accredited college or university, shall receive a one-time bonus subject to appropriation, according to the following schedule:

Associates Degree ...$ 800.00
Bachelors Degree ..$1,200.00
Masters Degree $1,500.00

A copy of the completed transcript, diploma or other appropriate evidence of the completed degree must be presented to the Department Head and the Personnel Board, and shall be submitted as documentation for accounts payable.

(2) Tuition reimbursement: the Town may offer tuition reimbursement to eligible Full-Time and Part-Time employees as prescribed by Personnel Board policy enacted under this Bylaw.

j. Group Medical Insurance

Starting July 1, 2009, the Town will contribute fifty percent (50%) of the cost of a medical indemnity plan or seventy-five percent [75%] of the cost of a Health Maintenance Organization plan for Full-Time employees only.

SECTION 12. UNPAID LEAVES OF ABSENCE

a. A leave of absence without compensation may be granted by the Personnel Board.

b. Leaves of absence of over three months' duration (except Military Leave) shall be deemed a break in employment, and on return to work the employee shall have the status of a new employee unless an extension of leave beyond three months was authorized by the Personnel Board.

SECTION 13. PART-TIME EMPLOYEES WORKING FULL-TIME HOURS TEMPORARILY

a. A Part-Time employee may work 20 hours or more per week for no longer than two bi-weekly pay periods, or four bi-weekly pay periods in the case of an Election Worker during an election cycle, if requested by their Department Head due to exigent circumstances, or for longer if recommended by the appointing authority or the Personnel Director, with the authorization of the Finance Director and approval of the Personnel Board. In such cases, the employee will remain a Part-Time employee with no change in status.

b. Department Heads may submit requests for additional compensation for Part-Time employees temporarily working Full-Time hours, subject to available funding as authorized by the Finance Director and approved by the Personnel Board.

SECTION 14. APPOINTMENT OF "ACTING" DEPARTMENT HEADS

a. In the absence or retirement of a Department Head for three consecutive weeks, the Select Board or appropriate board or commission may appoint an "Acting" Department Head to serve for a period ofnot more than three months. Such three-month period may be extended for up to three additional three-month periods, upon the approval of the Select Board or other appropriate board or commission for each such extension. In no case shall an appointment of an "Acting" Department Head exceed one year.

b. Duly appointed "Acting" employees shall be compensated at an additional 10% per week, payable retroactively only upon the conclusion of three consecutive weeks of service by the "Acting" employee. Such employees shall still be eligible for overtime pay when fulfilling regular duties from the previous job beyond normal working hours.

SECTION 15. PERSONNEL BOARD

a. There shall be a Personnel Board to administer the Salary Administration Plan. Said Board is to be appointed by the Town Moderator. The Board shall consist of five voters other than employees of the Town or those regularly serving the Town in any elective capacity. They shall serve without compensation.

b. Other than as may be needed to fill unexpected vacancies, appointments shall be for three years. The

Moderator shall fill any vacancies. The Personnel Board may employ assistance and incur expenses as it deems necessary, subject to appropriation of funds therefor.

SECTION 16. DUTIES OF THE PERSONNEL BOARD

a. The Personnel Board shall administer the Salary Administration Plan and shall establish such policies, procedures and regulations as it deems necessary for the administration of the Plan.

b. The Town Administrator serves as the Town's Personnel Director under the Town Administrator Bylaw [Ch. 27, Art. IX]. As such, the Personnel Director is invested with personnel authority and responsibilities as set forth therein. From time to time, and as may be necessary, the Personnel Board will consult and/or act in concert with the Personnel Director or his/her delegatee on matters of joint responsibility and concern. The Personnel Board shall provide oversight and guidance to the Personnel Director in the development and maintenance of personnel policies and regulations.

c. The Board shall meet annually in July and organize by the choice of a Chair and Vice-Chair. The Board shall meet at least monthly, except when there is no business before the Board. A majority of the Board shall constitute a quorum for the transaction of business. The votes of the majority of all the members of the Board shall be necessary on any matter upon which it is authorized to or required to pass under the Salary Administration Plan.

d. The Personnel Board shall maintain records of all employees subject to this Plan as it deems desirable, including personnel evaluations. Such records are to be kept by the Personnel Director or his/her delegatee, under the direction of the Personnel Board. Department Heads shall furnish such information as requested by the Board.

e. The Personnel Board shall from time to time, but no less often than every federal Election Year, review the Classification Schedule, Salary Schedules, and administration policies of the Salary Administration Plan. It shall keep informed as to pay rates and policies outside the Town, and shall recommend to the Town any action that the Board deems desirable in that regard. The Personnel Board may tentatively add a new class to the Classification Schedule or reallocate an existing class to a different compensation grade, either higher or lower, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan at the next Annual Town Meeting.

f. The Personnel Board may vote an annual adjustment (but shall reserve the right to vote no adjustment) to the Classification Schedule and establish the effective rate for employees of each grade for the next fiscal year, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan at the next Annual Town Meeting. The Personnel Board shall base any annual adjustments upon available relevant information. Approval of the rate for any given employee is not guaranteed and is driven by the annual performance evaluation.

g. Matters of concern by SAP employees that are communicated in writing to the Chair of the Personnel Board will be scheduled on an agenda at the next available meeting providing all necessary and requested information has been submitted in time to be part of the meeting packet. In addition, notice in writing shall be forwarded to the concerned employee and respective Department Head within seven days of the Board's decision. Notwithstanding the foregoing, if the Personnel Board shall so request and the concerned employee and Department Head shall agree, a reasonable extension of these time periods may be granted.

h. Upon recommendation of a Department Head, supported by evidence in writing of special reasons and exceptional circumstances satisfactory to the Personnel Board, the Board may authorize variances in the Salary Administration Plan as it may deem necessary for the proper functioning of the services of the Town, and to effectuate the basic intent of the Plan.

SECTION 17. EMPLOYEES AND THE PERSONNEL BOARD

a. All employees covered by this Salary Administration Plan shall have the right to request an appointment to confer with the Personnel Board on any matter of interest or concern to them that is covered by the Salary Administration Plan. The employee shall notify the Department Head in writing in advance of the desire to discuss the matter with the Board. One of the duties of the Board shall be to foster mutual understanding and good will with the personnel of the Town.

b. To facilitate this, if any employee should feel aggrieved by the operation of any provision of the Plan, the employee shall first discuss the matter with the Department Head, in a mutual effort to clear up any problems or misunderstanding.

c. If two weeks after such a conference a satisfactory understanding and solution of the problem has not been reached, then either the Department Head or the employee may take the matter to the Personnel Board, and the Board shall hear the parties not later than at its next regular meeting. There shall be no discrimination or prejudice by a Department Head against any employee who may take a matter to the Board.

SECTION 18. AMENDMENT OF THE PLAN

The Salary Administration Plan may be amended in the same manner that Town Bylaws may be amended. However, no amendment to the Plan shall be made until it has been presented to the Personnel Board and the Personnel Board has the opportunity to act on it. The Board of its own motion may propose an amendment to the Plan.

SECTION 19. SEVERABILITY PROVISION

In the event that any provision of this bylaw, or application thereof, shall be held to be invalid by the proper authorities, this shall not be construed to affect the validity of any other provision, or application thereof, of this bylaw.

SECTION 20: CLASSIFICATION SCHEDULE

SCHEDULE A: GRADED POSITIONS

Title	Grade
Library Page	1
Library Technician	1
Administrative Assistant	2
Library Assistant	2
Administrative Assistant	3
Library Associate	3
Business Administrator I	4
Library Supervisor	4
Maintenance Technician	4
Police Dispatcher**	4
Assistant Town Accountant	5
Business Administrator II	5
Clinician	5
EDC Coordinator	5
Executive Assistant to Select Board	5
Program Coordinator	5
Youth Services Librarian	5
Assistant Library Director	6
Assistant Director, Youth & Family Services	6
Deputy Assessor	6
Deputy Town Clerk	6
Deputy Treasurer/Collector	6
Electrician	6
Local Inspector	6
Nurse	6
Outreach Coordinator	6
Police Business Administrator	6
Program Manager	6
Assistant Director/Nurse/Outreach	7
Conservation Agent	7
Recreation Director	7
Senior IT Specialist	7
Town Planner	7
Youth & Family Services Director	7
Assistant Town Administrator	8
Building Commissioner	8
Council on Aging Director	8
Director of Facilities	8

IT Manager	8
Library Director	8
Police Lieutenant	8
Principal Assessor*	8
Town Accountant	8
Finance Director/Treasurer-Collector*	9
Superintendent of Public Works*	9

*when not under contract
**effective March 25, 2024

SCHEDULE A

GRADE	MINIMUM	2	3	4	5	6	7	8	9	10	11	12	13	14	15
A-1	$15.38	$15.68	$15.99	$16.31	$16.64	$16.97	$17.31	$17.66	$18.01	$18.37	$18.74	$19.11	$19.49	$19.88	$20.28
A-2	$19.22	$19.60	$19.99	$20.39	$20.80	$21.22	$21.64	$22.07	$22.51	$22.96	$23.42	$23.89	$24.37	$24.86	$25.36
A-3	$23.06	$23.52	$23.99	$24.47	$24.96	$25.46	$25.97	$26.49	$27.02	$27.56	$28.11	$28.67	$29.24	$29.82	$30.42
A-4	$26.53	$27.06	$27.60	$28.15	$28.71	$29.28	$29.87	$30.47	$31.08	$31.70	$32.33	$32.98	$33.64	$34.31	$35.00
A-5	$29.18	$29.77	$30.37	$30.98	$31.60	$32.23	$32.87	$33.53	$34.20	$34.88	$35.58	$36.29	$37.02	$37.76	$38.52
A-6	$32.10	$32.75	$33.41	$34.08	$34.76	$35.46	$36.17	$36.89	$37.63	$38.38	$39.15	$39.93	$40.73	$41.54	$42.37
A-7	$40.13	$40.93	$41.75	$42.59	$43.44	$44.31	$45.20	$46.10	$47.02	$47.96	$48.92	$49.90	$50.90	$51.92	$52.96
A-8	$48.15	$49.12	$50.10	$51.10	$52.12	$53.16	$54.22	$55.30	$56.41	$57.54	$58.69	$59.86	$61.06	$62.28	$63.53
A-9	$52.97	$54.03	$55.11	$56.21	$57.33	$58.48	$59.65	$60.84	$62.06	$63.30	$64.57	$65.86	$67.18	$68.52	$69.89

SCHEDULE B: MISCELLANEOUS ANNUAL COMPENSATION SCHEDULE

Cemetery Agent $8,000
Clerk, Board of Registrars $1,638.33
Deputy Emergency Management Director $2,000
Energy Management Stipend $6,000
Registrar of Voters $205.66
Tree Warden $4,000
Veterans' Agent and Director of Veterans' Services $15,000

SCHEDULE C: FEE BASED COMPENSATION (Recreation Seasonal Personnel)

Positions
Grade 1
Camp Counselor
Program Aide (1:1)
Program Supervisor (i.e. RAP Monitor)
Grade 2
Camp Assistant Supervisor
Grade 3
Camp Supervisor
Assistant Coach
Head Coach
Grade 4
Program Instructor

Rates for Recreation Seasonal Personnel

Grade	Minimum		Midpoint		Maximum	
	Hourly	Annual	Hourly	Annual	Hourly	Annual
1	$ 15.00	$ 31,200.00	$ 16.00	$ 33,280.00	$ 17.00	$ 35,360.00
2	$ 19.00	$ 39,520.00	$ 20.00	$ 41,600.00	$ 21.00	$ 43,680.00
3	$ 23.00	$ 47,840.00	$ 24.00	$ 49,920.00	$ 25.00	$ 52,000.00
4	$ 30.00	$ 62,400.00	$ 31.00	$ 64,480.00	$ 32.00	$ 66,560.00

SCHEDULE D: SPECIAL ADMINISTRATIVE AND SUPERVISORY POSITIONS

Police Lieutenant:

In addition to all the benefits provided employees under the SAP, he/she would be eligible for some additional benefits as provided members of Mass COP Local 167, the police union collective bargaining agreement.

As a result, a separate policy is adopted by the Southborough Select Board and enforced by the Southborough Police Department subject to change in conjunction with future collective bargaining agreements.

*Increases in salary for long term employees will be considered case by case by Personnel Board.

SCHEDULE E: LONGEVITY SCHEDULE: Full-Time Employees of Town of Southborough – Compensated annually on the anniversary of the employee's Start Date

After 5 years $400
After 10 years $600
After 15 years $700
After 20 years $850
After 25 years $1,000
After 30 years $1,200
After 40 years $1,500

, or do or act anything in relation thereto.

Proposed by: PERSONNEL BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *The Personnel By-Law governs policies and pay structures for non-union employees.*

ARTICLE 5: To see if the Town will vote to raise a sum of money as may be necessary for the Town's use for Fiscal Year 2025, and make appropriations of the same, as detailed following, or do or act anything in relation thereto.

SEE BUDGETS ON THE FOLLOWING PAGES

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:

Summary: *The article includes recommendations from both the Select Board and the Advisory Committee for the FY25 budget. Funding recommendations are noted in the individual recommendation columns for each department.*

ARTICLE 6: To see if the Town will vote to raise a sum of money as may be necessary for the Water Enterprise Fund's use for Fiscal Year 2025, and make appropriations of the same, as detailed following, or do or act anything in relation thereto.

ENTER BUDGET EXCEL

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *The Water budget is funded through an Enterprise Fund that is supported entirely through the water rates and the fund's retained earnings, which supports all aspects of the department's operation. The funding for those capital items that are being leased/purchased for use by the Water Department, in whole or in part, are included in this budget.*

ARTICLE 7: To see if the Town will vote to transfer a sum of money from Water Retained Earnings for use in the FY24 Water Enterprise Fund budget, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *This article is intended to supplement the water revenue for the current fiscal year in the Water Enterprise Fund. FY24 has seen lower than expected water usage, and the use of retained earnings will complement the revenue from water rates and provide sufficient support for the Water Enterprise Fund.*

ARTICLE 8: To see if the Town will vote to raise and appropriate, or transfer from available funds a sum of money for General Government capital items for the following purposes:

	Description	Request	Levy	Receipts Reserved Ambulance/Other
A.	ROAD MAINT. & MISC STREET REPAIR	$650,000	$650,000	
B.	DPW TRASH TRAILER	$125,000	$125,000	
C.	DPW SIDEWALK TRACTOR W/ ATTACHMENT	$210,000		$210,000
D.	MOWER ATTACHMENT J DEERE TRACTOR	$ 20,000	$ 20,000	
E.	DPW CREW CAB SERVICE DUMP SUPERVISOR	$ 95,000	$ 95,000	
F.	AMBULANCE POWER STRETCHERS	$ 65,500	$ 65,500	
G.	FIRE PERSONAL PROTECTIVE EQUIPMENT	$ 20,000	$ 20,000	
H.	POLICE CRUISERS (2)	$150,000		$150,000
I.	FINN SCHOOL AIR CONDITIONING	$134,500		$134,500
J.	WOODWARD AIR CONDITIONING	$ 50,000		$ 50,000
K.	DEFIBRILLATORS - PARAMEDIC	$ 100,000		$ 100,000

, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 9: To see if the Town will vote to apply for, accept, and expend Massachusetts Public Library Construction Program ("MPLCP") grant funds if approved, and vote to raise and appropriate or transfer from available funds the sum of $150,000, or any other sum if said MPLCP grant is approved, said sum to be expended by the Town for library assessment, planning, feasibility and/or design, or act in any manner relating thereto, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 10: Capital requiring borrowing

A. FIRE TOWER DEMO TRUCK

B. AMBULANCE A28

, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 11: To see if the Town will vote to appropriate a sum of money for the payments of the capital lease agreements as described below:

	Equipment	Authorized Department	Source of Appropriation	FY25 Amount
A.	1 - Horton Type Ambulance	Fire Department	FY25 Capital Budget - Ambulance Fund	$57,191
B.	1 - Swaploader Hook Lift Truck	Dept. of Public Works	FY25 Capital Budget - General Fund	$25,037
C.	1 - Pick Up Diesel F-350	Dept. of Public Works	FY25 Capital Budget - General Fund	$10,622
D.	1 - Fire Dept Chief Vehicle	Fire Department	FY25 Capital Budget - Ambulance Fund	$8,422
E.	Police Taser Program	Police Department	FY25 Capital Budget - General Fund	$19,455

, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support (5-0-0)
Advisory Committee Recommendation:
Summary: *The lease agreements for these vehicles were authorized by Town Meeting in 2021, and these are the third year of the lease payments. With the exception of the Fire Ambulance (5-year lease), all of the leases are for 7 years.*

ARTICLE 12: To see if the Town will vote to authorize payment from Fund 2261 – 9-11 Field Maintenance Revolving the sum of $45,000 for the FY24 principal and interest payment, and $45,000 for the FY25 principal and interest payment, for the May 2018 bond issuance for the resurfacing of 9-11 Field; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support (5-0-0)
Advisory Committee Recommendation:
Summary:

ARTICLE 13: To see if the Town will vote to raise and appropriate or transfer from available funds the sum of $5,000 for the purpose of hiring consultants, engineers, water quality specialists, and/or environmental consultants by various Town departments, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support (5-0-0)
Advisory Committee Recommendation:
Summary: *This article allows town departments, with the approval of the Select Board, to hire outside expertise when the need arises.*

ARTICLE 14: To see if the Town will vote to raise and appropriate or transfer from available funds, the sum of $250,000 into the Other Post-Employment Benefits Liability Trust Fund (OPEB Fund) as authorized by General Laws, Chapter 32B, Section 20, in order to offset the anticipated future cost of providing post-retirement health and life insurance benefits to current and future retired Town employees, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *This is an annual appropriation into the Town's OPEB Trust Fund that began back in 2014. The appropriation was previously done as part of the operating budget, but further guidance from the Dept. of Revenue has recommended that it be done in a separate article.*

ARTICLE 15: To see if the Town will vote to raise and appropriate the sum of $10,000 for the purpose of paying the Town's share of casualty and other losses incurred to Town property and equipment which are not covered by insurance policies, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support (5-0-0)
Advisory Committee Recommendation:
Summary: *This article will provide funds to be used to pay the deductible for property damage which is not covered by insurance.*

ARTICLE 16: To see if the Town will modify the intent of Article 18 passed at the Annual Town Meeting on April 9th 2018 which stated "Lundblad Field design & specialty consultant" to re-purpose to "Lundblad Field construction and upgrades", or do or act anything in relation thereto.

Proposed by: SELECT BOARD/RECREATION COMMISSION
Select Board Recommendation: Support (5-0-0)
Advisory Committee Recommendation:
Summary: *The original article was to "fund research and design work including investigation of the membrane and other aspects of the property." As a balance of $46,411.00 remains the Town would like to utilize the residual funds for the construction of facility improvements, including, but not limited to, a community dog park.*

ARTICLE 17: To see if the Town will vote to raise and appropriate or transfer from any available funds a sum of money for the purpose of scanning historical Town Clerk documents, or do or act anything in relation thereto.

Proposed by: TOWN CLERK
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *This Article funds the scanning of historically significant documents in the Town Clerk's office that cannot be scanned using in-house scanners due to the size of the documents and/or how they are housed. Community Preservation Act ("CPA") funds cannot be used for this expense because of a recent Department of Revenue ruling prohibiting use of CPA funds to scan documents unless the documents themselves are also physically preserved, and the relatively good physical condition of these documents does not warrant the extra expense of preservation. Examples of the types of documents to be scanned are records from the 1700s including minutes of the town's first town meeting in 1727 and all of the town's Revolutionary War and Militia related documents, records from the 1800s including Civil War Records, school, land and legal records, and records from the early 1900s including Citizen's Caucus, Cemetery records, and Jury and Voter lists. Additionally, approximately 55,000 pages of historically significant documents are currently being scanned at no cost through the Massachusetts Digital Commonwealth and we anticipate sending an additional 60,000 pages later in the year. These documents are being uploaded to the new website 01772history.org, along with a description of the historical significance of the document.*

ARTICLE 18: To see if the Town will vote to raise and appropriate, or transfer from available funds the sum of $150,000 for the ongoing maintenance of capital equipment and systems associated with town buildings and facilities. The Town Facilities Manager shall recommend appropriate projects to the Town Administrator. The Town Administrator shall approve all expenditures under this article. The Town Facilities Manager shall report all funded projects to the Capital Improvement and Planning Committee as requested, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support (5-0-0)
Advisory Committee Recommendation:
Summary: *This article will provide for the maintenance and repair of capital equipment and systems associated with the Town's buildings and facilities.*

ARTICLE 19: To see if the Town will vote to raise and appropriate or transfer from available funds the sum of $25,000 for the ongoing maintenance of capital investments associated with outdoor recreational facilities. The Town's Director of Recreation shall recommend appropriate projects to the Recreation Commission. The Recreation Commission shall approve all expenditures under this article, or do or act anything in relation thereto.

Proposed by: SELECT BOARD/RECREATION COMMISSION
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 20: To see if the Town will vote pursuant to Massachusetts General Laws, Chapter 44 § 53E ½ to authorize the following spending limits for Fiscal Year 2025:

1. Immunization/Emergency Dispensing Clinic; $15,000.
2. Inspectional Services; $140,000.
3. 9-11 Field Maintenance; $100,000.
4. Wetland Protection; $30,000.
5. Hazardous Materials; $75,000.
6. CPR Classes; $6,500.
7. Community Garden; $3,000.

8. Recreation Programs; $500,000.
9. Tobacco Control Program; $4,000.
10. Golf Course Maintenance; $75,000.

, or do or act anything in relation thereto.

Proposed by: BOARD OF HEALTH, SELECT BOARD, RECREATION COMMISSION, AND CONSERVATION COMMISSION
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *This article approves the annual spending limits for revolving funds that are now authorized by Town by-law.*

ARTICLE 21: To see if the Town will vote to accept Massachusetts General Law Ch. 40, Section 3 to allow the Southborough School District to keep monies received from the rental of space in its schools. These monies may be expended by the Southborough School Committee for the purpose of upkeep and maintenance of any and all Southborough Public Schools with no further legislative body approval. The monies may accumulate from year to year, and shall not be considered to be part of the general funds unassigned balance, or do or act anything in relation thereto.

Proposed by: SOUTHBOROUGH SCHOOL COMMITTEE
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 22: To see if the Town will vote to authorize the Northborough-Southborough Regional School District to establish a Stabilization Fund according to Chapter 71, Section 16G 1/2 of the General Laws for the purposes of funding capital items as identified in the Northborough-Southborough Regional School District Capital Plan, or do or act anything in relation thereto.

Proposed by: REGIONAL SCHOOL COMMITTEE
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 23: To see if the Town will vote to authorize the Southborough School District to establish a Special Education Stabilization Fund according to Section 24 of Chapter 218 of the Acts of 2016 for the purposes of establishing a reserve fund that can be used in future years for unanticipated or unbudgeted costs of special education, out of district tuition, transportation, and recovery high school tuition, or do or act anything in relation thereto.

Proposed by: SOUTHBOROUGH SCHOOL COMMITTEE
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 24: To see if the Town will vote to accept the report of the Community Preservation Committee for the FY 2025 Community Preservation Projected Receipts and act upon the recommendations of the Community Preservation Committee and to set aside for later expenditure, certain sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the General Laws, as follows:

Estimated Surcharge Receipts (Based on Town Treasurer's Projections) ..... $ 447,844
State Match (Projected FY2024 State Match) ..... $ 64,905

Total Projected Revenue..... ... $ 512,479

Set Aside- Open Space
$51,275 to be set aside, held in the Community Preservation Open Space Reserve Account, and spent in FY2025 or later years for acquisition, creation, or preservation of open space, and for the rehabilitation and/or restoration of open space acquired under the Community Preservation Act.

Set Aside – Historic Preservation
$51,275 to be set aside, held in the Community Preservation Historic Reserve Account, and spent in FY2025 or later years for the acquisition, preservation, rehabilitation, and restoration of historic resources.

Set Aside – Community Housing
$51,275 to be set aside, held in the Community Preservation Housing Reserve Account, and spent in FY2025 or later years for the creation, preservation, and support of community housing, and for the rehabilitation and/or restoration of community housing acquired under the Community Preservation Act.

Set Aside Administrative Costs – Community Preservation Committee
$25,637 to defray the administrative and operating expenses of the Community Preservation Committee in FY2025 for the Community Preservation Administration Account

Set Aside – CPA Budgeted Reserve/Discretionary
$ 333,287 Reserved for FY25 Budgeted Reserve/Discretionary Account

, or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *The budget and set-asides are an annual requirement under the Community Preservation Act.*

ARTICLE 25: To see if the Town will vote to accept the report of the Community Preservation Committee for the FY2024 State Match Adjustment and act upon the recommendations of the Community Preservation Committee and to set aside for later expenditure, certain sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the General Laws, as follows:

Actual FY24 State Match Receipts..... $86,561
ATM2023 Projected FY24 State Match $82,596
FY24 State Match Adjustment ..... $ 4,035

Set Aside- Open Space
$403 to be set aside, held in the Community Preservation Open Space Reserve Account, and spent in FY2025 or later years for acquisition, creation, or preservation of open space, and for the rehabilitation and/or restoration of open space acquired under the Community Preservation Act.

Set Aside – Historic Preservation
$403 to be set aside, held in the Community Preservation Historic Reserve Account, and spent in FY2025 or later years for the acquisition, preservation, rehabilitation, and restoration of historic resources.

Set Aside – Community Housing
$403 to be set aside, held in the Community Preservation Housing Reserve Account, and spent in FY2025 or later years for the creation, preservation, and support of community housing, and for the rehabilitation and/or restoration of community housing acquired under the Community Preservation Act.

Set Aside Administrative Costs

$201– Community Preservation Fund to defray the administrative and operating expenses of the Community Preservation Committee in FY2024 in the FY2024 Community Preservation Administration Account.

$2,625.00 Reserved for FY24 Community Preservation Budgeted Reserve/Discretionary)
Summary: This article is to account for an adjustment to the state match from what was budgeted at 2023 ATM and the FY24 State Match received.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *Summary: This article is to account for an adjustment to the state match from what was budgeted at 2023 ATM and the FY24 State Match received.*

ARTICLE 26: To see if the Town will vote to appropriate $75,438 to be applied towards the bond for the perpetual Preservation Restriction on 84 Main Street also known as the Burnett House for the purpose of historic preservation. $72,280.38 from the CPA Historic Preservation Reserve Account and $3,157.62 from the CPA Fund Balance. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *This article is the Community Preservation Fund payment towards the FY2025 debt funding for the Preservation Restriction of 84 Main Street as approved at ATM 2016.*

ARTICLE 27: To see if the Town will vote to appropriate a total of $61,00.00 to be applied towards the bond for the renovation and restoration of the historic Southborough Library building for the purpose of historic preservation. $61,00.00 from the CPA Fund Balance. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *This article is the Community Preservation Fund payment towards the FY2025 debt funding for the renovation and restoration of the Historic Southborough Library.*

ARTICLE 28: To see if the Town will vote to appropriate $52,841.35 to be applied towards the bond for the historic restoration of the Southborough Town House for the purpose of historic preservation from the CPA Fund Balance. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *This article is the Community Preservation Fund payment towards the FY2024 debt funding for the Restoration of the historic Southborough Town House as approved at ATM 2021.*

ARTICLE 29: To see if the Town will vote to appropriate $141,850 to be applied towards the bond for the historic restoration of the Southborough Town House for the purpose of historic preservation from the CPA Fund Balance. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *This article is the Community Preservation Fund payment towards the FY2025 debt funding for the Restoration of the historic Southborough Town House as approved at ATM 2021.*

ARTICLE 30: To see if the Town will vote to appropriate $46,046 from the CPA Fund FY2024 Budgeted Reserve for the rehabilitation and restoration of historic Town records for historic purposes as requested by Jim Hegarty, Southborough Town Clerk. This consists of $45,046 in project costs and an additional $1,000 in contingency funding. Contingency funds only available after approval of the Community Preservation Committee for unexpected costs unforeseen at the time of application. Funding is contingent on a project start of July 1, 2024, and to be completed by June 30, 2027 or funds to be returned to the Southborough Community Preservation Fund Balance as directed by the Southborough Community Preservation Committee. Project to be completed in conformance with details as presented to the members of the Community Preservation Committee and to be documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *Under the direction of Town Clerk Jim Hegarty said funds will be used for the restoration of historic Town documents dating back to the 1700's.*

ARTICLE 31: To see if the Town will vote to appropriate $211,232 from the CPA Fund FY2024 Budgeted Reserve for the construction of the final segment of Peninsula Trail requested by the Southborough Trails Committee for recreational purposes. This consists of $183,680 in project costs and an additional $27,552 in contingency funding. Contingency funds only available after approval of the Community Preservation Committee for unexpected costs unforeseen at the time of application. Funding is contingent on a project start date of July 1, 2024, and to be completed by December 1, 2026 or funds to be returned to the Southborough Community Preservation Fund Balance as directed by the Community Preservation Committee. Project to be completed in conformance with details as presented to the members of the Community Preservation Committee and to be documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *Under the direction of Kathryn McKee, Chair of the Southborough Trials Committee (STC), and with Recreation Director Tim Davis as an advisor, said funds will be used for the installation of the boardwalk, footbridge, and other trail construction related tasks for "Bridging the Gap" Phase II of the STC Peninsula Trail Project.*

ARTICLE 32: To see if the Town will vote to appropriate $553,750 for the installation of a new irrigation system at the Southborough Golf Club, with $ 333,287 from the CPA FY25 Budgeted Reserve Account and $220,463 from the CPA Fund, as requested by the Southborough Golf Committee for the purpose of recreation. This consists of $475,000 in project costs and an additional $78,750 in contingency funding. Contingency funds only available after approval of the Community Preservation Committee for unexpected costs unforeseen at the time of application. Funding is contingent on project completion by December 1, 2026 or funds to be returned to the CPA Fund Balance as directed by the Community Preservation Committee. Project to be completed in conformance with details as presented to the members of the Community Preservation Committee and to be documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *Under the direction of Tony Schoener, Chair of the Southborough Golf Committee (STC), and with the golf course management company - New England Golf, overseeing the installation, said funds will be used for the installation of the new irrigation system to replace the existing 50+ year old system which is leaky, prone to failure requiring frequent repair, and time consuming to operate. A new system will reduce water consumption, provide improved coverage, and be more cost efficient. This article is the Community Preservation share of funding a total project amount of $603,750 offset by a $50,000 contribution from the Golf Course Revolving fund.*

ARTICLE 33: To see if the Town will vote to appropriate the sum of $96,115.13 for the use of the Board of Health to provide for substance abuse abatement activities following the Town's participation in the Statewide Opioid Settlements negotiated by the Massachusetts Attorney General, and to meet said appropriation the sum of $96,115.13 be transferred from Free Cash.

; or do or act anything in relation thereto.

Proposed by: BOARD OF HEALTH
Select Board Recommendation: Support (5-0-0)
Advisory Committee Recommendation:
Summary:

ARTICLE 34: To see if the Town will vote to authorize the Select Board under Clause (1) of Section 8 of Article 2, as amended, of the Amendments to the Constitution of the Commonwealth of Massachusetts to submit to the General Court a Home Rule Petition, accompanied by a bill for a special law relating to the Town of Southborough, to the end that legislation be adopted precisely as submitted. The General Court may make clerical or editorial changes of form only to the bill, unless after a public hearing the Select Board approves amendments to the bill before enactment by the General Court. The Select Board is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition. Said submission shall be accompanied by an attested copy of the motion and vote of the Town Meeting on this article.

Said bill shall make the following modifications to Ch. 447 of the acts of 1991: (a) Re-establish the office of Tree Warden as an appointee of the Select Board, supervised by the DPW superintendent; (b) dissolve the Public Works Planning Board of the town of Southborough; (c) replace "board of selectmen" with "select board" throughout.
The form and wording of said submission shall be determined by the Select Board in consultation with Town Counsel and the Town's representatives to General court.

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support (4-0-1)
Advisory Committee Recommendation:
Summary: *The Public Works Planning Board was created in 1991, and does not meet current expectations. The Select Board is officially the town's Tree Warden by the Special Act which has proven inefficient. The office of Tree Warden would be reinstated as an appointed officer of the Town.*

ARTICLE 35: To see if the Town will vote to establish a Public Works Advisory Committee by deleting Article I ("Solid Waste Disposal Committee") of the Town Code in its entirety and inserting the following into the Town Code:

Article XIII Public Works Advisory Committee

§9-52 Purpose

Because the Department of Public Works ("DPW") is a complex organization that consumes a significant portion of the Town's budget and directly impacts the life of every resident: planning, prioritization, coordination and communications with the residents is essential. The PWAC provides a focal point for and assistance with this complex function.

§9-52-A Establishment; Membership; Qualifications

Effective upon the dissolution of the Southborough Public Works Planning Board, there shall be a Public Works Advisory Committee ("PWAC"), which shall consist of five voting members and the non-voting ex-officio members identified below.

Each voting member shall be a resident of the Town and shall not be a Town officer or employee. Preferably at least 3 voting members should have significant relevant work experience and knowledge of activities undertaken by the DPW.

The voting members shall be appointed by the Select Board.

§9-52-B Appointments; Terms; Vacancies; Removal

Voting members shall be appointed for three-year terms. The initial appointments shall be two members for three years, two members for two years, and one member for one year, so as to establish overlapping terms.

Any voting member who shall remove from the Town, resign, or die shall cease to be a member. When notified that any voting member has failed to faithfully discharge his duties, or has failed without good cause to attend at least three quarters of the PWAC meetings held in any six-month interval: the Select Board shall promptly give notice, hold a hearing and determine whether such member shall be removed from the PWAC. In any case of a vacancy in the voting membership, the Select Board shall make every effort to, within thirty days, appoint a replacement for the balance of the unexpired term.

The ex-officio (non-voting) members have terms coincident with their employment and shall be: the Superintendent of Public Works and the Town Planner.

§9-52-C Organization; Meetings

The members shall select, from among themselves, a Chair, vice-Chair, and a Secretary.

The PWAC shall establish a regular schedule of meetings sufficient to complete its duties, but shall meet at least quarterly.

The PWAC shall ordinarily and preferentially meet in the Town, but may conduct meetings, investigations or inspections within the scope of its duties and authority anywhere, subject to standard Town travel budgets and policies.

The PWAC may appoint from its own membership subcommittees and delegate to them such of its powers as it deems expedient.

All reports and recommendations of the PWAC made to the Town shall be voted by a majority of the voting members of the PWAC, but this shall not be construed to prevent recommendations by a minority nor to discourage full participation by the non-voting members.

§9-52-D Funding

The PWAC may incur expenses for consultants, communications, minute-takers and other purposes. Such expenses shall be from a separate line item under the DPW's budget, established by the Town's regular budget process. Any expenditures from its budget shall require a majority vote of the PWAC, and be subject to the Town's policies for such expenditures.

§9-53 Functions and Definitions

The duty of the PWAC shall be to respond to requests for support from the Superintendent of Public Works, the Select Board, the Planning Board, the Advisory Committee, the Capital Improvement Planning Committee, and such other Town Entities as may be appropriate.

Further, PWAC shall also proactively evaluate, study, recommend, propose, and/or report on significant projects to be undertaken by the DPW.

The PWAC shall assume the functions of the former Green Technology and Recycling Committee that were assigned to the former Public Works Planning Board.

In this Article XIII, the phase "Town Entities" includes any Town board, committee, or agency of Town government, or subsidiary organization of any of these, whether statutory, elected or appointed.

In this Article XIII, the phase "Public Works Projects" includes projects conducted or planned to be conducted by the DPW, including but not limited to: road and sidewalk construction and maintenance; solid waste disposal (including operation of the transfer station, recycling and fees); cemetery operation; construction and maintenance of the water system (including conservation and fees); tree maintenance, removal, and replacement; public stormwater, and traffic management.

§9-54 Mission and Authority

The PWAC shall assist with establishing priorities and long-term planning for significant Public Works Projects. The PWAC may evaluate and/or develop options to be considered for Public Works Projects that significantly deviate from their plans in scope, expense, and/or schedule. The PWAC may assist in locating and/or evaluating the desirability of external (e.g., grant) funding for Public Works Projects.
The PWAC shall coordinate its work with the Advisory Committee, Capital Improvement Planning Committee, Planning Board, Trails Committee, and Recreation Commission as reasonably necessary.
The PWAC shall not manage or direct the Superintendent of Public Works, DPW employees, or projects.
The PWAC shall assist the Superintendent of Public Works to communicate plans for Public Works Projects and the status of such projects to residents (especially neighbors) at the earliest feasible time. It shall serve as a focal point for citizen concerns with Public Works Projects, and may conduct public hearings.

§9-54-A Other Agencies

The PWAC may meet with other governmental agencies to discuss opportunities for interoperation, efficiencies or other synergies. However, the PWAC does not have the authority to commit the Town to pursue such opportunities, which authority rests with the Superintendent of Public Works, other Town Entities, and/or their designees.

§9-55 Reporting

From time to time, as may be necessary, the PWAC shall report to the Superintendent of Public Works and/or the Select Board on its activities and such reports, studies, evaluations, recommendations, and/or proposals as it has initiated or have been requested of it.
From time to time, as may be necessary, the PWAC shall report to the Town Meeting.

§9-56 Interpretation

The section headings and numbering of this Article XIII are for convenience and shall not be construed to modify the interpretation of the article.
In this Article XIII, the masculine forms (including "his", "he", and "him") are used inclusively to refer to any person regardless of gender or sexual orientation.
In this Article XIII, terms are defined in quotation marks within parenthesis, and their uses are indicated by capitalization. The definition of each such term applies to its use in the entirety of this Article XIII, whether or not the definition appears before such use.
In this Article XIII, the word "will" is to be interpreted as descriptive of an outcome or process and not as an imperative; the word "shall" is to be interpreted in the imperative sense of "must" or "is required to"; while the word "may" is to be interpreted in the permissive sense of "optionally", or "has discretion whether or not to". ADD SUNSET PROVISION?

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *Replaces the Special Act-chartered Public Works Planning Board with a Town standing committee when the PWPB dissolves as initiated by Article 28.*

ARTICLE 36: To see if the Town will vote to add a new **§ 174-10.3** to the Town of Southborough's Zoning Bylaws, amend the zoning map, amend certain other sections to integrate the new section into the current zoning bylaw, and make any minor modifications to the text required for consistency with the existing format of the bylaws.

Add the following definitions to § 174-2. Definitions.
B. Definitions
Add definitions here if the Town would prefer them to be in the main section rather than the MCMOD zoning. The current definition of Lot is similar, so I retained the Town's. The Town's definitions of Dwelling, Multifamily, Dwelling Unit, and Open Space were sufficiently different, so I left those in. See § 174-10.3.C.

Add the following text to: § 174-3. Districts enumerated.
N. MBTA Communities Multi-family Overlay District, referred to as MCMOD.

Add the following text to:§ 174-10. Site plan approval

A. The purpose of the site plan review procedure is to encourage a desirable and compatible character of development within the Town of Southborough and to assure safety, promote logic, imagination and innovation in the design process while complying with all zoning requirements. The requirements of this section shall be applicable to the following:

(6) All multi-family development with more than 10 units within the MCMOD (§174-10.3).

Add the following text to:§ 174-12.1. Outdoor illumination

(3) LZ-2: moderate ambient lighting

(a) Areas of human activity where the vision of human residents and users is adapted to moderate light levels. Lighting may typically be used for safety and convenience, but it is not necessarily uniform or continuous. After curfew, lighting may be extinguished or reduced as activity levels decline.

(b) Zoning District: Business Village, **MCMOD**

Add the following section:

§ 174-10.3: MBTA Communities Multi-family Overlay District

A. Purpose

The purpose of the MBTA Communities Multi-family Overlay District (MCMOD) is to allow multi- family housing as of right in accordance with Section 3A of the Zoning Act (Massachusetts General Laws Chapter 40A). This zoning provides for as of right multi-family housing to accomplish the following purposes:

(1) Encourage the production of a variety of housing sizes and typologies to provide equal access to new housing throughout the community for people with a variety of needs and income levels;

(2) Support vibrant neighborhoods by encouraging an appropriate mix and intensity of uses to support an active public space that provides equal access to housing, jobs, gathering spaces, recreational opportunities, goods, and services within a half-mile of a transit station.

(3) Locate housing within walking distance of public transit [and downtowns or town centers] to promote general public health, reduce the number of vehicular miles travelled, support economic development, and meet community-based environmental goals, including reducing greenhouse gases and improving air quality.

(4) Preserve open space in a community by locating new housing within or adjacent to existing developed areas and infrastructure.

(5) Support public investment in public transit and pedestrian- and bike-friendly infrastructure.

(6) Increase the municipal tax base through private investment in new residential developments.

B. Establishment and Applicability

This MCMOD is an overlay district having a land area of approximately 53.9 acres in size that is superimposed over the underlying zoning district (s) and is shown on the Zoning Map.

(1) **Applicability of MCMOD.** An applicant may develop multi-family housing located within a MCMOD in accordance with the provisions of this § 174-10.3.

(2) **Underlying Zoning.** The MCMOD is an overlay district superimposed on underlying zoning districts. The regulations for use, dimensions, and all other provisions of the Town of Southborough's Zoning Bylaw governing the respective underlying zoning district(s) shall remain in full force, except for uses allowed as of right or by special permit in the MCMOD. Uses that are not identified in § 174-10.3 are governed by the requirements of the underlying zoning district(s).

(a) The requirements of § 174-10.13.2 Major residential development do not apply to the MCMOD.

(b) The requirements of § 174-10.13.3 Lower impact development may be used as a component of site plan review under § 174-10.3.J, but the Planning Board may not require a separate special permit for a multifamily use within the MCMOD.

(c) The requirements of § 174-10.13.4 Water resource protection may be used as a component of site plan review under § 174-10.3.J, but the Planning Board may not require a separate special permit for a multifamily use within the MCMOD.

(3) **Sub-districts.** The MCMOD contains the following sub-districts, all of which are shown on the MCMOD Boundary Map: Subdistrict A and Subdistrict B.

C. **Definitions.**
For purposes of this § 174-10.3, the following definitions shall apply.
(1) **Affordable unit.** A multi-family housing unit that is subject to a use restriction recorded in its chain of title limiting the sale price or rent or limiting occupancy to an individual or household of a specified income, or both.

(2) **Affordable housing.** Housing that contains Affordable Units as defined by this § 174-10.3.

(3) **Applicant.** A person, business, or organization that applies for a building permit, Site Plan Review, or Special Permit.

(4) **Area Median Income (AMI).** The median family income for the metropolitan statistical region that includes the Town] of Southborough, as defined by the U.S. Department of Housing and Urban Development (HUD).

(5) **As of right.** Development that may proceed under the Zoning in place at time of application without the need for a special permit, variance, zoning amendment, waiver, or other discretionary zoning approval.

(6) **Development standards.** Provisions of § 174-10.3: G. General Development Standards made applicable to projects within the MCMOD.

(7) **EOHLC.** The Massachusetts Executive Office of Housing and Livable Communities, DHCD's successor agency.
(8) **Multi-family housing.** A building with three or more residential dwelling units or two or more buildings on the same lot with more than one residential dwelling unit in each building.

(9) **Multi-family zoning district.** A zoning district, either a base district or an overlay district, in which multi-family housing is allowed as of right.

(10) **Open space.** Contiguous undeveloped land within a parcel boundary.

(11) **Parking, structured.** A structure in which vehicle parking is accommodated on multiple stories; a vehicle parking area that is underneath all or part of any story of a structure; or a vehicle parking area that is not underneath a structure, but is entirely covered, and has a parking surface at least eight feet below grade. Structured Parking does not include surface parking or carports, including solar carports.
(12) **Parking, surface.** One or more parking spaces without a built structure above the space. A solar panel designed to be installed above a surface parking space does not count as a built structure for the purposes of this definition.
(13) **Residential dwelling unit.** A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking. and sanitation.

(14) **Site plan review authority.** Town of Southborough Planning Board.

(15) **Sub-district.** An area within the MCMOD that is geographically smaller than the MCMOD district and differentiated from the rest of the district by use, dimensional standards, or development standards.

(16) **Subsidized Housing Inventory (SHI).** A list of qualified Affordable Housing Units maintained by EOHLC used to measure a community's stock of low-or moderate- income housing for the purposes of M.G.L. Chapter 40B, the Comprehensive Permit Law.

D. Permitted Uses
(1) **Permitted Uses are as follows:** The following uses are permitted as of right within the MCMOD. (a) Multi-family housing.

(2) **Accessory Uses.** The following uses are considered accessory as of right to any of the permitted uses in Section D.1. (a) Parking, including surface parking and parking within a structure such as an above ground or underground parking garage or other building on the same lot as the principal use.

(b) Customary home occupation.

(3) **Prohibited uses.** All uses which are not listed above, legally nonconforming or otherwise allowable by the provisions of the zoning regulations, are prohibited.

E. Development standards are as follows:

Table of Dimensional Standards. Notwithstanding anything to the contrary in this Zoning, the dimensional requirements applicable in the MCMOD are as follows:	**Subdistrict A** *Area 6A* *Area 6B* *Area 6C*	**Subdistrict B** *Area 7* *Area 21*
Standards		
(a) Minimum lot area	25,000	43,560
(b) Minimum frontage	125	200
(c) Minimum setbacks		
(i) Front	30	Area 7 75* Area 21 50*
(ii) Rear	35	50
(iii) Side	15	50
(d) Maximum height	2.5 stories or 35 feet	3 stories of 45 feet
(e) Maximum floor area ratio	0.3	0.6
(f) Maximum dwelling units per acre	15.0	15.0

; or do or act anything in relation thereto.

Proposed by: PLANNING BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 37: To see if the Town will vote to amend the Town Code to add Downtown District to Chapter 174 - Zoning as follows:

- Schedule of use regulations – 174-8.C(5) after Business Village District.
- Signs – 174-11 (D) – sign regulations next to Business Village
- Signs-174-11.E [1] [a] after Business Village District.
- Signs-174-11.E [1] [b] after Business Village District.
- Signs-174-11.E [2] [a] after Business Village District.
- Signs-174-11.E [2] [b] after Business Village District.
- Signs-174-11.E (d) [1] after Business Village District.
- Signs-174-11.E (d) [2] after Business Village District.

➢ Outdoor Illumination – 174-12.1.E (3) (b), and Table 1 under LZ-2 add Downtown District below Business Village

➢ Landscaping – 174-13.A(3) as follows:

(3) Exceptions.

The requirements of this section do not apply to developments or renovations in the Business Village District and the Downtown District. However, the Planning Board may require landscaping as part of the site plan or special permit application within the Business Village District and Downtown District.

And anywhere else in the code where the Business Village District is referenced and appropriate.

; or do or act anything in relation thereto.

Proposed by: PLANNING BOARD
Select Board Recommendation: Support (5-0-0)
Advisory Committee Recommendation:
Summary:

ARTICLE 38: To see if the Town will vote to amend Chapter 174 of the Town Code to include an expiration for special permits as required by MGL c. 40A Section 9 as follows:

In Chapter 174 Section 9 – Special Permit Requirements, to add after the sentence ending with "...or destructive of property values therein." the following clause: "Unless otherwise designated by this chapter, if the rights authorized by a special permit are not exercised within two years from the date of grant thereof, they shall lapse, and a new petition, notice, and hearing will be required for their reestablishment. The applicant shall be granted a single one-year extension by applying in writing to the special permit granting authority at least 30 days prior to the date when the special permit is due to lapse. An extension will only be granted for good cause and/or at the discretion of the special permit granting authority."

; or do or act anything in relation thereto.

Proposed by: PLANNING BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *This article would amend the Zoning Bylaw to comply with MGL c. 40A Section 9, which requires bylaws to provide a specified period of time in which special permits will lapse.*

ARTICLE 39: To see if the Town will vote to delete in its entirety Chapter § 9-2 of the town code "Meetings prohibited on Election Day, or when Town offices are closed due to weather or other emergency" and replace it with:

§ 9-2 Meetings prohibited on Election Day, or when Town offices are closed due to a weather or other emergency

A. If the Select Board or their designee announce that all Town offices are closed due to a weather or other emergency, any scheduled public meeting shall be cancelled. However, public meetings may be held if the meeting is held in an online format where the public may observe the meeting. A previously scheduled in-person only meeting may be changed to an online format by submitting a revised agenda to the Town Clerk. If a meeting is cancelled, the Town Clerk shall post notice of the cancellation on the Town website.

B. This prohibition will not apply to emergency meetings held to address weather or other emergencies as defined by the Attorney General.

C. No board, committee or commission shall schedule a meeting on the day of any Town, state or federal election.

; or do or act anything in relation thereto.

Proposed by: TOWN CLERK
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *This Article modifies the existing town code to allow meetings to be held when town buildings are closed to the public due to a weather or other emergency, if the meeting is held in an online format where the public may observe the meeting*

ARTICLE 40: To see if the Town will vote to accept MGL Ch 41 S 19 K as follows:

"In any town, that accepts this section, a town clerk who has completed the necessary courses of study and training, and has been awarded a certificate by the Massachusetts Town Clerks' Association as a certified Massachusetts municipal clerk, shall receive as compensation from such town, in addition to the regular annual compensation paid by such town for services in such office, an amount equal to 10 per cent of such regular annual compensation, but not more than $1,000 per year. In order to qualify for such additional compensation, a town clerk shall submit to the board of selectmen of such town proof of the award of such certificate. The additional compensation provided in this section shall be prorated for any 12 month period in which an eligible person does not hold the office of town clerk for 12 consecutive months. Such additional compensation shall discontinue when certification is discontinued or withdrawn."

; or do or act anything in relation thereto.

Proposed by: TOWN CLERK
Select Board Recommendation: Support (5-0-0)
Advisory Committee Recommendation:
Summary: *This Article accepts the Massachusetts General Law that provides an annual $1,000 stipend to a town clerk who obtains certification as a Massachusetts Municipal Clerk. Only 31% of Massachusetts town clerks have the required experience, have taken the required continuing education courses and passed the 250 - question examination required to earn this certification.*

ARTICLE 41: To see if the Town will vote to amend Town Code § 9-25 Meeting minutes, by deleting it in its entirety and replacing it with:

Each board, committee, or commission shall provide minutes for each of its meetings to the Town Clerk within 45 days of the meeting. Minutes shall be kept by the Town Clerk for a period as required by applicable state law.

A. Minutes shall indicate whether they have or have not been approved by the board, committee or commission when submitted to the Town Clerk.
(1) Minutes that have not been approved at the time of their receipt shall be labeled "Draft."
(2) The Town Clerk shall log the receipt of all minutes and the Town Clerk shall post minutes on the Town website.

B. Minutes shall be submitted in a manner consistent with the Open Meeting Law (MGL c. 30A, § 22), and the Attorney General's Open Meeting Law Guide, and must include:
- the date, time and place of the meeting;
- the members present or absent;
- the decisions made and actions taken, including a record of all votes;
- a summary of the discussions on each subject;
- a list of all documents and exhibits used at the meeting; and
- the name of any member who participated in the meeting remotely.

C. Minutes submitted to the Town Clerk shall include, as reasonably possible, copies of all documents, exhibits, and electronic files of any audio or video presentations used at the meeting, including items created by the board members, or by others allowed to make presentations at the meeting.

(1) The term "used at the meeting" shall mean a document, exhibit, audio or video presentation that was (1) identified by name, (2) present at the meeting, and (3) discussed at the meeting.
(2) If copies of documents or other exhibits used at the meeting cannot be provided due to the physical nature of the exhibit (e.g., size of the exhibit, etc.), the specific filing location of the document or exhibit shall be identified.

D. The last page of the minutes shall include a section labelled Documents Used at This Meeting and shall list the names of each document that was used at the meeting.

; or do or act anything in relation thereto.

Proposed by: TOWN CLERK
Select Board Recommendation: Support (5-0-0)
Advisory Committee Recommendation:
Summary: *This Article clarifies the existing requirements for board, committee, or commission ("the board') meetings to maintain minutes and documents used at meetings. This Article adds the requirement that any audio or video presentation that a board allows to be displayed at a meeting be retained, regardless of who created the presentation. This Article also adds the requirement that the last page of the minutes includes a section labelled "Documents Used at This Meeting" with a list the names of each document that was used at the meeting. A recent review of minutes submitted to the town clerk revealed several instances where no documents were submitted by the board.*

ARTICLE 42: To see if the Town will vote to petition the General Court for the passage of special enabling legislation authorizing the Town to authorize, issue and sell pension obligation bonds to finance the Town's unfunded pension liability to the Worcester Regional Retirement System, fund any necessary reserves, and all other costs associated therewith, which special enabling legislation shall be in such form as the Select Board shall approve; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 43: To see if the Town will vote to establish a Tricentennial Committee Fund as provided for in MGL Ch. 44, §53I for the purpose of receiving funds appropriated by Town Meeting, generated from the sale of merchandise, tickets, or donations, and authorizing the Tricentennial Committee to expend said funds for the purpose of special events or other associated costs related to the 300th Anniversary of the Town of Southborough's incorporation, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support (5-0-0)
Advisory Committee Recommendation:
Summary: *State law allows a Town to establish this type of special fund to offset expenses related to incorporation celebrations. This will ensure that the funds are properly accounted for and included in the Town's independent audit.*

ARTICLE 44: To see if the Town will vote to raise and appropriate or transfer from available funds the sum of Thirty Thousand Dollars ($30,000) or such other amount as Town Meeting may approve for the purpose of funding events [i.e. fireworks, parade, public art, etc.] as authorized by the Tricentennial Committee celebrating the Town of Southborough's incorporation, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:

Summary: *This funding will serve as seed money to support the work of the Tricentennial Committee. Expenditures will be approved by the Committee Chair [subject to approval by the Committee] and may include items like patriotic bunting, memorabilia, assistance with digital media or deposits on events such as fireworks, etc.*

ARTICLE 45: To see if the Town will vote to approve the Assabet Valley Regional Vocational Technical School Committee's vote on January 9, 2024, to establish a Stabilization Fund for the Assabet Valley Regional Vocational Technical School District, pursuant to Section 16G ½ of Chapter 71 of the Massachusetts General Laws, said Stabilization Fund to be invested and to retain its own interest earnings as provided by law and further set up an operational line item to be created to transfer available monies into said Stabilization Fundor do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 46: To see if the Town will vote to authorize the Select Board to transfer a certain parcel located at XX Atwood Street to the Southborough Affordable Housing Trust, said property to be used for affordable housing purposes, and to authorize the Select Board to execute any and all documents and agreements as may be necessary to effectuate such transfer; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 47: To see if the Town will vote to transfer the sum of $XX,XXX from the Community Housing account of the Community Preservation Fund to the Affordable Housing Trust Fund; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 48: To see if the Town will vote to accept the provisions of M.G.L. c. 59 §5, Clause Twenty-two H (inserted by Chapter 218 of the Acts of 2018, known as An Act Relative to Veterans' Benefits, Rights, Appreciation, Validation, and Enforcement ("BRAVE Act")), signed into law August 28, 2018, which provides for a property tax exemption for real estate as follows: to the full amount of the taxable valuation of the real property of the surviving parents or guardians of soldiers and sailors, members of the National Guard and veterans who: (i) during active duty service, suffered an injury or illness documented by the United States Department of Veterans Affairs or a branch of the armed forces that was a proximate cause of their death; (ii) are missing in action with a presumptive finding of death as a result of active duty service as members of the Armed Forces of the United States; provided, however, that the real estate shall be occupied by the surviving parents or guardians as the surviving parents' or guardians' domicile; and provided further that the surviving parents or guardians shall have been domiciled in the Commonwealth for the 5 consecutive years immediately before the date of filing for an exemption pursuant to this clause or the soldier or sailor, member of the National Guard or veteran was domiciled in the Commonwealth for not less than 6 months before entering service. Surviving parents or guardians eligible for an exemption pursuant to this clause shall be eligible regardless of when the soldier or sailor, member of the National Guard or veteran died or became missing in action with a presumptive finding of death; provided, however, that the exemption shall only apply to tax years beginning on or after January 1, 2019. Such exemption shall be available until such time as the surviving parents or guardians are deceased. No real estate shall be so exempt which has been conveyed to the surviving parents or guardians to evade

taxation. To be effective for exemptions granted for any fiscal year beginning on or after, July 1, 2024; or do or act anything in relation thereto.

Proposed by: BOARD of ASSESSORS
Select Board Recommendation: Support (4-1-0)
Advisory Committee Recommendation:
Summary: *The local adoption of clause 22H will expand the real estate exemption benefits for Gold Star parents or guardians. Gold Star families are those that have lost an immediate family member serving in the United States armed forces during any period of war or hostilities in which the armed forces of the United States were engaged.*

ARTICLE 49: To see if the Town will vote that the Town hereby resolves not to seek to sell, agree to sell, or enter into a sale of the 21 Highland St. property until January 1, 2028. It is agreed that the sale or transference of the property could be detrimental to the town until the following factors are resolved: There is currently a new school project being contemplated with an unspecified school price tag that could range as high as 60-100 Million dollars at his moment. The process of planning and building a new school could take another 3 or more years to complete. There is currently 300 408 housing units likely to be built in the next 3-5 years, and the MBTA community Act currently threatens the town with another potential 750 units of multifamily zoning by right, so in the next 3+ years to come the town could lose control of housing development in many areas of the town (there are 3800 housing units in the town currently, the total new burden could add a possible 26% population increase). Although it is unrealistic to expect the full number of units, the current school estimates do not take all of these factors into account, nor can we accurately project numbers with confidence having no control over the zoning, unit type, or building process. There is no current organizational model or plan to mitigate the possible cost or space need effects upon town departments, and no current plan for town space needs if this rapid population growth occurs. The current space need plans are dependent upon the premise of building a new school, a historically neutral residential development plan, and turning over one of the current schools to general town use for multiple departments currently inhabiting other buildings, including Recreation, Family and Youth services (both in the 21 Highland property), Building Permit departments, senior center, and Facilities (all in the Cordaville hall building), who have all have been recommended in the space needs plan to vacate their current locations (and to move to Finn currently). If there is a problem with the plan (example: No new school, or other factors as high population growth), selling the 21 Highland St. property could leave the town with little recourse except to sign commercial leases for homeless departments, potentially making the town long term dependent upon the private real estate market fluctuations, and/or possibly build space, adding to town costs. A new school is currently not approved, but selling these properties could be used as financial incentive and space need leverage to coerce support for one, knowing the sale could instigate leases and costs created by a premature property sale and vacating actions by those departments. There is minimal financial risk to delaying a sale of the property for several years. There is a greater financial risk to selling the property prematurely if the building could better serve the short, middle, or long term interests of the town given the current factors facing the town. A vote for this Article shall supersede any prior decision made or entered into by the town without regard to, or for, the legal and financial consequences of violating any and all other agreements and contracts with private parties.

; or do or act anything in relation thereto.

Proposed by: JOSEPH PALMER, et al.
Select Board Recommendation: Support (0-5-0)
Advisory Committee Recommendation:
Summary: *This is a citizen's petition.*

ARTICLE 50: To see if the Town will vote that the Town hereby resolves to own and rehab the current 21 Highland St. property for town, community, and/or rental use, using CPC and other bond allocations to fund the project when needed. The surrounding property will remain open for community use regardless of building use. It is required that the Select Board carry out the will of this resolution, and have a plan in place by the next town Meeting with the understanding that the citizenry will not entertain a proposal to dispose of the property till the year 2033. A vote for this Article shall supersede any prior decision made or entered into by the town without regard to, or for, the legal and financial consequences of violating any and all other agreements and contracts with private parties.

; or do or act anything in relation thereto.

Proposed by: JOSEPH PALMER, et al.
Select Board Recommendation: Support (0-5-0)
Advisory Committee Recommendation:
Summary: *This is a citizen's petition.*

ARTICLE 51: To see if the Town will vote that the Town hereby resolves not to seek to sell, agree to sell, or enter into a sale the 21 Highland St. property until January 1, 2030. It is agreed that the citizenry prefers to tastefully retire use of the building at 21 Highland St., and keep the building at 21 Highland St. property owned by the town if or when departments housed wherein should move to other locations and there is no reason to keep the building in use. At such time, the 21 Highland St. building interior will be "Mothballed", the exterior of the windows protected with tasteful covers, the roof and exterior sealed, so the building will keep in a relatively preserved state til it should be desired for future use again, remodeling or demolition by the town. A vote for this Article shall supersede any prior decision made or entered into by the town without regard to, or for, the legal and financial consequences of violating any and all other agreements and contracts with private parties.

; or do or act anything in relation thereto.

Proposed by: JOSEPH PALMER, et al.
Select Board Recommendation: Support (0-5-0)
Advisory Committee Recommendation:
Summary: *This is a citizen's petition.*

ARTICLE 52: To see if the Town of Southborough will vote to raise and appropriate or transfer from available funds a sum of $289,414.00 to the Police Department Budget, #210 for the purpose of hiring four full-time dispatchers to provide coverage 24/7, or do or act anything in relation thereto.

Proposed by: BONNIE PHANEUF, ET AL.
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *Over the past two and a half years the Town has been exploring joining a Regional Emergency Communications Center (RECC). Now is the time to address the immediate need. This is NOT a clerical job. Dispatchers provide critical emergency communication services to Police, Fire, EMS, Public Health, DPW, School Departments, Building Departments, Youth and Family Services, Senior Services, Recreation, State Police, Court, Commonwealth of Mass. Properties, Dam, MBTA Station,9-11 Field, Reservoir trails, Businesses and private non-profits.*Select Board Packet, March 7, 2023, Office of the Select Board, the original intent of looking at Regional Emergency Communications Center (RECC) was not for financial purposes for Southborough. There has been consensus that maintaining 1 dispatcher per shift is not acceptable. However, there have been questions raised about the costs. Three different scenarios of future dispatch costs with assumptions outlined in memo. * Select Board Meeting Minutes, December 19, 2023, III.i.ii. Chief Achilles & Chief Newell recommendation for maintaining current model Chief Newell and Chief Achilles shared their findings on enhancing the current dispatch operation system. "The Chiefs state that whether or not the Town chooses to regionalize, the immediate need is to add four full-time dispatchers to provide coverage 24/7."*

ARTICLE 53: To see if the Town of Southborough will vote to raise and appropriate, or transfer from available funds a sum of $119,372.00 for the purpose of covering the Employee Benefits for the additional four full-time dispatchers, or do or act anything in relation thereto.

Proposed by: BONNIE PHANEUF, ET AL.
Select Board Recommendation:
Advisory Committee Recommendation:

Summary: *These Employee Benefits funds for the additional four full-time dispatchers will be applied to the Employee Benefits Budget, #910, as standard practice in Southborough.*

ARTICLE 54: The Citizens of Southborough hereby resolve that, any petition to the CPC for funding for a project, asset, or service on private land, or for private benefit and use, being not town owned or operated, should require a 2/3 majority passing vote tally for approval at Town Meeting; or do or act anything in relation thereto.

Proposed by: JOSEPH PALMER, et al.
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *This is a citizen's petition.*

And you are to give notice hereby by posting true and attested copies of the Warrant on the Town website, the Southborough Town House, 17 Common Street, Southborough Senior Center, 9 Cordaville Road, Southborough Library, 25 Main Street, and Southborough Transfer Station, 147 Cordaville Road; seven (7) days at least before the time appointed for such meeting.

Given under our hand this 27th day of February, 2024

_____
Andrew R. Dennington II, Chair

_____
Kathryn M. Cook, Vice-Chair

_____
Sam Stivers

_____
Marguerite Landry

_____
Alfred Hamilton

SELECT BOARD OF THE TOWN OF SOUTHBOROUGH

DRAFT

Mark Purple

From: Martineau, Gregory <gmartineau@nsboro.k12.ma.us>
Sent: Thursday, February 8, 2024 2:05 PM
To: Mark Purple
Cc: Brian Ballantine; Kamali O'Meally; Chelsea Malinowski
Subject: Additional Warrant Articles

Follow Up Flag: FollowUp
Flag Status: Flagged

[EXTERNAL]

Hi Mark,

Here are the two additional warrant articles. Let me know if you have any questions.

Thanks,
Greg

Article: Mold Mitigation Funds for Finn Elementary School
Proposed by: PreK-8 Southborough School Committee

To see if the Town will vote to appropriate the sum of $87,970.01 for the use of the K-8 Southborough School Committee to pay for mitigation related to mold at Finn Elementary School, said appropriation in the sum of $87,970.01 to be transferred from Free Cash.

Article: Lease and Power Purchasing Agreement
Proposed by: PreK-8 Southborough School Committee

To see if the Town will authorize the Select Board to lease all or a portion of the roof of Trottier Middle School located at 49 Parkerville Road for a term of 10-20 years, upon such terms and conditions as are acceptable to the Select Board, to a solar energy provider to construct, maintain, and operate a solar facility on the property and to enter into a power purchase agreement with the solar energy provider; and further, to authorize the Select Board to grant an easement to National Grid to install, maintain, operate, repair, reinstall, or replace any utilities required for interconnection to the solar facility project.

Gregory L. Martineau
Superintendent
The Public Schools of Northborough and Southborough
Vision 2026: Educate - Inspire - Challenge
Educate - Inspire - Challenge
Pronouns: He/him/his
(508) 486-5115

TOWN OF SOUTHBOROUGH

FINANCE DIVISION: TREASURER AND COLLECTOR

TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 x3010 · FAX (508) 480-0161 · bballantine@southboroughma.com

DATE: February 8, 2024

TO: Honorable Select Board

Cc: Mark Purple, Town Administrator

From: Brian Ballantine, Finance Director T/C

RE: FY25 Budget Status

Please see attached the current summary for FY25 recommended budgets.

The current model indicates a 7.45% estimated tax rate increase. In contrast to the prior two years, most of the residential value shift has run it's course and is no longer a material consideration. This current model carries all the Departmental requests at the high end, meaning any new staff are incorporated into the requests (4 FT Dispatchers, 1 new Lieutenant, 1 new Officer, 1 new DPW engineer).

Levy Capacity Used: $2,445,028 (54%)
Local Revenue Increased: $280,000 (6.7%)
Local Aid Increase: $37,374 (1.1%)

Please see items of note:

REVENUES

- Free cash: Designated to fund opioid aid expenses and an additional six capital and budget articles. The remaining amount is used as a source of funds for the operating budget.

- Ambulance Fund is now utilizing entire revenue capacity. With the recent rate change requested by the Fire Chief and subsequently approved next year there may be additional revenue available for appropriation.
- Projecting out to FY27, levy capacity is fully exhausted and FY27 indicates a shortfall of -$1,123,308

EXPENSES

- Benefits budget: Retirement assessment received and was within $3,040 of estimate. Additionally built into the budget are 4 new plans for additional new Town staff. If any combination of new staff exceeds or is less than four the budget will have to be adjusted. Final health renewal rates may not be available until possibly after Town Meeting.
- The Police Department has potential staffing requests on the table comprising 4 dispatchers, a new Lieutenant, and a new Officer. Additionally the Department of Public Works is seeking an engineer position. The Town had this in the past but through restructuring the position was contracted out.
- The debt service budget for FY25 is approximately $200,000 higher. This is due to some new permanent loans that came online for FY25 for projects previously approved.
- In general most Town Departments are requesting increases between 3-6% year over year. Much of this is salary increases however there has been a general rise in supply and material costs.
- Capital equipment requests did increase approximately one million this year. Although every effort is made to have the capital plan set up to avoid large swings, this year due to several reasons (for example ARPA FY24 funding of several items) the dollar increase was more pronounced.
- No capital items to date have been removed and re-positioned to ARPA funding, however this discussion will likely take place.
- Assabet FY25 Assessment: Southborough has added three additional students and the budget reflects the need to return to pre-COVID-19 staffing and educational service levels. It also brings two grant-funded positions back into the budget.
- K8 has a current increase of 5.18% and the Regional assessment has an increase of 3.97% however they are requesting some needed capital that totals approximately $149,000. Additional lull time equivalent staffing requests are 10.16 for K-8 and 3.36 for the Region. Challenges in this year's budgets are the phaseout of ESSER funding, materials costs, transportation costs, and expected insurance increases.

Should you have any further questions please do not hesitate to contact me by e-mail or phone.

FY2025 DRAFT ONLY

2/9/2024	FY2023	FY2024	FY2025	
Fiscal Year				
LEVY	48,293,574	50,172,301	52,147,244	3.9%
2 1/2	1,207,339	1,254,308	1,303,681	3.9%
NEW GROWTH	671,388	720,635	500,000	-30.6%
LEVY	**50,172,301**	**52,147,244**	**53,950,925**	**3.5%**
DEBT-CAP EXEMPT	3,251,883	1,932,522	1,917,819	-0.8%
SBAB PAYMENTS	(920,943)	0	0	0.0%
TOTAL LEVY LIMIT	**52,503,241**	**54,079,766**	**55,868,744**	**3.3%**
TAX RATE	**14.76**	**13.91**	**14.95**	**7.51%**
ASSESSED VALUE	3,241,020	3,566,871	3,602,816	1.0%
CERTIFIED FREE CASH	1,681,761	1,602,386	2,339,466	46.0%
LOCAL RECEIPTS	3,947,525	4,208,600	4,488,600	6.7%
COMM. PRESERV. FUNDS	829,379	919,243	811,028	-11.8%
LOCAL AID	3,704,247	3,771,119	3,826,263	1.5%
SBAB PAYMENTS	920,943	0	0	0.0%
OTHER AVAILABLE	1,208,401	1,379,488	1,237,189	-10.3%
TOTAL OTHER REVENUES	**12,292,256**	**11,880,836**	**12,702,546**	**6.9%**
TOTAL REVENUE	**64,795,497**	**65,960,602**	**68,571,290**	**4.0%**
	2023 RECAP	**2024 RECAP**	**2025 RECAP**	
OTHER	931,378	983,607	850,229	-13.6%
STATE- COUNTY CHARGES	266,491	234,445	252,215	7.6%
OVERLAY	440,478	446,742	450,000	0.7%
TOTAL CHARGES	**1,638,347**	**1,664,794**	**1,552,444**	**-6.7%**
TOWN				
TOWN BUDGET	13,099,285	14,108,403	15,350,341	8.8%
EMPLOYEE BENEFITS	3,986,827	4,275,591	4,701,094	10.0%
LEASE DEBT G-FUND	102,316	35,659	55,114	54.6%
GEN. LIABILITY INSURANCE	133,894	153,770	175,601	14.2%
BUDGET ARTICLES	546,276	313,000	434,115	38.7%
DEBT & INTEREST	1,954,848	1,825,245	1,943,665	6.5%
CAPITAL ARTICLES	859,500	1,222,621	2,011,243	64.5%
TOTAL TOWN	**20,682,946**	**21,934,290**	**24,671,173**	**12.5%**
SCHOOL				
SCHOOLS BUDGET	31,363,292	32,448,469	34,359,508	5.9%
EMPLOYEE BENEFITS	4,882,658	5,158,458	5,560,946	7.8%
GEN. LIABILITY INSURANCE	200,840	230,656	263,401	14.2%
SCHOOL SETTLEMENT NBORO	232,500	0	0	0.0%
DEBT & INTEREST	1,129,125	59,350	174,786	194.5%
TOTAL SCHOOL	**37,808,415**	**37,896,933**	**40,358,641**	**6.5%**
TOTAL EXPENDITURES	**60,129,708**	**61,496,016**	**66,582,258**	**8.3%**
LEVY BALANCE	**4,665,789**	**4,464,586**	**1,989,032**	

893,400.00	Avg House Value FY24
12,427.20	FY24 Taxes
893,400.00	Avg House Value FY25
13,360.70	FY25 Taxes
933.50	**Dollar increase**
7.51%	**% increase**

500,000	New Growth Estimate
0.01391	Tax Rate
35,945	Value Added

FY2025 ATM March 2024	FY 23 APPROVED	FY 24 APPROVED	FY 25 REQUESTED	% Chg From FY24
100-199 GENERAL GOVERNMENT				
114 MODERATOR	100	100	100	0.00%
121-129 Executive				
121 ELECTED SELECTBOARD	4,000	4,000	4,000	0.00%
122 SELECTBOARD	459,307	482,263	490,131	1.63%
131-149 Financial Administration				
131 ADVISORY COMMITTEE	3,500	5,250	5,250	0.00%
132 RESERVE FUND	180,000	180,000	180,000	0.00%
135 TOWN ACCOUNTANT	165,269	172,164	177,214	2.93%
136 AUDIT	27,000	46,000	45,550	-0.98%
140 ELECTED ASSESSORS	2,250	2,250	2,250	0.00%
141 ASSESSORS	249,196	259,861	275,138	5.88%
145 TREASURER/COLLECTOR	242,223	259,534	296,776	14.35%
151-159 Operation Support				
151 TOWN COUNSEL/153 SP LEGAL	140,000	135,000	147,375	9.17%
152 PERSONNEL BOARD	17,350	14,875	14,875	0.00%
154 MUNICIPAL TECH COMMITTEE	1,500	1,500	1,500	0.00%
155 INFORMATION TECHNOLOGY	505,130	569,009	621,269	9.18%
159 OTHER OPERATION SUPP.	452,182	541,531	524,253	-3.19%
161-169 Licensing & Registration				
160 ELECTED CLERK	92,856	96,570	101,916	5.54%
161 TOWN CLERK	209,579	224,297	323,052	44.03%
171-179 Land Use				
171 CONSERVATION COMMISSION	125,399	138,827	143,169	3.13%
175 PLANNING BOARD	182,630	187,911	197,884	5.31%
176 ZONING BOARD OF APPEALS	13,275	12,896	29,731	130.54%
177 OPEN SPACE	2,000	5,000	5,000	0.00%
191-199 Other				
182 ECONOMIC DEVELOPMENT	42,938	41,581	43,256	4.03%
192 FACILITIES DEPARTMENT	601,209	660,108	692,033	4.84%
193 ADA COMMITTEE	2,500	2,500	2,500	0.00%
TOTAL GENERAL GOVERNMENT	**3,721,393**	**4,043,027**	**4,324,222**	**6.96%**
200-299 Public Safety				
210 POLICE DEPARTMENT	2,551,068	2,818,137	3,395,648	20.49%
220 FIRE DEPARTMENT	2,409,695	2,538,740	2,641,029	4.03%
241 BUILDING DEPARTMENT	170,259	179,073	188,059	5.02%
291 EMERGENCY MANAGEMENT	11,225	14,560	16,060	10.30%
292 ANIMAL CONTROL OFFICER	29,052	30,359	30,359	0.00%
TOTAL PUBLIC SAFETY	**5,171,299**	**5,580,869**	**6,271,155**	**12.37%**
400-499 Public Works				
420,430,490 DPW	2,540,902	2,706,191	2,848,109	5.24%
TOTAL PUBLIC WORKS	**2,540,902**	**2,706,191**	**2,848,109**	**5.24%**
500-599 Human Services				
510 ELECTED BOH SALARIES	450	450	450	0.00%
512 BOARD OF HEALTH	260,652	275,224	284,218	3.27%
541 COUNCIL ON AGING	355,425	388,491	413,239	6.37%
542 YOUTH COMMISSION	262,063	283,486	334,274	17.92%
543 VETERANS SERVICES	35,735	35,600	39,700	11.52%
TOTAL HUMAN SERVICES	**914,325**	**983,251**	**1,071,881**	**9.01%**
600-699 Culture and Recreation				
610 LIBRARY	587,688	624,447	654,951	4.88%
630 RECREATION	159,328	166,268	179,023	7.67%
691 HISTORICAL COMMISSION	1,000	1,000	1,000	0.00%
692 MEMORIAL DAY	3,350	3,350	0	-100.00%
TOTAL CULTURE & RECREATION	**751,366**	**795,065**	**834,974**	**5.02%**
TOTAL TOWN	**13,099,285**	**14,108,403**	**15,350,341**	**8.80%**
300-399 Education				
300 ELECTED SCHOOL COMM	500	500	500	0.00%
301 SOUTHBOROUGH SCHOOLS	22,283,443	23,064,418	24,258,964	5.18%
302 ALGONQUIN	8,220,295	8,508,457	9,025,915	6.08%
ALGONQUIN EXEMPT DEBT	393,181	393,796	504,095	28.01%
304 ASSABET	420,998	436,423	524,500	20.18%
305 NORFOLK COUNTY AGRIC.	44,875	44,875	45,534	1.47%
TOTAL EDUCATION	**31,363,292**	**32,448,469**	**34,359,508**	**5.89%**
TOWN 900-999 Unclassifed				
910 EMPLOYEE BENEFITS-Town	3,986,827	4,275,591	4,701,094	9.95%
910 EMPLOYEE BENEFITS-School	4,882,658	5,158,458	5,560,946	7.80%
TOTAL UNCLASSIFIED BENEFITS	**8,869,485**	**9,434,049**	**10,262,040**	**8.78%**
941 LEGAL SETTLEMENT REGIONAL	232,500	0	0	0.00%
945 GENERAL LIABILITY INS.-Town	133,894	153,770	175,601	14.20%
945 GENERAL LIABILITY INS.-School	200,840	230,656	263,401	14.20%
TOTAL LIABILITY INSURANCE	**567,234**	**384,426**	**439,002**	**14.20%**
710 RETIREMENT OF DEBT-Town	1,145,097	965,116	1,136,464	17.75%
710 RETIREMENT OF DEBT-School	1,085,000	50,000	110,000	120.00%
751 INTEREST ON DEBT-Town	809,751	857,579	806,201	-5.99%
751 INTEREST ON DEBT-School	44,125	9,350	64,786	592.90%
700 CONTINUING DISCLOSURE	0	2,550	1,000	-60.78%
TOTAL DEBT SERVICE GEN FUND	**3,083,973**	**1,884,595**	**2,118,451**	**12.41%**
GRAND TOTAL	**56,983,269**	**58,259,942**	**62,529,342**	**7.33%**
2/9/24 10:43 AM				

*w 4 Dispatch-LT-OFF

*Includes 4 full new plans

	POLICE			
	Option 1	Option 2	Option 3	Option 4
	3 COMM	3 COMM	3 COMM	3 COMM
	NEW LT 7/1/24	NEW LT 1/1/25	NO LT	NEW LT 1/1/25
	NEW OFF 1/1/25	NEW OFF 1/1/25	NO OFF	NEW OFF 7/1/24
	3,286,484	3,226,393	3,123,680	3,263,808
DIFF:	**109,164**	**169,255**	**271,968**	**131,840**

22,212	Health/Dental
11,106	.50 Year of Health/Dental

		Remove 2 plan		
	POLICE	POLICE		
	Option 1 Reduction	Option 2 reduction	Only 3 comm reduction	Only 3 comm reduction
	-	-	(22,212)	(22,212)

FY2025 CAPITAL G-FUND	Requested Amount	Funding	REMOVED OR NOTE
ROAD MAINTENANCE and MISC - FY25	650,000.00	General Fund	
RECREATION MAINTENANCE ARTICLE	25,000.00	General Fund	
TRASH TRAILER	125,000.00	General Fund	
SIDEWALK TRACTOR W/ ATTACHMENTS	210,000.00	General Fund	*FREE CASH
MOWER ATTACHMENT FOR JD TRACTOR ATTACHMENT	20,630.00	General Fund	
CREW CAB SERVICE DUMP (OPS SUPERVISOR)	95,000.00	General Fund	
CAPITAL MAINTENANCE FUND (INCL SOUTH UNION 50K)	150,000.00	General Fund	
LIBRARY BUILDING ENGINEERING	150,000.00	General Fund	*FREE CASH
AMBULANCE POWER STRETCHERS AMB 2	65,500.00	General Fund	
PPE FOR FY25 FIRE	20,000.00	General Fund	
POLICE CRUISERS - 2	150,000.00	General Fund	*FREE CASH
FINN AC	134,500.00	General Fund	*FREE CASH
WOODWARD AC	50,000.00	General Fund	*FREE CASH
TOTAL	**1,845,630.00**		

FY2025 BUDGET ART. G-FUND	Requested Amount	Funding
APPROPRIATE TO OPEB TRUST	250,000.00	General Fund
ENGINEER AND CONSULTANT FUNDS	5,000.00	General Fund
CASUALTY DEDUCTIONS INSURANCE	10,000.00	General Fund
TOWN CLERK SCANNING DOCUMENTS	43,000.00	*FREE CASH
OPIOID ARTICLE	96,115.00	*FREE CASH
TRICENTENNIAL COMMITTEE	30,000.00	General Fund
TOTAL	**434,115.00**	

FY2025 LEASE DEBT G-FUND	Requested Amount	Funding
LEASE: DPW DIESEL YEAR 4 OF 7	10,622.00	General Fund
LEASE: DPW HOOK TRUCK YEAR 4 OF 7	25,037.00	General Fund
POLICE TASER LEASE	19,455.00	General Fund
TOTAL	**55,114.00**	

FY2025 AMBULANCE FUND	Requested Amount	Funding
DEFIBRILATORS PARAMEDIC	100,000.00	Ambulance Fund
LEASE: FIRE CH VEHICLE YEAR 4 OF 7	8,422.00	Ambulance Fund
LEASE: FIRE AMBULANCE YEAR 4 OF 5	57,191.00	Ambulance Fund
TOTAL	**165,613.00**	

FY2025 WATER CAPITAL/LEASE	Requested Amount	Funding
LEASE: DPW DIESEL YEAR 4 OF 7	10,622.00	Water Fund
LEASE: DPW HOOK TRUCK YEAR 4 OF 7	9,105.00	Water Fund
WATER MAIN IMPROVEMENTS	250,000.00	Water Fund
TOTAL	**269,727.00**	

FY2025 REQUESTED BOND PROJECTS	Requested Amount	Funding
FIRE TOWER DEMO TRUCK	1,300,000.00	General Fund
AMBULANCE A28	551,000.00	Ambulance Fund
TOTAL	**1,851,000.00**	

FY2025 CPA FUNDED	Requested Amount	Funding
GOLF COURSE IRRIGATION	553,750.00	CPA
TOWN CLERK SCANNING	46,046.00	CPA
TRAILS PROJECT	211,232.00	CPA
TOTAL	**811,028.00**	

FY2025 DRAFT ONLY

2/9/2024	FY2023	FY2024	FY2025	FY2026	FY2027
Fiscal Year					
LEVY	48,293,574	50,172,301	52,147,244	53,950,925	55,799,698
2 1/2	1,207,339	1,254,308	1,303,681	1,348,773	1,394,992
NEW GROWTH	671,388	720,635	500,000	500,000	500,000
LEVY	**50,172,301**	**52,147,244**	**53,950,925**	**55,799,698**	**57,694,691**
DEBT-CAP EXEMPT	3,251,883	1,932,522	1,917,819	2,006,951	1,936,076
SBAB PAYMENTS	(920,943)	0	0	0	0
TOTAL LEVY LIMIT	**52,503,241**	**54,079,766**	**55,868,744**	**57,806,649**	**59,630,767**
TAX RATE	**14.76**	**13.91**	**14.40**	**14.73**	**14.99**
ASSESSED VALUE	3,241,020	3,566,871	3,740,949	3,903,285	4,051,787
CERTIFIED FREE CASH	1,681,761	1,602,386	2,339,466	1,550,000	1,550,000
LOCAL RECEIPTS	3,947,525	4,208,600	4,488,600	4,500,000	4,500,000
COMM. PRESERV. FUNDS	829,379	919,243	811,028	0	0
LOCAL AID	3,704,247	3,771,119	3,826,263	3,902,788	3,980,844
SBAB PAYMENTS	920,943	0	0	0	0
OTHER AVAILABLE	1,208,401	1,379,488	1,071,576	1,128,160	1,135,987
TOTAL OTHER REVENUES	**12,292,256**	**11,880,836**	**12,536,933**	**11,080,948**	**11,166,831**
TOTAL REVENUE	**64,795,497**	**65,960,602**	**68,405,677**	**68,887,597**	**70,797,598**
	2023 RECAP	**2024 RECAP**	**2025 RECAP**	**2025 RECAP**	**2025 RECAP**
OTHER	931,378	983,607	850,229	54,629	70,629
STATE- COUNTY CHARGES	266,491	234,445	252,215	252,000	252,000
OVERLAY	440,478	446,742	450,000	450,000	450,000
TOTAL CHARGES	**1,638,347**	**1,664,794**	**1,552,444**	**756,629**	**772,629**
TOWN					
TOWN BUDGET	13,099,285	14,108,403	15,350,341	16,052,017	16,785,811
EMPLOYEE BENEFITS	3,986,827	4,275,591	4,701,094	4,959,654	5,232,435
LEASE DEBT G-FUND	102,316	35,659	55,114	55,114	55,114
GEN. LIABILITY INSURANCE	133,894	153,770	175,601	189,649	204,821
BUDGET ARTICLES	546,276	313,000	434,115	282,000	282,000
DEBT & INTEREST	1,954,848	1,825,245	1,943,665	1,908,498	2,191,649
CAPITAL ARTICLES	859,500	1,222,621	1,845,630	2,272,375	2,254,083
TOTAL TOWN	**20,682,946**	**21,934,290**	**24,505,560**	**25,719,307**	**27,005,913**
SCHOOL					
SCHOOLS BUDGET	31,363,292	32,448,469	34,359,508	35,698,992	37,397,022
EMPLOYEE BENEFITS	4,882,658	5,158,458	5,560,946	5,866,798	6,189,472
GEN. LIABILITY INSURANCE	200,840	230,656	263,401	284,473	307,231
SCHOOL SETTLEMENT NBORO	232,500	0	0	0	0
DEBT & INTEREST	1,129,125	59,350	174,786	261,707	248,639
TOTAL SCHOOL	**37,808,415**	**37,896,933**	**40,358,641**	**42,111,970**	**44,142,364**
TOTAL EXPENDITURES	**60,129,708**	**61,496,016**	**66,416,645**	**68,587,906**	**71,920,905**
LEVY BALANCE	**4,665,789**	**4,464,586**	**1,989,032**	**299,691**	**-1,123,308**

REVCAP
RECAP to FY27

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Tuesday, January 30, 2024 6:30 PM
Location: Training Room; Public Safety Building; 32 Cordaville Road, Southborough, MA
Present: Andrew Dennington, Al Hamilton, Marguerite Landry, Sam Stivers and Town Administrator Mark Purple, Assistant Town Administrator Vanessa Hale. Kathryn Cook appeared via ZOOM.

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Mr. Dennington called the meeting to order at 6:33 PM.

II. Public Comment

Susan and John Crawford, 7 Cottage Street, appeared before the Board to request that the Board address drainage issues caused by the recent road reconstruction near their home. They shared two videos and Mrs. Crawford read a prepared statement for the Board and public.

III. Scheduled Appointments *(Board may vote)*

a. Continued discussion of Warrant articles

Mr. Dennington shared his approach to the review of the Warrant with the Board.

i. Barry Rubenstein, Personnel Board Chair

Mr. Dennington stated that Mr. Rubenstein is unable to attend tonight's meeting and the Board will discuss Article 4 at its February 6th meeting.

ii. Jen Hansen and Tim Davis, Recreation Commission Chair and Recreation Director

Ms. Hansen appeared via ZOOM and Mr. Davis appeared in person before the Board to discuss Articles 14, 17 and 18. Mr. Davis provided background on efforts to construct a dog park at Lundblad Field. He stated Article 14 seeks to repurpose engineering funds to be used as the Town's 10% construction grant match. Mr. Hamilton asked what the original purpose of the funds was. Ms. Hansen stated that the original purpose of the funds was to investigate the feasibility of future use. Ms. Cook asked what is the plan for the field. Mr. Davis stated that 40% of the field would be used for the dog park with the remaining area used as a full-sized field for Town use. Mr. Davis stated that the grant is time-sensitive, as it is no longer available in one year. Mr. Cundiff stated that the Massachusetts Department of Environmental Protection (DEP) contacted him to inform him there are documents missing for the proper closure of the landfill under Lundblad Field and he is working to locate those documents. Mr. Hamilton asked about the balance in the engineering fund. Mr. Davis stated the balance in the account is $46,411. Mr. Dennington suggested a brief summary would be helpful to attendees at Town Meeting for clarity. Mr. Davis stated that Article 17 seeks to establish a Recreation Maintenance Fund of $25,000 for FY 25 for preventative maintenance and resting of fields outside of general maintenance costs.

iii. Paul Cibelli, Principal Assessor

Mr. Cibelli appeared before the Board to discuss Article 44. Mr. Cibelli stated this article relates to the local adoption of a State real estate exemption for Gold Star families. The Board discussed Article 44.

iv. Jim Hegarty, Town Clerk

Mr. Hegarty appeared before the Board to present Articles 15, 33, 34 and 35. Mr. Hegarty stated that Article 15 authorizes funds to be spent to copy documents that cannot be done in house. He

stated the amount of the request had been reduced and he will know that number next week. Mr. Hegarty stated that Article 33 allows for meetings to take place virtually if there is inclement weather or an emergency. Mr. Hegarty stated that Article 34 allows for a stipend for Town Clerks who obtain a certificate from the Massachusetts Town Clerks Association. Mr. Hegarty stated that Article 35 deals withthe Town deadline for minutes and a requirement to include a document list. Mr. Tim Litt (148 Woodland Road) commented that speech to text might be useful for minute takers.

v. Authorize ZBA article for extension of special permits to be sent to Planning Board

The Board discussed the article. Mr. Stivers requested language that describes granting of extensions for Special Permits be changed from "shall" to "may." Mr. Dennington moved that the Select Board send the ZBA Article (**Article 32**) providing for extensions for Special Permits to the Planning Board with the recommendation that the word "shall" in the current draft be changed to "may." Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye; Mr. Dennington, aye (5-0-0).

vi. Don Morris, Tricentennial Committee Chair

The Board heard Scheduled Appointments vi. after Scheduled Appointments iii. Mr. Morris and Ms. Hale appeared before the Board to discuss Articles 37 and 38. Ms. Hale stated Article 37 seeks to create a fund to receive monies for the Tricentennial Celebration and Article 38 seeks $30,000 in seed money for the Tricentennial Celebration. Mr. Morris stated the Tricentennial Committee has done extensive research to determine the amount needed for seed money and described various events the Committee is considering. Ms. Cook asked if the Tricentennial Committee would be soliciting funds. Mr. Morris stated that they would. Ms. Cook offered to work with the three private schools to coordinate efforts. Mr. Stivers stated the School Dept. expressed an interest in participating in the Tricentennial Committee. Mr. Litt advised the Board and public that if public art is considered, it is an undertaking that requires considerable time and money.

The Board took a recess at 8:10 PM and resumed meeting at 8:24 PM.

Mr. Dennington moved that the Board support **Articles 1, 2, 3, 9, 10, 11, 13, 16 and 27** at Town Meeting. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Ms. Cook, aye; Mr. Dennington, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye; Mr. Dennington, aye (5-0-0).

Mr. Dennington moved that the Board support **Article 14** at Town Meeting. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Ms. Cook, aye; Mr. Dennington, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye (5-0-0).

Mr. Dennington moved that the Board support **Article 44** at Town Meeting. Mr. Hamilton seconded the motion. The motion was approved by roll call vote: Ms. Cook, aye; Mr. Dennington, aye; Mr. Stivers, no; Ms. Landry, aye; Hamilton, aye (4-1-0).

Mr. Dennington moved to support **Article 34** at Town Meeting. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Ms. Cook, aye; Mr. Dennington, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye (5-0-0).

Mr. Dennington moved to support **Article 35** at Town Meeting. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Ms. Cook, aye; Mr. Dennington, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye (5-0-0).

Mr. Dennington moved to support **Article 37** at Town Meeting. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Ms. Cook, aye; Mr. Dennington, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye (5-0-0).

Mr. Dennington moved to support **Article 36** at Town Meeting. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Ms. Cook, aye; Mr. Dennington, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye (5-0-0).

Mr. Dennington moved to support **Article 31** at Town Meeting. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Ms. Cook, aye; Mr. Dennington, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye (5-0-0).

Mr. Dennington moved to support **Article 28** at Town Meeting. Mr. Stivers seconded the motion. The motion was approved by roll call vote: Ms. Cook, aye; Mr. Dennington, aye; Mr. Stivers, aye; Ms. Landry, abstain; Mr. Hamilton, aye (4-0-1).

The Board discussed Article 29 and decided to include a sunset clause. Mr. Litt stated that he is not supportive of adding a sunset clause for the newly created Public Works Advisory Committee (PWAC). The Board discussed the matter. Mr. Dennington moved to add a 10-year sunset provision to the draft Article 29. Mr. Hamilton seconded the motion. The motion was approved by roll call vote: Mr. Dennington, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye; Ms. Cook, no (4-1-0).

The Board discussed Mr. Palmer's Citizens' Petitions, Articles 45, 46 and 47. Mr. Dennington stated that Town Counsel's position is that these articles should not be removed from the Warrant, as other individuals have signed the petitions. Mr. Dennington moved to support **Articles 45, 46 and 47** at Town Meeting. Mr. Stivers seconded the motion. The motion unanimously failed by roll call vote: Mr. Dennington, no; Mr. Stivers, no; Ms. Landry, no; Mr. Hamilton, no, Ms. Cook, no (0-5-0).

The Board discussed Articles 48 and 49. The Board agreed to address these articles further at their joint meeting with the Advisory Committee on February 13th. The Board also agreed to send any typographical errors on the Warrant to Mr. Purple for editing the draft Warrant.

IV. Reports

a. Chair's Report

i. Report of MMA Annual Meeting

Mr. Dennington reported that he recently attended the Massachusetts Municipal Association's Annual Meeting. He stated that the proposed Municipal Empowerment Act would provide efficiencies for municipalities. Mr. Purple stated that State Aid has increased approximately $30,000 over FY24. He also stated that he spoke with a representative from Massachusetts Housing Partnership who suggested that having a committee solely focused on affordable housing issues might be a more effective structure for achieving the Town's goals. He also stated he spoke with an arborist who provided timely information regarding tree issues in municipalities.

b. Member's Report

i. Atwood Update

Mr. Hamilton stated that samples have not yet been taken from the site, due to weather conditions, and he expects a decision to be made on the article for Town Meeting within the next two weeks.

ii. Alternative affordable housing sites

Mr. Hamilton stated he is exploring other sites for affordable housing. He stated he remains committed to increasing the Town's affordable housing stock.

c. Town Administrator's Report

i. Regional Dispatch: Update on Westborough RECC

Mr. Purple reported that the Westborough Select Board has chosen the old Harvey Building as the new site for the Regional Emergency Communications Center. He stated they have offered to give a tour of the site and engage with Southborough if the Town is interested. Mr. Hamilton stated it makes sense to explore this new avenue. Mr. Stivers suggested communicating with Hopkinton for informational purposes.

V. Consent Agenda

a. Approve Open Session meeting minutes: January 16, 2024; January 23, 2024

Mr. Stivers requested to hold Consent Agenda item "a." **January 16, 2024 minutes:** Mr. Stivers had scrivener's changes to Lines 134 and 204. Mr. Dennington moved to approve the January 16, 2024 Open Session Meeting Minutes, as amended. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Ms. Cook, aye; Mr. Dennington, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye (5-0-0). **January 23, 2024 minutes:** Mr. Stivers had ten edits to the minutes and sent a written copy to Ms. Hale detailing the edits. Mr. Dennington had an edit to Line 24. Mr. Dennington moved to approve the January 23, 2024 Open Session Meeting Minutes, as amended. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Ms. Cook, aye; Mr. Dennington, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye (5-0-0).

b. Approve Job Description for Junior Civil Engineer

c. Appoint Johanna Sheyner as Recreation Commission representative to 21 Highland Committee, term to expire 6/30/24

d. Appoint Kevin Miller as Historical Commission representative to 21 Highland Committee, term to expire 6/30/24

e. Approval of 2024 Warrant for Presidential Primary; March 5, 2024

f. Accept donation in the amount of $25 to the Library from Bonnie and Brian Rennell

Mr. Dennington moved to approve Consent Agenda items "b", "c", "d", "e" and "f." Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Ms. Cook, aye; Mr. Dennington, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye (5-0-0).

VI. Other Matters *(Board may vote)*

VII. Public Comment

There was no public comment.

VIII. Executive Session

Mr. Dennington moved to enter the Board into Executive Session, per M.G.L. Chapter 30A, Section 21, at 9:15 PM and did not return to Open Session to consider the purchase, exchange, lease or value of National Grid parcel 54-60, as the Chair determined that an open meeting may have a detrimental effect on the Town's position (Exemption 6). Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Ms. Cook, aye; Mr. Dennington, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye (5-0-0).

Upcoming Meetings	
February 6, 2024	*February 13, 2024*

Respectfully submitted,

Bridgid Rubin, Recording Secretary

List of Documents referred to at the January 30, 2024 SB Meeting:

- Amendments to the FY25 Salary Administration Plan
- Draft FY25 Salary Administration Plan Bylaw
- Draft Special Permit Expiration Zoning Board of Appeals Bylaw
- Open Session Meeting Minutes for January 16, 2024
- Open Session Meeting Minutes for January 23, 2024

- Email Communication from William Cundiff, dated January 24, 2024, RE: Junior Civil Engineer Position
- Email Communication from Tim Davis, dated January 26, 2024, RE: 21 Highland Street Committee Appointment – Recreation Commission
- Letter from Kevin Miller, dated January 25, 2024, RE: Historical Commission Appointment to the 21 Highland Street Future Use Committee
- Commonwealth of Massachusetts Warrant for 2024 Presidential Primaries
- Email Communication from Ryan Donovan, dated January 24, 2024, RE: Library Donation
- Draft Annual Town Meeting Warrant

DRAFT

TOWN OF SOUTHBOROUGH
OPERATIONAL POLICIES AND PROCEDURES

Area of Concern: Senior Property Tax Work-Off Program

Policy: Senior Property Tax Work-Off Program

Date Approved: April 29, 2014
Modified: _____, 2024

Policy Statement

Since Fiscal Year 2000, the Town of Southborough has offered a program to senior homeowners to trade volunteer work hours in town departments for a reduction of their property tax bill. Effective July 1, 2024, the maximum amount of the reduction increased from $1,500 to $2,000 per fiscal year. The main purpose of this program is to assist seniors who are having difficulty with increasing property tax bills. The town benefits by providing various town departments with the ability to accomplish tasks for which they lack staff, or to free up full-time employees to focus on other tasks, or to provide needed office coverage. Given the popularity of the program over the past years and the limited number of spaces that can be accommodated, the Town gives preference to those applicants with household incomes under $45,000.

In the past, seniors have worked at the Senior Center, Library, Assessor's Office, Town Clerk's Office, Selectmen's Office, DPW, Building, Conservation, Planning, and in various schools. Examples of the types of work done in the past include: data entry, organizing the swap shop at the transfer station, receptionist at town hall, office assistant in various offices, assisting in classrooms at the schools, and building maintenance. The Town will also try to match any special areas of expertise that a senior might bring to the appropriate department.

Policy Description

1. Responsible Department

The Senior Center is the Town department that manages the Senior Property Tax Work-Off Program. The Senior Center Director coordinates with the Assessors Department to validate information provided by the resident to prove qualifications. Assessors are responsible for making sure there is adequate funding in the town's overlay reserve fund to support this program.

2. Qualifications for Participation

The program year runs from the first week of April to the end of the following February. The applicant may complete a set number of hours, not to exceed a net reduction of $2,000. The maximum number of hours to be worked is calculated by dividing $2,000 by the current Massachusetts minimum wage hourly rate. Each program year is considered separate and

distinct from the prior year, and therefore applicants repeating the program must re-apply annually.

To qualify for the program, an applicant must::

- Be 60 years of age or older at the time of application;
- Be a Southborough resident;
- Own and occupy the property to which the tax credit will be applied

3. Submission requirements and deadlines

Applications will be available in March at the Senior Center, the Assessor's Office, and on the Town of Southborough's website (www.southboroughma.gov). Applications will be accepted at the Senior Center beginning in early April. The individual who will perform the work must either submit his/her own application in person or have another individual who is not applying for the program bring in the application on their behalf.

In addition to a completed application, applicants must provide the following documents:

- a copy of the tax bill for the property to be abated
- *if total household income is under $45,000:* proof of income from Social Security, pensions, and investment income
- a completed W-4 form

This information should be placed in a sealed envelope which will be reviewed by the Assessor's Office for verification of income and residence and will be held in a locked file at that office in complete confidence. The Town urges all interested seniors to apply regardless of income. If less than 30 applications are received, the income requirement will be waived. All applications will be numbered in the order received, with those who have household incomes of under $45,000 being prioritized. Those with a household income of over $45,000 will be considered in the order in which they were received if all 30 slots have not been filled. Applicants must reapply each year in order to be considered. The application process will close two weeks after sign-up so participants can begin work. Applications received after that date will be considered to fill slots as available.

4. Filling of available positions

Several of the Southborough town departments will offer positions requiring varying skills. Participants will be accepted on a first come, first served basis provided the applicants are deemed qualified for the work by the department personnel. If you are placed in one of the 30 available slots, then you will be matched with an available position. If an available match is not found by June 1, then the applicant will be removed from the list and the Town will move to the next available qualified applicant.

If a participant is accepted, but unable to complete the number of hours within the required time period, the Town reserves the right to replace that participant with another applicant from the

waiting list to complete the remaining available hours. Participants will receive a tax reduction consistent with the number of hours they were able to complete.

5. Applicability of Payment/Tax Reduction

The $2,000 tax reduction will not be paid directly to the participant. The $2,000 *(less any federal taxes and Medicare taxes withheld)* will be applied to the last quarterly tax bill in April as a reduction to the real estate tax. This program is not considered regular employment and any work completed is not eligible for unemployment benefits.

Per Massachusetts Law Chapter 184, Section 52 of the Acts of 2002, the property tax reduction earned by the taxpayer under this program is not considered income or wages for the purpose of state tax. However, the amount is subject to federal and Medicare taxes. Upon completion of the program, a check will be issued by the town and applied to real estate taxes. Upon the end of the calendar year, this benefit will be transmitted to the IRS and a W-2 Form will be issued to the participant. It will be the participant's responsibility to report this on their annual tax filing.

References

Massachusetts Law Chapter 184, Section 52 of the Acts of 2002

10-21-2002, Art. 17 Special Town Meeting $500-$750

9-29-2009, Art. 2 Special Town Meeting $750-$1000

4-25-2017, Art. 21 Annual Town Meeting $1000-$1500

Town of Southborough's Use of ARPA Funds

Project Status as of 02/02/2024

Total Allocated to Southborough under the American Rescue Plan Act (ARPA) **3,051,241** **Exp Update**

Previously approved for projects by Select Board:	**Project Amount**	**Spent**	**Balance as of 2-2-2024**	
Architect Fee for addition to Senior Center	20,000	-16,313	3,688	Project is ongoing expect to spend all available by 6/30/24
ADA upgrades- Fac related	50,000	-6,500	43,500	Anticipate spending funds by June 30, 2024
BOH - Funding for portion of cost of director	50,000	-50,000	0	100% Complete
Breakneck Hill assessment	59,515	-59,515	0	100% Complete
Audit	5,000	-5,000	0	100% Complete
Mailing for ARPA townwide survey	2,000	-2,000	0	100% Complete
Consultant	41,960	-5,200	36,760	Services are ongoing potential turnback expected
ADA upgrades - Rec related	18,570	-18,570	0	100% Complete
Senior Center Additional Space	400,000	-110,097	289,903	Project is ongoing expect to spend all available by 6/30/24
Mental Health Assistance:				
Interface Contract	25,000	-17,000	8,000	Potential Youth and Family Projects ??
Replace reception room furniture	4,000	-1,818	2,182	Project is ongoing expect to spend all available by 6/30/24
Tablets for counseling, social services and prevention programs	3,350	-3,350	0	100% Complete
Therapeutic sensory items	300	-300	0	100% Complete
Workshop materials	1,700	-1,700	0	100% Complete
Outreach from YFS for mental health assistance - supplies	5,000	-5,000	0	100% Complete
Other TBD - Mental Health Clinican ?	36,650	0	36,650	Potential Youth and Family Projects / Resource Guide ??
Signage to denote the Southborough Historic District	22,302	-22,302	0	100% Complete
Needs based economic relief				
Other - Details TBD at later meetngs	46,000		46,000	Project is ongoing expect to spend all available by 6/30/24
Southborough Trail Enhancements	12,500	-4,625	7,875	Project is ongoing expect to spend all available by 6/30/24
Funding of excess cost of Northborough Road culvert repair	84,500	-76,982	7,518	Project is ongoing expect to spend all available by 6/30/24
Peninsula Trail	144,547	0	144,547	Project is ongoing expect to spend all available by 6/30/24
Taxation Relief Committee	12,000	-12,000	0	100% Complete
SHOPC Consultant	8,500	-4,480	4,021	Project is ongoing expect to spend all available by 6/30/24
Crosswalk at Stonybrook/Route 30	15,000	0	15,000	Project is ongoing expect to spend all available by 6/30/24
TM Clickers	5,000	0	5,000	Project is ongoing expect to spend all available by 6/30/24
Tree Removal	52,000	-52,000	0	100% Complete
WIFI survey	10,000	0	10,000	Project is ongoing expect to spend all available by 6/30/24
Police body camera storage and warranty for five years	38,923	-38,923	0	100% Complete
Upgrade to town website with Civic Plus	51,947	-37,197	14,750	Project 100% Complete remaining funds can be returned to the Select Board for Redistribution
GVW Cab & Chassis - DPW	200,000	-200,000	0	Vehicle on Order
PickUp with Plow - DPW	42,140	-42,140	0	100% Complete
Town House Furniture	25,000	-4,016	20,984	Anticipate spending funds by June 30, 2024
Facilities Elevator Repairs	23,000	-4,425	18,575	Project 100% Complete remaining funds can be returned to the Select Board for Redistribution
Schools HVAC	150,000	-150,000	0	Anticipate spending funds by June 30, 2024
UTV -Fire	25,000	-25,000	0	100% Complete
Planning Project Assistance	13,300	-3,101	10,199	Anticipate spending funds by June 30, 2024
Up to $30,000 for refitting the public safety building training room for built in audio/visual broadcasting - WIFI	30,000	-26,815	3,185	Project 100% Complete remaining funds can be returned to the Select Board for Redistribution
Funding for new sidewalk program	704,000	-50,000	654,000	Anticipate spending funds by June 30, 2024
More Funding for town website upgrade - to add more minutes, etc.	27,000	-27,000	0	100% Complete
Additional Funding for Clickers	13,600	0	13,600	Anticipate spending funds by June 30, 2024
Additional Funding for Wi-Fi Survey	11,000	0	11,000	Anticipate spending funds by June 30, 2024
Plaque for rural cemetary water tower	500	-369	131	Anticipate spending funds by June 30, 2024
Funding to restart the Historic House Signs program	1,230	0	1,230	Anticipate spending funds by June 30, 2024
Second tranche of contribution to the Taxation Relief Committee	12,000	0	12,000	Anticipate spending funds by June 30, 2024
	2,504,033	**-1,083,735**	**1,420,298**	

Other Recommendations to be considered at future meetings:

National Grid property	232,000	232,000
WIFI upgrades	199,000	199,000
Website upgrades	1,053	1,053
General property tax relief for residents	81,447	81,447
BOH - subsidy for director for FY 24	0	0
BOH - per diem vaccination staff	0	0

Total for longer term consideration

RECEIVED
By Town Clerk/ksb at 12:09 pm, Mar 21, 2024

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Tuesday, February 27, 2024 6:30 PM
Location: McAuliffe Hearing Room, Town House, 17 Common Street, Southborough, MA
Present: Andrew Dennington, Kathryn Cook, Marguerite Landry, Sam Stivers and Assistant Town Administrator Vanessa Hale. Present via ZOOM: Al Hamilton. Absent: Town Administrator Mark Purple

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Mr. Dennington called the meeting to order at 6:32 PM.

II. Public Comment

Ms. Bonnie Phaneuf, 179 Middle Road, asked for clarification on how the budget would address the potentially vacant space in the Public Safety Building, given there is an immediate need in Town for dispatch services.

Mr. Robert Warden, 27 Atwood Street, read a prepared statement into the public record on behalf of twenty-five residents near the property. He stated the abutters are opposed to the transfer of the Atwood property to the Affordable Housing Trust Fund (AHTF) and are opposed to the development of the Atwood parcel. He stated there has been no engagement with the abutters by the Town and he urged the Town to abandon its efforts to pursue the Atwood property for affordable housing.

III. Scheduled Appointments *(Board may vote)*

a. Q2 Financial Review – Finance Director, Town Accountant

Mr. Brian Ballantine, Finance Director and Ms. Carla McAuliffe, Town Account appeared before the Board and presented the Q2 Financial Review. Mr. Ballantine discussed revenues in the report and Ms. McAuliffe discussed expenses in the report. Ms. McAuliffe stated there had been one Reserve Fund transfer in the amount of $87,970 for mold mitigation at the Finn School and she noted more Reserve Fund transfers are expected. Mr. Stivers asked if the ARPA-related audits had concluded. Ms. McAuliffe stated there is one final claim that will be submitted after Town Meeting. Ms. Cook stated that public information sessions on the Neary School Building project would be held on February 29th and March 11th and encouraged the public to attend. Mr. Ballantine stated that the outstanding budget issues between the Board and the Advisory Committee are: the golf course, the police budget, the DPW Town Engineer position and DPW road monies. Ms. Phaneuf inquired about the balance in the Cemetery Trust Fund. Ms. McAuliffe stated she would provide that information.

b. Interview/appoint Rajani Kumari to the Cultural Arts Council; term to expire February 27, 2026

Mr. Dennington heard Scheduled Appointments “b” before Scheduled Appointments “a.” Ms. Kumari introduced herself to the Board. The Board interviewed Ms. Kumari. Mr. Dennington moved to appoint Rajani Kumari to the Cultural Arts Council, term to expire February 27, 2026. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Dennington, aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye (5-0-0).

c. Trails Committee request to expend ARPA funds for Peninsula Trail project

Ms. Kathryn McKee, Chair of the Trails Committee appeared before the Board on the matter. Ms. McKee requested that the Trails Committee expend $76,000 of the $144,000 in allocated ARPA funds for engineering services for the Peninsula Trail project. The Board discussed the impact and timing of

work on the project. Ms. Landry asked about the line item for geotechnical services. Ms. McKee stated that Terracon would provide geotechnical services, pro bono, but the amount for geotechnical services was included in the estimate, should any issues arise. Ms. Cook moved to allocate $90,000 in ARPA funds designated for the Peninsula Trail for the Trails Committee to use, per the proposal from Beals & Thomas. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Dennington, aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye (5-0-0).

IV. Reports

a. Chair's Report

Mr. Dennington reported that he and Mr. Stivers attended last night's Planning Board meeting on the MBTA Communities Act. He stated the Planning Board finalized the warrant article language and briefly discussed the recommended overlay districts. He stated the warrant article would be available for the Board's review by the Board's March 4th meeting.

b. Member's Report

There were no Member's Reports.

c. Town Administrator's Report

Assistant Town Administrator Hale provided an update on the Fire Chief search process and stated interviews would begin early next week. She also reminded the public that early voting is taking place on the first floor of the Town House and continues Wednesday, Thursday and Friday from 8 AM-5 PM.

V. Consent Agenda

a. Approve Open Session meeting minutes: February 6, 2024; February 13, 2024

Mr. Stivers requested to hold Consent Agenda item "a." **February 6, 2024:** Mr. Stivers requested the following changes to the minutes: Line 62 and 63: clarification that the total cost of the project was $603,750 and the CPC's portion of the project was $553,750. Lines 88 and 90: clarification as to the correct article numbers. Line 121: Mr. Stivers had scrivener's changes. Line 148: change to "will set water rates"; Line 168: add "water" after tiered. Mr. Dennington moved to approve the February 6, 2024 Open Session Meeting Minutes, as amended and to approve the February 13, 2024 Open Session Meeting Minutes, as written. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Dennington, aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye (5-0-0).

b. Approve Common Victualer license for Braza Pizzeria & Wings LLC; 5 Turnpike Road

Mr. Dennington requested to hold Consent Agenda item "b."

c. Approve Common Victualer license for Eros Gourmet Pizza; 162 Cordaville Road

Mr. Dennington requested to hold Consent Agenda item "c." Mr. Dennington moved to approve Consent Agenda items "b" and "c", contingent upon a successful Board of Heath inspections. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Dennington, aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye (5-0-0).

d. Approve revised job description for Civil Engineer

e. Approve MSBA SOI for Trottier School

Mr. Dennington requested to hold Consent Agenda item "e." Ms. Rebecca Pellegrino appeared before the Board, via ZOOM, to inform the Board that the Massachusetts School Building Authority (MSBA) requires the following specific motion as part of the Statement of Intent (SOI) for Southborough's application for funds to replace the Trottier roof.

Ms. Cook moved the following: Resolved: Having convened in an open meeting on February 27, 2024, prior to the SOI submission closing date, the Select Board of Southborough, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the

Massachusetts School Building Authority the Statement of Interest Form dated February 2024 for the P. Brent Trottier Middle School located at 49 Parkerville Road which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future for replacement of the EPDM and shingled roof systems under Priority #5. The replacement of the 90,000 square foot roof system is necessary due to its age, ruptured seams, punctured membrane, and water damage; and hereby further specifically acknowledges that by submitting this Statement of lnterest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Town of Southborough to filing an application for funding with the Massachusetts School Building Authority. Mr. Stivers seconded the motion. Mr. Hamilton asked if the roof design was flawed. Ms. Pellegrino stated her understanding was that the roof that was installed during the renovation was not a commercial grade roof and led to a host of current issues. The motion was approved by roll call vote: Mr. Hamilton, aye; Mr. Dennington, aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye (5-0-0).

f. Vote to dissolve the Community Center Exploration Committee

g. Approve 2024 Arbor Day Proclamation

h. Approve Executive Session Meeting Minutes: October 24, 2023

Mr. Dennington requested to hold Consent Agenda item "h." He stated he has edits that will be discussed in Executive Session.

i. Approve and release Executive Session Meeting Minutes: October 26, 2023; January 2, 2024

Mr. Dennington moved to approve but not release at this time the Executive Session Meeting Minutes from October 26, 2023. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Dennington, aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye (5-0-0). Mr. Dennington moved to approve and release the Executive Session Meeting Minutes from January 2, 2024. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Dennington, aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye (5-0-0).

Mr. Dennington moved to approved Consent Agenda items "d", "f" and "g." Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Dennington, aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye (5-0-0).

VI. Other Matters *(Board may vote)*

a. March 23, 2024 Annual Town Meeting

Mr. Dennington heard Other Matters "a" after Reports.

i. Discussion of warrant articles

Article 49 – transfer of the Atwood site (former water tower site) to the Affordable Housing Trust Fund for the purposes of affordable housing. Mr. Dennington acknowledged that this article has not received the robust discussion it deserves and he stated his support for removing the article from the warrant for consideration at Town Meeting. He clarified that the scale of any potential development at the Atwood site was always intended to be small in scope and in keeping with the existing neighborhood. He stated he feels the Board should not abandon its interest in the site for potential affordable housing and should keep the neighborhood and abutters well informed on any progress. Mr. Hamilton stated that efforts have been centered on determining if it is possible to develop the site and stated he recently learned that the site is contaminated with lead paint. He stated he would meet with DPW Superintendent Cundiff to understand the steps necessary for mitigation and he fully supports removing this article from the warrant. He stated that he and Ms. Landry are scheduled to meet with an abutter tomorrow at 2 PM at the site and invited any other interested residents to attend. Mr. Hamilton also stated that the Board did not discuss the Atwood site at its Executive

Meetings referenced by Mr. Warden earlier in the evening. Mr. Stivers and Ms. Landry expressed their support for withdrawing the article from the warrant. Mr. Dennington thanked Mr. Hamilton for his continued efforts to push forward with increasing the Town's affordable housing stock and shared that development of any affordable housing opportunities happens slowly. He acknowledged that the number of potential projects presently under consideration by the Town could be overwhelming for residents to stay abreast of. Mr. Dennington stated he would like the Board to reconsider the structure of the Affordable Housing Trust Fund Committee. He also updated those in attendance and the public that the Town is no longer pursuing the South Union School site for potential affordable housing and that St. Matthew's Church has expressed an interest in purchasing the building for use as a Montessori School and basketball court. He stated that the 21 Highland Street Future Use Committee will be considering potential uses for the 21 Highland Street property, as well. Mr. Dennington discussed the future of the Neary School and the interrelated nature of subsequent decisions for the Town. Ms. Cook described the decision tree relative to the Neary School and the impact on other Town decisions. Ms. Phaneuf shared her involvement in previous affordable housing efforts and stated engagement with the abutters and community is critical to the success of building affordable housing units. She also added that it is important to disclose the number of units intended to create in the warrant, as boards/committees change over time. Dr. Destin Heilman, 7 Harris Drive, stated the importance of sharing the plan prior to any property purchase or transfer. He stated he is concerned that transferring the property into the AHTF eliminates Town Meeting oversight. He also stated that, with regard to the type of project discussed at the Atwood site, there is disconnect between Town boards/committees and it creates a lack of trust among the abutters. Mr. Dennington thanked the audience and public for a thoughtful discussion on the warrant article. He urged the public to read the Community Center Exploration Committee's final report for an understanding of the interrelated nature of future decisions the Town will make. Mr. Carl Alvidi, 22 Atwood Road, asked how the lead issue would be addressed. Mr. Hamilton stated he is meeting with DPW Superintendent Cundiff tomorrow to determine that information and all information will be shared in public and with the abutters. He also noted there were no detectable PCBs found at the site. Mr. Alvidi asked if the water supply had been affected. Ms. Landry stated that PARE testing had concluded that lead was found in the soil between 12-24 inches. Mr. Stivers stated that the Town's water comes from the MWRA so there would have been no impact. Mr. Hamilton stated that he would share the letter regarding the soil testing with Mr. Alvidi and asked that he share it with the neighborhood. Dr. Heilman asked if additional testing downhill from the water tower is necessary. DPW Superintendent Cundiff stated that the full scope of the issue is not known at this time and additional testing would be conducted. He stated that lead was found at the 12-24 inch depth because grading was necessary when the water tower was removed. Mr. Dennington moved to withdraw from the draft warrant Article 49, the transfer of the Atwood Road property to the Affordable Housing Trust Fund. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Dennington, aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye (5-0-0).

The Board took a recess at 8:09 PM and resumed meeting at 8:16 PM. Mr. Dennington heard the Consent Agenda at this time.

ii. Board positions on remaining articles

Ms. Cook stated that Mr. Cundiff and Mr. Jason Malinowski, Chair of the Capital Planning and Improvement Committee, support reducing the Roads budget from $650,000 to $450,000. The Board discussed reducing this line item. Ms. Cook moved to amend the Capital budget to reduce it by $200,000 specifically allocated to the Road funds. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Dennington, aye; Ms. Cook, aye; Mr.

Stivers, aye; Ms. Landry, aye (5-0-0). Ms. Cook stated she does not recommend discussing the Town Engineer position until the Advisory Committee has met with Superintendent Cundiff on the matter and the Board agreed. The Board discussed the Police budget. Ms. Cook stated that the Advisory Committee is recommending a level service funded budget that includes $25,000 to study the staffing impact of adding body-worn cameras. The Board discussed funding and timing for a police staffing study, which would also include a staffing study of dispatch services. Ms. Phaneuf asked for clarification regarding the study. Ms. Cook stated it would be a department-wide study and funding for the study would be included in the police budget. Ms. Phaneuf stated she supports Chief Newell in his determination that the lieutenant position is needed to address the administrative issues created by adding body-worn cameras to the department. She stated that there is a demonstrated, immediate need to add dispatchers and she called on the Board to do as a matter of public safety. Ms. Landry asked why the Advisory Committee does not support adding positions to the Police Department. Mr. Pfaff stated that the Advisory Committee does not feel it has enough information to make an informed decision about adding the positions. He also stated it has been 20 years since a professional study was undertaken on police department staffing and having updated information would allow a decision to be made at Fall Town Meeting. Ms. Cook moved to support the Advisory Committee's recommendation for the Police Department budget for FY25, removing $25,000 from the budget and use previously certified Free Cash so it would be available the next day. Mr. Stivers seconded the motion. The motion was approved by roll call vote: Mr. Hamilton, no; Mr. Dennington, aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye (4-1-0). Ms. Phaneuf asked for clarification as to whether any dispatchers were included in the budget. Ms. Cook stated there are no dispatchers in this budget. She stated if dispatchers were approved at Fall Town Meeting, they would be funded immediately. Mr. Dennington moved that the Board support Articles 6 and 7 at Town Meeting. Mr. Stivers seconded the motion. The motion failed by roll call vote: Mr. Hamilton, aye; Mr. Dennington, no; Ms. Cook, no; Mr. Stivers, no; Ms. Landry, abstain (1-3-1). Mr. Dennington made a motion to move Article 56 for consideration after Article 7 in the Warrant. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Dennington, aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye (5-0-0). The Board agreed to take a position on this article at Town Meeting after discussion has occurred. Mr. Dennington moved that the Board support Articles 8 and 9 at Town Meeting. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Dennington, aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye (5-0-0). Mr. Dennington moved that the Board support Articles 10 and 12 at Town Meeting. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Dennington, aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye (5-0-0). Mr. Dennington moved that the Board remove Article 50 (CPC funds to the AHTF) from the Warrant. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Dennington, aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye (5-0-0). Mr. Dennington moved that the Board support Article 25 at Town Meeting. The motion failed by roll call vote: Mr. Hamilton, no; Mr. Dennington, aye; Ms. Cook, no; Mr. Stivers, no; Ms. Landry, aye (2-3-0). Mr. Dennington moved that the Board support Article 41 at Town Meeting. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Dennington, aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye (5-0-0). Mr. Dennington moved to remove Article 46 (establishing the Tricentennial Fund) from the Warrant. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Dennington, aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye (5-0-0). Mr. Dennington stated that CPC Chair Ben Smith had informed him that there were some language changes to the CPC articles, as voted by the CPC on Saturday, but Mr. Dennington stated those changes did not adversely affect the Board's previous votes of support. Mr. Dennington also stated that the CPC had also voted

to include a Memorandum of Understanding (MOU)/guideline for recipients of CPA funds. The Board agreed they would meet with the CPC in April to discuss a host of issues relating to CPA funds.

b. Southborough budget requests for FY25 State budget

Mr. Dennington stated that Rep. Donaghue is seeking budget requests in the range of $25,000-$100,000 for potential funding in the FY25 State budget. The Board listed the following potential requests: Recreation Dept. ADA improvements, updating the McAuliffe Hearing Room and Senior Center for hybrid meeting capabilities and the Willow Street culvert.

c. Discussion of Right of First Refusal for Northboro Road parcels

Mr. Dennington heard Other Matters "c" after Scheduled Appointments "c." Mr. Dennington stated that on February 5, 2024, the Town received notice from Johnson Cambell Realty, Inc. that they intended to sell two parcels and notified the Town of their Right of First Refusal (ROFR) with regard to the parcels. Mr. Dennington also stated he had received a letter from the Planning Board in which they recommended the Board respond to the seller that the offer was not compliant with Chapter 61A and ask the seller to revise its offer using a per parcel price. Town Counsel Jay Talerman appeared before the Board, via ZOOM, on the matter. Atty. Talerman explained the offer, the impacts of Chapter 61A status, timelines for decision-making and potential options for the Board's consideration. Mr. Stivers asked if the Town could exercise its right to purchase a portion of one of the parcels. Atty. Talerman stated that the Town could not make that request and the present offer is the sale of two parcels. He also stated that the Town could purchase a 61A property and then change its use designation. Ms. Cook stated she is not in support of purchasing the parcels, supports exercising the Town's ROFR and supports informing the seller of the Town's decision. Mr. Dennington stated that the price is high and he is concerned how the Town would pay for the acquisition. Mr. Hamilton recused himself from the matter, as a relative is an abutter. Ms. Lisa Braccio, Planning Board member, appeared via ZOOM. She stated the Board has a unique opportunity and requested that prior to making any decisions, the Board engage the opinions of other stakeholders in Town on the matter. She asked that the Board send the letter indicating the offer is not bona fide. Mr. Andrew Pfaff, 50 Oak Hill Road and Chair of the Advisory Committee, stated he is supportive of hearing from stakeholders in Town and suggested adding an article to the Town Meeting warrant to approve the potential purchase in the interest of efficiency. The Board discussed the offer and discussed holding a public hearing on the matter to obtain resident and stakeholder opinions on the matter. Atty. Talerman stated that the Board has 120 days from the date of receipt of the offer to exercise its ROFR. Mr. Frank Flaherty, 17 Leonard Drive, asked if the Board could determine the size of a land required for affordable housing and make an offer based on that information. Mr. Dennington stated that there is a purchase and sale agreement in place and the decision before the Board is whether to exercise its ROFR. Mr. Dennington moved that the Board send the owner the letter drafted by Atty. Talerman that is included in tonight's packet. Mr. Stivers seconded the motion. The motion was approved by roll call vote: Mr. Hamilton, abstain; Mr. Dennington, aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, no (3-1-1).

VII. Public Comment

Mr. Tim Litt, 146 Woodland Road, reminded the Board of its previous interest in deleting the Consumer Advisory Commission from the Town Code. Ms. Cook stated that could be addressed at Fall Town Meeting.

Ms. Meme Luttrell, Chair of the Planning Board, informed the Board that passage of the MBTA Communities zoning bylaw requires a simple majority vote by Town Meeting and not a two-thirds vote, as was previously thought.

VII. Adjournment

Mr. Dennington moved to adjourn the meeting at 9:19 PM. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Dennington, aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye (5-0-0).

Upcoming Meetings
March 4, 2024 (Monday meeting) *March 19, 2024*

Respectfully submitted,

Bridgid Rubin, Recording Secretary

List of Documents referred to at the February 27, 2024 SB Meeting:

- Letter from Brian Ballantine and Carla McAuliffe, dated February 22, 2024, RE: Q2 Financial Report, with attachments
- Email Communication from Jen Hansen, dated February 20, 2024, RE: Board and Committee Volunteer Form
- Memorandum from Kathryn McKee, dated February 22, 2024, RE: ARPA Funds Spending Request for Peninsula Trail Engineering Services, with attachments
- Open Session Meeting Minutes dated February 6, 2024
- Open Session Meeting Minutes dated February 13, 2024
- Application for Common Victualer license for Braza Pizzeria & Wings LLC
- Application for Common Victualer license for EROS Gourmet Pizza
- Memorandum from Gregory Martineau, dated February 4, 2024, RE: Massachusetts School Building Authority – Accelerated Repair Program
- Select Board 2024 Arbor Day Proclamation
- Annual Town Meeting Record of Votes
- Draft Town Meeting Warrant, dated February 21, 2024
- Email Communication from Rep. Kate Donaghue, dated February 21, 2024, RE: Southborough Budget Requests
- Affidavit of In Support of Notice of Intent to Sell For Other Use Under M.G.L. Chapter 61A, Section 14, dated January 29, 2024, from Johnson Campbell Realty, Inc., with attachments
- Draft Letter to from Mark Purple on behalf of the Town, dated February 28, 2024, RE: Two Parcels for Sale on Northboro Road
- Draft Job Description for Civil Engineer
- Prepared Statement of Robert Orden, on behalf of the Atwood parcel abutters

Town of Southborough, MA
Meeting of the Board of Selectmen
February 27, 2024 6:30 PM
McAuliffe Hearing Room
Town House, 17 Common Street, Southborough, MA

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughma.gov/674/Virtual-Meetings

REVISED AGENDA

I. Call Meeting to Order

II. Public Comment

III. Scheduled Appointments *(Board may vote)*
- a. Q2 Financial Review – Finance Director, Town Accountant
- b. Interview/appoint Rajani Kumari to the Cultural Arts Council; term to expire February 27, 2026
- c. Trails Committee request to expend ARPA funds for Peninsula Trail project

IV. Reports
- a. Chairman's Report
- b. Members' Reports
- c. Town Administrator Report

V. Consent Agenda
- a. Approve Open Session Meeting Minutes: February 6, 2024; February 13, 2024
- b. Approve Common Victualer license for Braza Pizzeria & Wings LLC; 5 Turnpike Road
- c. Approve Common Victualer license for Eros Gourmet Pizza; 162 Cordaville Road
- d. Approve revised job description for Civil Engineer
- e. Approve MSBA SOI for Trottier School
- f. Vote to dissolve the Community Center Exploration Committee
- g. Approve 2024 Arbor Day Proclamation
- h. Approve Executive Session Meeting Minutes: October 24, 2023
- i. Approve and release Executive Session Meeting Minutes: October 26, 2023; January 2, 2024

VI. Other Matters *(Board may vote)*
- a. March 23, 2024 Annual Town Meeting
  - i. Discussion of warrant articles
  - ii. Board positions on remaining articles
- b. Southborough budget requests for FY25 State budget
- c. Discussion of Right of First Refusal for Northboro Road parcels

VII. Public Comment

VIII. Adjournment

Andrew R. Dennington, II, Chair

UPCOMING MEETINGS

March 4, 2024 *March 19, 2024*

TOWN OF SOUTHBOROUGH

TOWN ACCOUNTANT & TREASURER/COLLECTOR

TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 x3014/X3009

February 22, 2024

Quarter Report BOS
Revenues and Expenses
Quarter 2 FY2024

Dear Honorable Board,

Please see the attached power point which indicates points of interest for the quarter. After discussing the format of these regular quarterly reports, we are trying a new way to present a higher level overview of the quarter and current financial topics to be aware of. We will still send budget detail reporting via email to the Board and Advisory prior to the meeting but due to the volume of these reports we will not make that part of our discussion or include the report in the meeting packet. Any questions on the detailed data is of course welcome.

The amount of reporting we present for each quarter may fluctuate – for example the June 30th report will typically be longer than others. However, there may be quarters where unique events or reporting occur which may expand our report. The Town Accountant and Finance Director will continue to meet with the Advisory Chair and the Select Board financial liaison before each meeting to facilitate questions and address any issues we may have to further focus on.

Of course, we welcome any feedback from the Board or Advisory to improve any issue or to ensure smooth communication.

Brian Ballantine, Finance Director T/C

Carla McAuliffe, Town Accountant



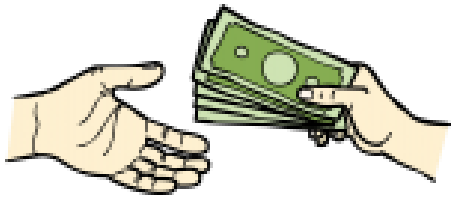
FY24 Q2 Finance Report

FEBRUARY 27, 2024

FY24 Q2 Revenues



- Motor vehicle excise (largest source of revenue): Down $278,392 from FY23 to date. Part of reason is bill timing. Note: 1st bill of the calendar year was $200K higher than last year – stay tuned for Q3 report on this.
- PILOT funds lower year to date: Timing difference (NECC received in January not December).
- Building Fees: Down $85,607. Two large permits were received last year for projects that were not replicated this year.
- Dump sticker revenue – increase of $60,000. The Board will continue to review the level of general fund subsidy to offset expenses annually.
- Investment income: Increase of $128,000. Interest rates have risen this past year. This is general fund only – we also have several other funds that earn interest separately i.e. water, CPA, school lunch, etc.
- All other general fund fees are reasonably in line with prior year – smaller revenue sources such as police detail and ZBA had strong increases.
- Water revenue down $508K (wet summer). Rate adjustment will be voted early March by the Board for FY25 bills.



FY24 Reserve Fund / Transfers

- So far this year one transfer for $87,970 approved 2/13/2024 for Finn mold mitigation

Potential Transfers:

- (145)Treasurer/Collector – Training $TBD (New Employee – may not require any funds but will know better end of Q3).
- (176)ZBA – Additional staff hours required due to 40B projects amount TBD.
- (136)Audit – Additional OPEB audit work $TBD max of $2,000 (Plan changes, the added time to collect the census data & report revisions).
- (220)Fire -SCBA grant matching provision $30,000
- (220)Fire- Tower repair $40,000
- (160)Election/ TC – Additional election costs - TBD. Did receive some funds from the State in February ($1,564 to offset early voting costs).

In FY23 we had a turnback of the full $180,000 - in FY24 that will not be the case.



FY24 Q2 Expenses

- The only line in the budget that is currently over the $15K threshold is Fire replacement equipment which is due to the SCBA matching grant.
- (155) IT - is looking within budget and intends to cover any line overages within their budget through June 30th.
- (192) Operations Support- overall energy costs and maintenance costs are on target. At this time, no transfers are anticipated.
- (210) Police- we are looking at OT which fluctuates from week to week due to staff changes, illness, vacations.
- (220) Fire- we are monitoring OT and expenses. There are many moving parts this year due to staffing changes and equipment costs.
- (400) DPW- will realize some salary savings due to a retirement and currently the non-salary lines are in good shape.
- (400-423) Snow and Ice – So far this season storms have been minimal. Through 2-24-24 have spent 64.6% of the budget. Last year we spent a total of 79.0% of the budget.
- (910) Benefits – Trending at budget & not anticipating any large turnback.

Final Thoughts

- FY25 Budget being formulated – Some ARPA funding recently re-allocated. Town Meeting in approximately 3.5 weeks.
- DOR engaged in financial and policy review. Report and policies to be released May-June 2024.
- Annual audit and OPEB audit being finalized – will be completed later next month. Presentation will occur shortly thereafter.
- Large projects ongoing: Library, Neary/School Project, Community Center.

Melanie Otsuka

From: Jen Hansen
Sent: Tuesday, February 20, 2024 9:17 AM
To: Melanie Otsuka
Subject: Re: Online Form Submittal: Board and Committee Volunteer Form

Yes! We met her at our grant reception last week and encouraged her to join. Glad to see she did! We'd welcome her appointment to the committee.

Thanks,
Jen

Jen Hansen
Chair, Recreation Commission
jhansen@southboroughma.com

On Feb 20, 2024, at 8:49 AM, Melanie Otsuka <motsuka@southboroughma.com> wrote:

Good morning-
Please see the volunteer form below.
Can you please let me know your thoughts? If you approve, I can have this appointment scheduled for the next Select Board meeting.

Thank you,
Melanie

Melanie Otsuka
Executive Assistant
Town of Southborough
17 Common Street
Southborough, MA 01772
(508) 485-0710, ext. 3004
motsuka@southboroughma.com

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Thursday, February 15, 2024 10:01 PM
To: SelectmenOffice <selectmenoffice@southboroughma.com>
Subject: Online Form Submittal: Board and Committee Volunteer Form

[EXTERNAL]

[EXTERNAL]

Board and Committee Volunteer Form

First Name	Rajani
Last Name	Kumari
Address	11 Clifford Rd
City	Southborough
State	Ma
Zip Code	01772
Phone Number	[redacted]
Email Address	[redacted]
To view a list of the Board and Committee and current membership as well as vacancies	Click here
Name of Board(s) or Committee(s) you would like to volunteer for?	Southborough Cultural Arts Council
Have you previously served on a Board or Committee for the Town of Southborough?	Yes
Name of Board(s)	SYSA
Current Occupation / Current Employer	Artist
Please tell us how much volunteer time you have	*Field not completed.*

available and any education, experience or special skills that may be relevant to the Committee(s) you are interested in.	
Upload resume preferred but not required	*Field not completed.*

Email not displaying correctly? View it in your browser.

TOWN OF SOUTHBOROUGH

TRAILS COMMITTEE

17 COMMON ST · SOUTHBOROUGH, MASSACHUSETTS 01772
http://www.southboroughtrails.org

February 22, 2204

To: Select Board (SB)

From: Southborough Trails Committee (STC)

RE: ARPA Funds Spending Request for Peninsula Trail, Engineering Services

STC is requesting the Select Board to take a vote to expend STC ARPA funds for engineering services related to the Peninsula Trail project at the next Select Board meeting, 2/27/24. These funds were previously allocated to the project.

STC requested three (3) quotes from local engineering firms in 2022 and selected Beals and Thomas to do the work. The Beals and Thomas proposal is attached. STC is requesting that a vote include not only the approval to use the funds to cover the proposed cost but will also include the ability for the STC to use additional funds, beyond the proposed amount, to cover any unexpected, but reasonable costs, that may arise throughout the project.

STC is working closely with Tim Davis, Recreation Director, to oversee this project.

We appreciate the Select Board's time with this matter.

Please reach out with any questions.

Kind regards,

Kathryn McKee
Chair, Southborough Trails Committee
kmckee@southboroughma.com
508-479-0971

BEALS AND THOMAS

February 9, 2024

Kathryn McKee, Chair
Southborough Trails Committee
Town House
17 Common Street
Southborough, Massachusetts 01772

Via: E-mail to kmckee@southboroughma.com

Reference: Proposal for Professional Services
Engineering Services for Elevated Boardwalk and Pedestrian Bridge
Near Rt. 30/Stony Brook Road
Southborough, Massachusetts
B+T Project No. M9140.00

Dear Ms. McKee:

Beals and Thomas, Inc. (B+T) is pleased to present this updated proposal for Engineering Services for an approximately 75' long elevated boardwalk and approximately 65' long pedestrian foot bridge as part of the Peninsula Trail (the Project). We are excited by the Town of Southborough's interest and commitment to improving this recreational amenity in the Town of Southborough.

This proposal is based on your RFP dated May 2023, our prior response to the RFP and our subsequent telephone discussions.

Specifically, we propose to provide the following services:

1.0 SCOPE OF SERVICES

1.1 Data Gathering

1.1.1 Regulatory Research

We will perform on-line research and research at the Southborough and Framingham municipal offices to obtain and confirm current local land use regulations. We anticipate that these will include regulations of the Planning Department, Conservation Commission and other relevant local regulations identified during our research.

We will perform an analysis of applicable regulations to identify potential land use and environmental permits/approvals associated with the proposed Project as well as zoning and wetland requirements. We will include local, state and federal regulatory reviews in this analysis. We will prepare a memorandum summarizing this regulatory research.

1.1.2 Topographic Survey

a. Wetland Resource Area Delineation
We will reconnoiter the Project area and identify and flag as applicable the boundary of wetland resource areas in accordance with local, state, and federal criteria as applicable. Based on a review of available information, we anticipate that the resource areas will include the following based on available desktop mapping: Bank and Bordering Vegetated Wetlands.

We will review readily available information, including topographic and historic mapping to evaluate whether the waterway represents a perennial stream with associated Riverfront Area that extends onto the property. If perennial, we will flag the mean annual high water associated with the river.

Vegetated wetlands will be determined by analysis of the plant communities and soils and demarcated with sequentially numbered flags. We will delineate and flag the boundary of bordering vegetated wetland (BVW) in the Project area, as well as other identified resource areas. The BVW will be determined by analysis of the plant communities and soils and located in accordance with the guidelines of the Massachusetts Wetland Protection Act with sequentially numbered flags. We will perform hand soil augers and vegetative transects at select locations within the BVW to document the delineation. At select locations as appropriate, we will also dig test pits by hand with a tile spade to further evaluate/document the soil profile.

For the purposes of this proposal, we have estimated that approximately 500 linear feet of resource area will need to be identified and flagged on the Project Site. We have budgeted for one day of field work to delineate the wetland boundaries. If the area is larger and additional time is needed, a budget extension will be requested.

We will prepare a memorandum summarizing the resource area boundaries identified on the Project Site.

Portions of the site have been identified as a FEMA designated flood hazard zone, elevation determined.

The limit of these various resource areas will be survey located for inclusion on the Topographic Plan.

b. Limited Field Survey
We will perform a limited topographic field survey of the approximately ½-acre Project area in accordance with 250 CMR 6.0. This survey will include the location of site improvements and sufficient spot elevations to establish the contours on the subject property at a one-foot interval. The location of trees (>6" DBH) and features such as stone walls will be located as part of the survey. If the site or portions of the site have been identified as FEMA designated flood hazard zones with elevations established, our mapping will identify these limits. We have budgeted for one day of field survey services.

c. Datum and Benchmarks
The topographic survey will be referenced to an established datum. A minimum of two benchmarks on the subject property will be established and indicated on the Topographic Plan.

d. Limited Topographic Plan
We will prepare a Limited Topographic Plan of the property at a scale of 1 inch = 20 feet. The plan will show the one-foot contour intervals, pertinent spot elevations, and the results of our topographic survey. We will include the location of wetlands and other information collected in accordance with the municipal wetland by-law.

1.2 Design and Permitting

1.2.1 Design Coordination
We will coordinate the final engineering designs and preparation of sitework construction documents with the Town. The sitework documents will incorporate the comments and requirements of reviewing agencies for the construction of the Project including appurtenant site improvements.

1.2.2 Geotechnical Engineering
We understand that the Town has been offered geotechnical services pro bono for this Project. As such, our team will utilize the geotechnical report provided to prepare the design. If it is determined that that the pro bono geotechnical services are not provided, we have included an optional cost for these services in the fee section of this proposal.

1.2.3 Structural Engineering
We will engage the services of a subcontracted structural engineer to prepare the design of helical piles to support the elevated boardwalk and the abutments on each side of the stream to support the pedestrian bridge. At this time, we anticipate that the boardwalk and bridge will be pre-fabricated structures provided by a vendor engaged directly by the Town.

1.2.4 Local Permitting

a. Permit Drawings
We will prepare a set of drawings to accompany the permit application(s) and we anticipate they will represent approximately 75% design completion and will include the following drawings:

- Limited Topographic Plan
- Site Plan
- Sitework Details

b. Notices of Intent
We will prepare and submit separate Notices of Intent for proposed site work to the Southborough and Framingham Conservation Commissions pursuant to the Massachusetts Wetlands Protection Act (the Act) and the applicable municipal wetlands bylaws. The Notices of Intent will address the proposed work within the buffer zone to wetland resource areas. The following services are included as part of the Notices of Intent preparation and submittals:

- Preparation of Notice of Intent and Stormwater Management forms
- Preparation of narratives that describe the Project and the relationship of the proposed work to the interests and performance standards of the Act and the municipal wetlands bylaw
- Coordination of the compilation of certified abutters lists and notification to the abutters for the filing of the Notices of Intent
- Copying and transmittal of submittal materials to the Towns
- Attendance at a site walk with each Conservation Commission or its representative
- Attendance at a public hearing with each Commission. We have provided an allowance of eight (8) hours for hearing preparation and attendance. If additional hearings are required, a budget extension will be requested.

1.3 Construction Documents

1.3.1 Design Coordination
We will coordinate the final engineering designs and preparation of sitework construction documents with the Owner and the remainder of the Project Team. The sitework documents will incorporate the comments and requirements of reviewing agencies for the construction of the Project including appurtenant site improvements.

1.3.2 Site Work Construction Drawings
We will refine the approved project Site Plan into construction level drawings. We anticipate that the Site Work Construction Drawings will be incorporated into the overall Project Construction Document set and will include the following drawings:

a. Limited Topographic Plan

b. Site Plan

c. Sitework Details

1.3.3 Sitework Technical Specifications
We will prepare a set of technical specifications for the site improvements depicted on the drawings prepared by our firm. Specifications will be prepared in CSI format using the AIA MasterSpec® product.

1.3.4 Bidding Assistance
We will assist with the preparation and distribution of Project bid documents as appropriate. We will attend Project pre-bid meetings to review the Project site work if required. We will answer questions and supply additional details and addenda to clarify the site work construction documents if necessary. We will assist in obtaining bids or negotiated proposals and assist in reviewing work packages for Project construction. We have budgeted four hours for Bidding Assistance services.

1.4 Construction Support Services
We assume the Project construction period to be approximately one month. This proposal includes an allowance of 16 hours for field representation and supporting office work as described below. If the Project requires effort in excess of this allowance, a budget extension will be requested.

1.4.1 Compliance with Permit Conditions
We will attend a meeting with the contractor to review applicable permit conditions. We will coordinate with the contractor and regulators as necessary to address conditions that require reports or other information to be provided to the various agencies.

1.4.2 Review of Submittals
We will review and approve or take other appropriate action upon Contractor's submittals such as site work shop drawings, product data, material mock-ups, samples, and other submittals for conformance with the design intent of the site work construction documents. We anticipate that soil or concrete material submittals will be received and reviewed by the Project geotechnical consultant or independent testing firm.

1.4.3 Construction Observations
We will make site visits as requested during important phases of site work construction. During these visits, we will become familiar with the progress and quality of the work and will determine, in general, if the work is proceeding in accordance with the contract documents and governmental approvals. We will issue written Construction Observation Reports to document each visit.

1.4.4 Punch List
As the Project nears completion, we will conduct a site visit to prepare a punch list of site work construction, and a follow-up site visit to determine whether the contractor has completed punch list items.

2.0 EXCLUDED SERVICES

The following are some of the services that are not included in this proposal, in addition to those that may be indicated elsewhere herein. We would be pleased to provide these and other additional services that may become necessary as the Project proceeds.

- Contract Review/Negotiation
- Preparation of quantity or cost estimates
- Substantial revisions to the Project, plans or other documents after initial direction by client including plan revisions necessary to comply with requests from municipal Boards or Commissions or their peer review consultants
- Assistance with appeals arising from issuance or denial of permits
- Additional permitting not described herein
- Compensatory flood storage design/calculations
- Preparation of multiple/sequential construction document packages
- Additional meetings
- Additional construction support services in excess of the hourly allowance
- As-built survey
- Preparation and filing of a Request for a Certificate of Compliance

3.0 SCHEDULE OF SERVICES

3.1 We will commence services upon receipt of an executed copy of this proposal. We anticipate that the services outlined in Section 1.0 through the filing of permit applications in Section 1.2.4 can be completed within six to eight weeks of the commencement date. This proposal is valid for 30 days from issuance.

3.2 Field work is weather dependent, and can be impacted by inclement weather or adverse site conditions that hinder investigations, such as lack of vegetation due to non-growing season, frozen ground, or snow cover.

4.0 FEES FOR SERVICES

All fees will be billed on a time and materials basis in accordance with the attached fee schedule.

4.1 The following is the **not-to-exceed** labor budget for the services outlined in Section 1.0, Scope of Services.

Section 1.1	Data Gathering	$9,500
Section 1.2	Design and Permitting	$37,750
Section 1.3	Construction Documents	$6,250
Section 1.4	Construction Support Services	$8,500
Total Not-to-Exceed Labor Budget		**$62,000**

4.2 Reimbursable expenses of approximately 10 percent of the labor fee should be anticipated.

Optional Services

Geotechnical Engineering Services	$14,000

4.3 External reimbursable expenses such as permit application fees, soil and water testing special consultants or subcontractors, reproduction, if incurred, will be in addition to the estimate of reimbursable expenses described above. We anticipate that you will provide checks to cover filing fees, and will address any peer review related fees directly with the Town.

As authorization to proceed and as approval of the estimated budget, please execute and return one copy of this proposal for our records.

We thank you for the opportunity to submit this proposal and look forward to providing services to the Town of Southborough Trails Committee for this Project.

Sincerely,

BEALS AND THOMAS, INC.

David J. LaPointe, RLA
Principal

Enclosure: Fee Schedule

AGREED AND ACCEPTED FOR
TOWN OF SOUTHBOROUGH

SIGNATURE _____

NAME/TITLE _____
(print)

DATE _____

DJL/dmf/aak/M914000PR002

BEALS AND THOMAS

FEE SCHEDULE

Effective January 1, 2024

Fees for Beals and Thomas, Inc. are based on the following time charges plus expense schedule. Invoices are due upon receipt. Beals and Thomas, Inc. retains all right, title and ownership interest in any and all plans, maps, charts, diagrams, models, specifications, studies, consultations, technical drawings, electronic files, and any other work products prepared on behalf of its clients ("Instruments of Service"). Beals and Thomas, Inc. grants to its clients a nontransferable and non-exclusive royalty-free license to use the Instruments of Service provided that payment for services rendered and expenses incurred is received in a timely manner. For all accounts remaining unpaid by the first of the month following the invoice date, Beals and Thomas, Inc. reserves the right to add a late charge of 1.50 percent per month or 18 percent per annum to each overdue invoice. This fee schedule may be revised periodically.

Time Charges

Rate Category	Hourly Rate
Senior Professional Staff I	$265.00
Senior Professional Staff II	$245.00
Senior Professional Staff III	$215.00
Senior Professional Staff IV	$200.00
Senior Professional Staff V	$180.00
Senior Professional Staff VI	$165.00
Professional Staff I	$155.00
Professional Staff II	$140.00
Professional Staff III	$125.00
Administrative Staff I	$85.00
Administrative Staff II	$50.00

Expert testimony in support of litigation and court appearances will be billed at a rate of $275.00 per hour.

Projects requiring OSHA trained personnel will be billed with a supplemental rate of $25.00 per hour in addition to the standard rate category.

Reimbursable expenses include transportation, delivery, printing costs, presentation materials, computer and field equipment, permit application fees, soil and water testing, police detail, special consultants, or subcontractors and similar costs directly applicable to the individual project. Reimbursable expenses shall be billed at the cost plus an accounting service fee of 10 percent, unless arranged otherwise. Permit application fees that are paid in advance by Beals and Thomas, Inc. will be billed at cost plus an accounting fee of 20%.

FeeSched-January 2024

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Tuesday, February 6, 2024 6:30 PM
Location: McAuliffe Hearing Room, Town House, 17 Common Street, Southborough, MA
Present: Kathryn Cook, Andrew Dennington, Al Hamilton, Marguerite Landry, Sam Stivers, Town Administrator Mark Purple and Assistant Town Administrator Vanessa Hale.

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Mr. Dennington called the meeting to order at 6:30 PM.

II. Public Comment

Ms. Cynthia Foster, 3 Aspenwood Lane, commented that she had appeared before the Board on December 19th to discuss her concerns with the Town's new health plan for retirees. She asked about the status of her reimbursement, how often Mr. Lombardi's service contract is renewed for and shared a fellow retiree's negative experience with the Town's health plan.

III. Scheduled Appointments *(Board may vote)*

a. Continued discussion of Warrant articles

i. Personnel Board

Mr. Barry Rubenstein, chair of the Personnel Board, appeared before the Board and shared the Personnel Board's presentation. Mr. Rubenstein stated the Personnel Board is working on an employee handbook. He also stated the Personnel Board is recommending changes to make the Personnel Bylaw and the Town Administrator Bylaw consistent in describing the Personnel Board's authority to provide guidance and oversight to the Personnel Director in the development of all employee policies. He stated the Personnel Board is also recommending changes that allow for Southborough to offer appropriate benefits in a competitive municipal marketplace. He stated the Personnel Board has implemented a STEP system. Ms. Cook asked about the STEP grid and Mr. Rubenstein described how it functions. Mr. Stivers asked about merit-based pay. Mr. Rubenstein stated merit-based pay is not a part of the STEP system and the Personnel Board continues to discuss ways to encourage employee retention and reward. The Board, Mr. Purple and Mr. Rubenstein discussed merit-based pay and impacts of the STEP system on attracting new talent. Mr. Rubenstein noted there is an employee appeal process relative to classifications in the STEP program. He stated the Personnel Board would be discussing other changes at its meeting on February 14th and would have changes available for the Board's review prior to February 27th. Mr. Stivers suggested investigating a streamlined process for presenting the Salary Administration Plan (SAP) article at future Town Meetings.

ii. Community Preservation Committee

Mr. Ben Smith, chair of the Community Preservation Committee (CPC), appeared before the Board. He called the meeting of the CPC to order at 6:57 PM. Members present: Ben Smith, Brett Peters, Kristin LaVault and Grant Farrington. Members present via ZOOM: Ellen Marya and Lisa Braccio. Mr. Smith discussed Articles 23-29 and Article 44 in the draft Warrant. He stated that total receipts for FY25 are approximately $512,479, which includes the State match. Mr. Smith shared the amounts for the CPC warrant artides. **Article 23:** Mr. Smith stated that this article is a reconciliation article in the amount of $4,000. **Article 24:** Mr. Smith stated this is a bond article for 84 Main Street in the

amount of $75,438. **Article 25:** Mr. Smith stated this is a bond article for the Library in the amount of $61,000. **Article 26:** Mr. Smith stated this is a bond article for the Townhouse in the amount of $141,850. **Article 27:** Mr. Smith stated that CPC had allocated $211,232 for the completion of the Peninsula Trail. CPC member Brett Peters informed the Board that the Trails Committee expects the entire project to be completed by the end of 2024. Ms. Cook stated that the Board had allocated $140,000 in ARPA funds for the completion of the Peninsula Trail and any use of those funds must be under contract by December 2024. The Board discussed the project. Mr. Dennington summarized the discussion by stating the proposal is for ARPA funds to be used for the engineering study and Community Preservation Act (CPA) funds to be used to complete the remainder of the engineering study and the project. Mr. Hamilton wondered if this amount of money is a cost effective use, given the current budget climate. Mr. Smith stated that the CPA was established to provide a funding mechanism outside of the Town Budget to pursue projects that enhance the Town and that might otherwise be too costly. Mr. Tim Litt, 148 Woodland Road, suggested the Board ask Kathryn McKee, Chair of the Trails Committee, to appear at a future meeting to determine the status and costs of the Peninsula Trail project. **Article 28:** Mr. Smith and the Board discussed improvements to the Golf Course irrigation system. Mr. Smith stated that the total cost of the project, including a 15% contingency fee, is $553,750. The Board was supportive of a $50,000 contribution to the project by the Golf Revolving Fund. Mr. Hamilton stated the that it must be clear at Town Meeting how the Town will see a return on its investment on the irrigation project and, at this time, he is not supportive of the project until there have been discussions with the golf management company. The Board acknowledged that the golf management company's current contract is up for renewal in 2026. Mr. Grant Farrington, CPC Member stated he voted against approval of funds for the golf course irrigation improvements because of the high cost and because he believed that when the golf course was purchased, it would be self-funding in nature. Mr. Dennington moved that the Board approve a contribution up to $50,000 from the Golf Revolving Fund to support the CPC article for the golf course irrigation system. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). **Article 44:** Mr. Dennington stated that the Board remains committed to finding solutions to move CPA monies, dedicated to affordable housing, to the Affordable Housing Trust Fund to achieve the Board's goals to build more affordable housing in Town. Mr. Smith stated that it is time to have the discussion between the Board and CPC regarding how to successfully move funds from the CPA for the purposes of increasing the Town's affordable housing stock. The Board and the Mr. Smith agreed to have the discussion after Town Meeting. Mr. Dennington stated the Board would need final language for the CPC articles in the near future in order to sign the Warrant on February 27th. Mr. Purple stated that today, a Citizen's Petition article has been filed with the Town Clerk that seeks to increase the approval threshold for CPC expenditures on non-municipal properties. Mr. Smith noted that most of the Town's history is in private hands and stated he would be addressing Town Meeting on this matter. Mr. Farrington moved to adjourn the CPC meeting at 7:53 PM. Mr. Peters seconded the motion. The motion was approved by roll call vote: Ms. Braccio, aye; Mr. Peters, aye; Ms LaVault, aye; Mr. Farrington, aye, Mr. Smith, aye.

The Board took a brief recess at 7:54 PM and resumed meeting at 8:02 PM.

iii. Citizen Petitions: Bonnie Phaneuf, Articles 48 & 49

Ms. Phaneuf stated that she would like to understand the direction of the Board regarding the Town's need for dispatchers. She stated she would withdraw Articles 49 and 50 on the floor at Town Meeting if the Board has addressed the need for dispatchers. If the Board has not addressed the issue, Ms. Phaneuf stated she intends to hold the budget at Town Meeting. Mr. Dennington stated the Board would address this matter at its joint meeting with the Advisory Committee on February

13th. Mr. Hamilton stated that the Town's budget could be held and considered when Ms. Phaneuf's articles are considered. The Board discussed how to address Ms. Phaneuf's articles relative to the budget. Ms. Phaneuf asked that the entire summary she provided be included in the warrant.

iv. Select Board may take positions on warrant articles

b. Community Center Exploration Committee update

Mr. Malinowski called the meeting of the Community Center Exploration Committee to order at 8:20 PM. Members present: Jason Malinowski, Janet Maney, William Harrington and Tim Fling. Members present via ZOOM: Jennifer Hansen and Susan Heilman. Absent: Nikki Mauro. Mr. Malinowski delivered the Committee's report to the Board. Mr. Dennington asked about the use of Cordaville Hall, in the event the Community Center project moves forward. Mr. Malinowski described the decisions that would need to be made prior to a determination on Cordaville Hall. He stated that investigation of three potential capital projects is occurring at the same time (Neary, the Library and the Community Center) and will provide the Town with accurate cost information and the ability for public feedback. Mr. Malinowski stated that construction on the Community Center project would not begin before 2028. Ms. Hansen stated that, from a Recreation perspective, this option is preferable to 21 Highland Street. Mr. Dennington asked that a copy of the Committee's report be given to the 21 Highland Street Future Use Committee. Mr. Hamilton asked what would happen if school enrollment unexpectedly increased. Mr. Malinowski stated that question would be answered through the Neary process with the Massachusetts School Building Authority (MSBA). Mr. Hamilton stated he is in favor of selling Town properties to pay for other capital projects like the ones under discussion this evening. Ms. Maney stated the advantage of looking at three projects at once would allow the Town to examine its space needs and avoid over building. Mr. Malinowski stated that the next steps are to wait for more information on the Neary project. Mr. Malinowski moved to adjourn the Community Center Exploration Committee at 9:01 PM. Ms. Maney seconded the motion. The motion was approved by roll call vote: Ms. Maney, aye; Mr. Fling, aye; Mr. Harrington, aye; Ms. Heilman, aye; Ms. Hansen, aye; Mr. Malinowski, aye.

c. CIPC update on ARPA funding for sidewalks

Mr. Malinowski, Chair of the Capital Improvements and Planning Committee, stated that DWP Superintendent Cundiff is conducting a comprehensive review of the Town's sidewalk needs and will provide that information, including cost and available grants, to the Capital Improvement & Planning Committee (CIPC). Mr. Malinowski stated that the Town's residents have appreciated recent forecasting and the transparent review of projects. Mr. Malinowski stated that, today, he received information from DPW Superintendent Cundiff on three potential sidewalk projects that would utilize all of the ARPA funds and Mr. Malinowski stated he would call a meeting of the CIPC next week to review the projects. Mr. Hamilton requested that consideration be given to any potential sidewalk projects on the south side of Town. The Board and Mr. Malinowski discussed a long-term approach to paving and sidewalks, including financing methods.

IV. Reports

a. Chair's Report

Mr. Dennington reported that he, along with Mark Purple, Brian Ballantine, Carla McAuliffe, Paul Cibelli and Andrew Pfaff, participated in the interviews with Department of Revenue (DOR) for the financial management review of the Town. Mr. Dennington stated the DOR will provide recommendations for improvement to the Town's financial policies and may have additional structural recommendations for the Town to consider.

b. Member's Report

i. Neary School project

Ms. Cook stated that public forums would be held on February 29th and March 11th so residents can offer their input on the Neary School project. Ms. Cook also stated that by August, the Neary School Building Committee would make its recommendation to the MSBA.

c. Town Administrator's Report
    i. Early Voting reminder

Mr. Purple reported that he had received the 2024 Vegetation Management Plan from National Grid and that a meeting will be scheduled with the Board and Planning Board to review and approve. Mr. Purple also reported that DPW Superintendent Cundiff is working with Water Consultant Matt Abrams on new rate information. Mr. Purple recommended that the Board set rates in March and notify the public in April.

V. Consent Agenda

a. Approve Open Session meeting minutes: January 6, 2024

Mr. Dennington and Mr. Stivers requested to hold Consent Agenda item "a." Mr. Stivers had scrivener's changes to the minutes. Mr. Dennington requested the following change to Line 18: add "potential" in front of disposition. Mr. Dennington moved to approve Consent Agenda item "a", as amended. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

b. Accept $25.00 donation to be placed in the Library Donation account
c. Appoint Lisa Braccio as the Planning Board Representative to the 21 Highland Future Use Committee; term to expire 6/30/2024

Mr. Dennington moved to approve Consent Agenda items "b" and "c." Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

VI. Other Matters *(Board may vote)*

There was no business under Other Matters.

VII. Public Comment

Mr. Tim Fling, 18 Main Street, asked that the Board consider using ARPA funds to purchase trashcans to place around Town. He also asked that the Board consider a way to reflect a tiered rate system for multifamily uses.

Mr. Litt asked if the Board would reconsider its vote to include a sunset clause in the Town Meeting article that creates the Public Works Advisory Committee (PWAC). Mr. Dennington stated that matter would be considered at the Board's February 13th joint meeting with the Advisory Committee.

VIII. Adjournment

Mr. Dennington moved to adjourn the meeting at 9:20 PM. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

Upcoming Meetings	
February 13, 2024 Joint Meeting with Advisory Committee	*March 4, 2024 (Monday meeting)*

Respectfully submitted,

Bridgid Rubin, Recording Secretary

List of Documents referred to at the February 6, 2024 SB Meeting:

- Draft 2024 Annual Town Meeting Warrant

- Proposed Amendments to the FY25 Salary Administration Plan
- Open Session Meeting Minutes for the Joint Meeting of the Select Board and Advisory Committee, dated January 6, 2024
- Memorandum from Ryan Donovan, dated January 31, 2024, RE: Donation to the Library
- Letter from Karina Quinn, dated February 2, 2024, RE: 21 Highland Street Future Use Committee Planning Board Recommendation of Appointment
- Community Center Exploration Committee, dated February 2024
- Community Center Feasibility Study
-

DRAFT

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Tuesday, February 13, 2024 6:30 PM
Location: Public Safety Training Room, Public Safety Building, 32 Cordaville Road, Southborough, MA
Present: Kathryn Cook, Andrew Dennington, Al Hamilton, Marguerite Landry, Sam Stivers, Town Administrator Mark Purple and Assistant Town Administrator Vanessa Hale.

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Mr. Dennington called the meeting to order at 6:33 PM.

II. Public Comment

Mr. John Butler, 4 Davis Road, stated he sent a letter to the Board this afternoon asking that the Board invite Town Meeting review prior to signing any Inter Municipal Agreement (IMA) for a Regional Emergency Communications Center (RECC). He stated that, if the Board agrees to hear Town Meeting's comments on the matter, there would be no need to entertain the Citizen's Petition on the Floor of Town Meeting.

Ms. Kristin LaVault, 12 Southwood Drive, asked that discussion of funding for the Peninsula Trail be moved up on the agenda, as it was unclear from the posted Agenda when this item would be discussed.

Mr. Dennington stated discussion of the Peninsula Trail funding would occur in discussion of the budget and warrant.

Mr. Dennington acknowledged and welcomed Interim Fire Chief Paul Fillebrown to tonight's meeting.

Mr. Andrew Pfaff, Chair of the Advisory Committee, called the Advisory Meeting to order at 6:37 PM. Member present: Andrew Pfaff, Marci Jones Salow and Larry Samberg. Members present via ZOOM: Tim Martel.

III. Scheduled Appointments *(Board may vote)*

a. Supt. Ernest Houle – Assabet Valley FY25 budget and warrant article

Mr. Dennington recused himself from this matter, as his law firm represents the Assabet Valley School District. He turned the matter over to Ms. Cook, Vice Chair. Mr. Houle and Mark Pietrewicz, Assabet Valley School District Member from Southborough, appeared before the Board on the matter. Mr. Houle presented the FY25 Assabet Budget. Mr. Houle stated that Southborough's portion of the Assabet FY25 budget is $517,861. Ms. Cook asked if the School Committee had voted on the town assessments. Mr. Houle stated that they had. The Board and Mr. Houle discussed the budget and the creation of a stabilization fund for FY25. Mr. Pfaff asked if accumulated funds in the proposed Stabilization Fund would be used to fund large capital projects and thus, bypass Town Meeting approval. Mr. Houle stated that they would not. He stated that any large capital projects would be funded separately and stated the proposed Stabilization Fund would be used for short to mid-term projects that are $25,000 or larger and have a life of 10 plus years. He also stated the proposed Stabilization Fund would not be used for operating expenses. Mr. Pietrewicz stated that the proposed Stabilization Fund is needed, in part, because the freshman class has no students outside the district and no outside funds to draw upon, as it has done in the past. He stated this

trend is expected to continue. Mr. Hamilton asked about the amount of the assessment for the proposed Stabilization Fund. Mr. Houle stated the School Committee had voted to set the assessment at $250,000. Mr. Butler stated that there is a statutory limit on stabilization fund maximums of 5% of the operating budget. Mr. Butler stated he is supportive of Southborough participating in the creation of this Stabilization Fund.

b. Joint Meeting with School Committee; Supt. Greg Martineau

Mr. Dennington resumed his duties as Chair. Ms. Rebecca Pellegrino, Finance Director for Southborough Public Schools, stated that the meeting of the Southborough School Committee had been called to order at 7:33 PM.

i. FY25 Budget (K-8, Regional); warrant articles 21, 22 and 23

Superintendent Greg Martineau and Ms. Pellegrino appeared before the Board and the Advisory Committee on the matter. **K-8 Budget:** Superintendent Martineau shared the Southborough Public Schools K-8 budget presentation with the Board and Advisory Committee. Superintendent Martineau stated that, last night, the Southborough School Committee voted to approve the budget for Southborough Public Schools K-8 at $24,258,964 million dollars, which represents a 5.18% increase over the FY24 budget. He stated the budget includes a request for one (1) full-time equivalent to maintain and enhance world language programming in grades K-3 and a .2 position for an adaptive physical education teacher. Superintendent Martineau stated that approximately 2.5% of the proposed 5.18% budget increase is due to the rise in special education transportation costs and out of district tuition costs. He noted this budget also includes a reduction in 2.4 full-time equivalents. Superintendent Martineau discussed the impact of inflation on the budget. Ms. Cook asked about the use of SEDP funds. Ms. Pellegrino stated approximately $60,000 of those funds have been used to offset operating expenses for affected categories. Superintendent Martineau stated the School Department may need to request more reserve fund transfers to fund unexpected, extraordinary repairs and capital projects. Mr. Hamilton stated that he would like to see one reserve fund instead of multiple reserve funds. The Board and the Advisory Committee discussed the proposed budget. The Board and Advisory Committee heard information on the School Department warrant articles. **Article 21:** Superintendent Martineau stated Article 21 allows the Southborough School Department to retain monies from space rentals at all Southborough public schools and utilize those funds for upkeep and maintenance at all Southborough public schools. **Article 23:** Superintendent Martineau stated that Article 23 allows the Southborough School Department to create a Special Education Stabilization Fund. He stated that the fund would allow the district to moderate and proactively manage Special Education costs that can be volatile in nature. He also stated that since 2016, Special Education costs have risen, on average, 4.21%. Ms. Cook asked what mechanism would be used to fund the Special Education Stabilization Fund. Superintendent Martineau stated that the School Department is still exploring funding mechanisms but the goal is to fund in a consistent pattern as part of the operational budget. He also stated that the maximum funding amount could be no more than 2% of the budget for each year and that expending funds would require a majority vote of the Select Board and Advisory Committee. Mr. Hamilton asked that the presentation for Town Meeting reflect actual dollars spent rather than percentages. The Board discussed logistics for utilizing proposed Special Education Stabilization Funds in future budgeting. **Reserve Fund Request:** Superintendent Martineau requested a Reserve Fund transfer of $87,970.01 to pay the remainder of costs for mold mitigation at the Finn School that occurred at the beginning of the school year. The Advisory Committee discussed the requested transfer. Mr. Samberg moved to approve a Reserve Fund transfer to the Schools in the amount of $87,970.01. Ms. Jones Salow seconded the motion. The motion was approved by roll call vote: Mr. Martel, aye; Mr. Samberg, aye; Ms. Jones Salow, aye; Mr. Pfaff, aye (4-0-0).

Regional Budget: Superintendent Martineau shared the Regional budget with the Board and Advisory Committee. He stated that the Regional School Committee would meet on February 28th to

consider approving a proposed FY25 budget of $27,871,426, which represents a 4.8% increase over the FY24 budget. **Article 22:** Ms. Pellegrino stated that the Regional District is proposing a Regional Stabilization Fund to fund capital items. She stated that yearly contributions to the proposed fund could not exceed 5% of the aggregate amount assessed to the member towns for the preceding year. She also stated the balance of the proposed fund cannot exceed 5% of the combined equalized valuations for the member municipalities. Ms. Cook asked what mechanism would be used to fund the Regional Stabilization Fund. Superintendent Martineau stated that Excess and Deficiency (E&D) funds would be used. Mr. Hamilton suggested the Regional School Committee consider other means to fund the proposed Regional Stabilization Fund and stated that before the Fund is created, he would like to see additional means of funding considered. The Board and the Advisory Committee discussed Article 22.

ii. Request for warrant articles for Finn School and Trottier School

Mr. Dennington stated the Southborough School Committee has proposed a warrant article that would authorize the Board to lease some or a portion of the Trottier School roof for 10-20 years. Superintendent Martineau stated that the Trottier School needs a new roof. He stated the Massachusetts School Building Authority (MSBA) is partnering with the Governor to create solar-ready projects and that the Southborough School Committee will submit a statement of interest to enter into the MSBA's accelerated repair program for roofs and windows. Mr. Hamilton asked who pays for the necessary roof reinforcement for solar readiness. Superintendent Martineau stated that the chosen partner performs the engineering studies and prepares the roof for readiness. He explained that the Town would lease the roof to the partner and purchase back energy from the grid. Mr. Purple thanked Superintendent Martineau and Ms. Pellegrino for working collaboratively to advance the goals of the Town.

The Board and the Advisory Committee recessed at 8:46 PM and resumed meeting at 8:58 PM.

c. Brian Ballantine, Finance Director – FY25 Budget update

Mr. Ballantine appeared before the Board and Advisory Committee. He shared his budget update, which adds the following staff: one new police lieutenant, one new officer and one new DPW engineer. Mr. Ballantine stated that the revenue side of the budget is set and that the proposed budget as it stands today, is at a 4.75% increase, year over year. He clarified that the present proposed budget does not include any dispatchers in the police department budget and, if they would be added to the budget, benefits would need to be added, as well.

d. Joint Meeting with the Advisory Committee

i. FY25 Budget

The Board, the Advisory Committee and Mr. Purple discussed Mr. Ballantine's presentation, potential issues related to using one-time monies as funding sources and related impacts in future budget cycles, including the potential need for future overrides. Ms. Cook detailed the changes to the budget that resulted in a reduction in the tax rate to its proposed 4.75% increase. Those changes included: 1) utilizing $500,000 worth of ARPA funds for one-time expenditures; 2) reducing the police budget to include adding the lieutenant only; and 3) making the following changes to the Capital budget: removing the stretchers from the list; bonding the trash trailer and the sidewalk tractor and using St. Mark's contribution of $96,467 to purchase PPE ($20,000) and half of the cost of the defibrillators over three years ($50,000). Ms. Cook stated that further achievable reductions in the proposed budget might come from the DPW Road Maintenance line item and the Regional School District budget. Ms. Cook stated that if the dispatchers are added to the budget, the tax rate rises to approximately 5.75%. The Board and Advisory Committee discussed adding dispatchers to the budget, consideration of the matter at Town Meeting and Fall Town Meeting and consideration of if/when to make a decision to join a Regional Emergency Communications Center (RECC). Mr. Pfaff

recommended Town Meeting consider the police budget separately, along with Ms. Phaneuf's citizen's petitions, for a complete overview of the dispatcher issue. Ms. Phaneuf stated that the need for dispatchers is now and is a matter of public safety. She recommended that the four dispatchers be added to the proposed budget and could be reduced at Town Meeting, if that is what Town Meeting votes to do. Mr. Butler suggested investigating the electronic rollover process as a gap filling measure while the Board determines how to move forward with regionalization. The Board and Advisory Committee discussed the added lieutenant position in the proposed budget. Mr. Pfaff moved that the Advisory Committee support the proposed police budget in the amount of $3,040,366 million dollars, which includes one position only for the lieutenant. Ms. Jones Salow seconded the motion. The motion failed by roll call vote: Mr. Martel, no; Mr. Samberg, no; Ms. Jones Salow, no; Mr. Pfaff, aye (1-3-0). Mr. Martel, Mr. Samberg and Ms. Jones indicated they voted "no" because they are not comfortable with the addition of the lieutenant position to the police budget. Mr. Dennington moved to support the proposed police budget in the amount of $3,040,366 million dollars, which includes one position only for the lieutenant. Mr. Hamilton seconded the motion. The motion was approved (3-2-0). Mr. Stivers and Mr. Hamilton voted against the motion. Police Chief Ryan Newell presented information on the lieutenant position to the Board and Advisory Committee. The Board and the Advisory Committee discussed Chief Newell's presentation. Ms. Kathryn McKee, Chair of the Trails Committee, appeared before the Board and Advisory Committee to discuss financing the completion of the Peninsula Trail project. The Board discussed alternative ways to fund the Peninsula Trail project. Mr. Dennington asked if the entire request in Article 31 could be funded by Community Preservation Act (CPA) funds, thus freeing up previously allocated ARPA funds for use in other areas of the proposed FY25 budget. Ms. McKee stated the Community Preservation Committee (CPC) would need to vote for this to occur. Ms. Cook asked Ms. Carla McAuliffe, Town Account appearing via ZOOM, if proposed Article 31 could be worded allowing funds for the Peninsula Trails project to be accessible immediately following Town Meeting, if the funds were allocated from existing CPA funds and not new surtax monies. Ms. McAuliffe stated that she did not know if that was possible but would investigate. Ms. Cook acknowledged that her request was contingent upon CPC approval of funding the entire request in Article 31. Ms. Kristin LaVault, Vice Chair of the CPC, stated that the CPC has not had an opportunity to review this budget development and expressed concern about the time needed to complete the necessary review prior to Town Meeting. Mr. Purple stated that the Capital Planning and Improvement Committee (CIPC) had voted to utilize approximately $350,000 in ARPA funds for the design and engineering of three sidewalk projects and return the remaining half of the ARPA sidewalk allocation. Ms. Cook moved to move all items from column M on the displayed ARPA spreadsheet to the real estate relief category, with the exception that $144,547 allocated for the Trails Committee be taken from the Sidewalks category. Mr. Dennington seconded the motion. The motion was approved (4-1-0). Mr. Hamilton voted against the motion. Ms. Phaneuf requested a copy of the budget worksheet discussed this evening. Mr. Purple stated he would forward that information. The Board and the Advisory Committee discussed approval of the proposed budget. Mr. Dennington moved to approve the budget, as described in Mr. Ballantine's rev/cap worksheet, dated February 13, 2024, excluding line items for Police and Assabet. Mr. Stivers seconded the motion. The motion was approved (5-0-0). Ms. Cook moved to approve the proposed assessment for Assabet, as printed in the rev/cap worksheet dated February 13, 2024, in the amount of $517,861. Mr. Stivers seconded the motion. The motion was approved (4-0-0). Mr. Dennington recused himself from this vote.

ii. March 23, 2024 Town Meeting warrant articles

Mr. Pfaff stated that the Advisory Committee would meet to discuss and vote on the budget. Mr. Pfaff moved to adjourn the Advisory Committee meeting at 10:35 PM. Ms. Jones Salow seconded the motion. The motion was unanimously approved by roll call vote: Mr. Martel, aye; Mr. Samberg, aye; Ms. Jones Salow, aye; Mr. Pfaff, aye (4-0-0).

IV. Reports

a. Chair's Report

Mr. Dennington stated there was no Chair's Report.

b. Member's Report

There were no Member's Reports

c. Town Administrator's Report

Mr. Purple reported that Southborough Youth and Family Services, Friends of the Youth Commission and the Recreation Department would sponsor the International Day of Unplugging with Costume Karaoke on Friday, March 1, at the Finn School. He stated all proceeds would go towards Southborough Recreation camp scholarships.

V. Consent Agenda

a. Approve Open Session meeting minutes: January 30, 2024

Mr. Stivers requested to hold Consent Agenda item "a." Mr. Stivers had scrivener changes to Lines 13 and 15. Mr. Stivers moved to approve Consent Agenda item "a", as amended. Mr. Dennington seconded the motion. The motion was unanimously approved (5-0-0).

b. Approve updated Senior Tax Work Off Program policy

c. Approve Executive Session minutes: January 30, 2024

Mr. Dennington moved that the Board approved Consent Agenda items "b" and "c." Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

VI. Other Matters *(Board may vote)*

Mr. Dennington heard discussion of Other Matters before the Consent Agenda.

a. Select Board positions on warrant articles

Mr. Dennington moved that the Board support the following articles at Town Meeting: Articles 4, 9, 14, 19, 20, 21, 23, 24, 25, 26, 27, 28, 29, 30, 39, 42, 44, 45 and 47. Ms. Cook seconded the motion. The motion was unanimously approved (5-0-0). Mr. Stivers moved that the Board support Article 22 at Town Meeting. Ms. Cook seconded the motion. The motion was approved (4-1-0). Mr. Hamilton voted against the motion. Mr. Dennington moved that the Board support Article 31 at Town Meeting. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Mr. Dennington moved that the Board support Article 32 at Town Meeting. Mr. Stivers seconded the motion. The motion was approved (3-2-0). Mr. Hamilton and Ms. Landry voted against the motion. The Board discussed Article 35. Mr. Hamilton moved that the Board support Article 35, as written without the sunset language, at Town Meeting. Mr. Stivers seconded the motion. The motion was approved (5-0-0). Mr. Butler stated he was not in support of the Regional Stabilization Fund or the Special Education Stabilization Fund. The Board discussed Article 54. Mr. Dennington moved that the Board support Article 54 at Town Meeting. Mr. Stivers seconded the motion. The motion failed (2-3-0). Mr. Dennington, Ms. Cook and Mr. Stivers voted against the motion. Mr. Purple stated another article would be added to the warrant that reduces the CIPC from seven members to five members. Mr. Hegarty stated that bylaws should not be created within Town Code because they are laborious to change. He also stated he is not in favor of Article 35 for the same reason and would speak against it at Town Meeting. Mr. Dennington moved that the Board support at Town Meeting a warrant article to reduce the membership size of the CIPC from seven to five. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Mr. Dennington moved that the Board support at Town Meeting the Southborough School Committee's warrant article to authorize the Select Board to lease the roof of the Trottier Middle School based on the language in tonight's packet. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Mr. Dennington moved that the Board support at Town Meeting advancing Citizen's Petition Articles 52

and 53 to immediately follow Article 5, the FY25 Town Budget. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

b. Review of ARPA allocation

Ms. Cook moved to allocate ARPA funds for the following uses: 1) pay for the Town Clerk scanning project ($43,000); 2) to pay for the crew cab for the DPW ($95,000); 3) to pay for the Finn air conditioners ($134,500); 4) to pay for the Woodward air conditioners ($50,000); and 5) to reduce the Road Maintenance article ($177,500) totaling $500,000. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

VII. Public Comment

There was no public comment.

VII. Adjournment

Mr. Dennington moved to adjourn the meeting at 11:00 PM. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

Upcoming Meetings	
February 27, 2024	*March 4, 2024 (Monday meeting)*

Respectfully submitted,

Bridgid Rubin, Recording Secretary

List of Documents referred to at the February 13, 2024 SB Meeting:

- Draft 2024 Annual Town Meeting Warrant
- Email Communication from Gregory Martineau, dated February 8, 2024, RE: Additional Warrant Articles
- Memorandum from Brian Ballantine, dated February 8, 2024, RE: FY25 Budget Status, with attachments
- Open Session Meeting Minutes, dated January 30, 2024
- Southborough Operations and Procedures RE: Senior Property Tax Work-off Program
- ARPA Spreadsheet, dated February 2, 2024

SELECT BOARD

Town of Southborough

APPLICATION FOR COMMON VICTUALER LICENSE

PLEASE PROVIDE ALL REQUESTED INFORMATION BELOW

Business Name: BRAZA PIZZERIA & WINGS LLC

Address: 5 TURNPIKE RD SOUTHBOROUGH MA

Owner's Name: AGEU DE MENEZES

Mailing Address: 5 TURN PIKE RD SOUTHBOROUGH MA
(PO Box or Residence)

Contact Email Address: [redacted] Phone: [redacted]

PLEASE READ AND SIGN BELOW

Pursuant to Massachusetts General Laws Chapter 62C §49A I certify, under the penalties of perjury, that to the best of my knowledge and belief, have filed all State and local tax returns and paid all State and local taxes under the law.

[redacted]
Federal Identification #
OR

Social Security #

AGEU DE MENEZES
Please PRINT name of individual or corporate officer

Individual or corporate officer signature

Please return the following to the
Office of the Select Board, 17 Common Street, Southborough MA 01772:

1) Completed Application for Common Victualer License;
2) Appropriate fee*;
3) Workers' Compensation Insurance Affidavit, completed and signed;
4) Workers' compensation insurance policy declaration page, if applicable;
5) Hours of Operation Form

***Make checks payable to the Town of Southborough in the amount of $50.00**

Any tax or fees due the Town must be paid in full prior to license approval

Business Name: BRAVA PIZZERIA & Wings LLC

D/B/A:

Address: 5 TURNPIKE RD SOUTHBOROUGH

Manager: Ayu de Menezes.

HOURS OF OPERATION

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
OPEN	Close	11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM
CLOSE	Close	9:00 PM	9:00 PM	9:00 PM	9:00 PM	10:00 PM	10:00 PM

Please complete and return to Select Board's office with license application.

The Commonwealth of Massachusetts
Department of Industrial Accidents
1 Congress Street, Suite 100
Boston, MA 02114-2017
www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Businesses.
TO BE FILED WITH THE PERMITTING AUTHORITY.

Applicant Information **Please Print Legibly**

Business/Organization Name: BRAZA PIZZERIA & WINGS LLC

Address: 5 TURNPIKE RD SOUTHBOROUGH

City/State/Zip: MA 01772 Phone #: 5082944541

Are you an employer? Check the appropriate box:

1. ☒ I am a employer with 3 employees (full and/or part-time).*
2. ☐ I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
3. ☐ We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]**
4. ☐ We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

Business Type (required):

5. ☐ Retail
6. ☒ Restaurant/Bar/Eating Establishment
7. ☐ Office and/or Sales (incl. real estate, auto, etc.)
8. ☐ Non-profit
9. ☐ Entertainment
10. ☐ Manufacturing
11. ☐ Health Care
12. ☐ Other _____

*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.
**If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.

Insurance Company Name: MONICA INSURANCE 978 454 2577

Insurer's Address: NAUTILUS INS CO — AIM MUTUAL INS CO

City/State/Zip: LOWELL MA.

Policy # or Self-ins. Lic. #: 6313203 Expiration Date: 2/8/25

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to $1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to $250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.

Signature: Agnes Mengos. Date: 02-12-24

Phone #: 508 294 4541

Official use only. Do not write in this area, to be completed by city or town official.

City or Town: _____ **Permit/License #** _____

Issuing Authority (circle one):
1. Board of Health 2. Building Department 3. City/Town Clerk 4. Licensing Board 5. Selectmen's Office
6. Other _____

Contact Person: _____ **Phone #:** _____

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 2/15/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
MONICA INSURANCE AGENCY INC 11 Mill St Lowell, MA 01852	PHONE (A/C, No, Ext): (978)454-2577	FAX (A/C, No): (978)441-1282
	E-MAIL ADDRESS: monica@monicainsurance.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : NAUTILUS INS CO	
	INSURER B : AIM MUTUAL INS CO	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

INSURED

BRAZA PIZZERIA & WINGS LLC
5 TURNPIKE RD

SOUTHBOROUGH, MA 01772

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:			NN1651207	2/7/2024	2/7/2025	EACH OCCURRENCE	$	1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$	100,000
							MED EXP (Any one person)	$	5,000
							PERSONAL & ADV INJURY	$	1,000,000
							GENERAL AGGREGATE	$	2,000,000
							PRODUCTS - COMP/OP AGG	$	2,000,000
								$	
	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	$	
							BODILY INJURY (Per person)	$	
							BODILY INJURY (Per accident)	$	
							PROPERTY DAMAGE (Per accident)	$	
								$	
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE	$	
							AGGREGATE	$	
								$	
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [ ] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		6313203	2/8/2024	2/8/2025	[X] PER STATUTE [ ] OTH-ER		
							E.L. EACH ACCIDENT	$	1,000,000
							E.L. DISEASE - EA EMPLOYEE	$	1,000,000
							E.L. DISEASE - POLICY LIMIT	$	1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

PIZZA PLACE

CERTIFICATE HOLDER

Town of Southborough
17 Common Street
Southborough, MA 01772

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Town of Southborough

SELECT BOARD

PLEASE PROVIDE ALL REQUESTED INFORMATION BELOW

Business Name: EROS GOURMET PIZZA

Address: 162 cordaville rd southborough

Owner's Name: George Wasef

Mailing Address: (PO Box or Residence) EROS PIZZA PMG sing PO BOX 386 Southborough, MA 01772

Contact Email Address: [redacted] Phone: [redacted]

PLEASE READ AND SIGN BELOW

Pursuant to Massachusetts General Laws Chapter 62C §49A I certify, under the penalties of perjury, that to the best of my knowledge and belief, have filed all State and local tax returns and paid all State and local taxes under the law.

Federal Identification # [redacted]

OR

Social Security # [redacted]

George Wasef

Please PRINT name of individual or corporate officer

Individual or corporate officer signature

Please return the following to the

Office of the Select Board, 17 Common Street, Southborough MA 01772:

1) Completed Application for Common Victualer License;
2) Appropriate fee*;
3) Workers' Compensation Insurance Affidavit, completed and signed;
4) Workers' compensation insurance policy declaration page, if applicable;
5) Hours of Operation Form

***Make checks payable to the Town of Southborough in the amount of $50.00**

Any tax or fees due the Town must be paid in full prior to license approval

Business Name: EROS GOURMET PIZZA

D/B/A: _____

Address: 162 Cordaville rd Southborough, MA

Manager: George Wasef

HOURS OF OPERATION

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
OPEN	off	10:30 am	10:30 am	10:30 am	10:30 am	10:30 am	10:30 am
CLOSE		9:00 PM	9:00 PM	9:00 PM	9:00 PM	9:00 PM	9:00 PM

Please complete and return to Select Board's office with license application.

The Commonwealth of Massachusetts
Department of Industrial Accidents
1 Congress Street, Suite 100
Boston, MA 02114-2017
www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Businesses.
TO BE FILED WITH THE PERMITTING AUTHORITY.

Applicant Information **Please Print Legibly**

Business/Organization Name: Philomena Inc

Address: 162 Cordaville rd Southborough

City/State/Zip: 01772 Southbough Phone: 508-485-1211

Are you an employer? Check the appropriate box:

1. [X] I am a employer with 4 employees (full and/or part-time).*
2. [ ] I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
3. [ ] We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]**
4. [ ] We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

Business Type (required):

5. [ ] Retail
6. [ ] Restaurant/Bar/Eating Establishment
7. [ ] Office and/or Sales (incl. real estate, auto, etc.)
8. [ ] Non-profit
9. [ ] Entertainment
10. [ ] Manufacturing
11. [ ] Health Care
12. [ ] Other

*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.
**If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.

Insurance Company Name: Woodcome insurance agency LLC

Insurer's Address: 166A Hamilton ST

City/State/Zip: Leominster, MA 01772

Policy # or Self-ins. Lic. #: BOP1114538 Expiration Date: 2/15/2025

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).

Failure to secure coverage as required under Section 25A of M.G.L. c. 152 can lead to the imposition of criminal penalties of a fine up to $1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to $250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.

Signature: George Wabel Date: 2/15/2024

Phone #:

Official use only. Do not write in this area, to be completed by city or town official.

City or Town: _____ **Permit/License #** _____

Issuing Authority (circle one):
1. Board of Health 2. Building Department 3. City/Town Clerk 4. Licensing Board 5. Selectmen's Office 6. Other

Contact Person: _____ **Phone #:** _____

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 02/09/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Alan R. Piro, CISR, CPIA	
Woodcome Insurance Agency, LLC 166A Hamilton Street Leominster MA 0 453	PHONE (A/C, No, Ext): 978) 840-8700	FAX (A/C, No): (978) 840-0440
	E-MAIL ADDRESS: apiro@woodcome.com	

INSURER(S) AFFORDING COVERAGE	NAIC
INSURER A: Merchants Insurance Company	
INSURER B: Amtrust/Wesco Insurance Company	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED: Philomena, Inc., DBA: EROS Pizza, 162 Cordaville Road, Southborough MA 01772

COVERAGES **CERTIFICATE NUMBER:** 24-25 Liability **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER [X] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER			BOPI114538	02/15/2024	02/15/2025	EACH OCCURRENCE	$ 2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 500,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N [Y] If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		WWC3703012	02/15/2024	02/15/2025	[X] PER STATUTE [ ] OTH-ER	
							E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

George Wasef is not covered by workers compensation

CERTIFICATE HOLDER

Town of Southborough
17 Common Street
Southborough MA 01772

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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TOWN OF SOUTHBOROUGH

OFFICE OF THE PERSONNEL BOARD
TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 · FAX (508) 480-0161 · personnel@southboroughma.com

TITLE: Civil Engineer

Department: DPW

SAP Grade: TBD

Bi-weekly Hours: 80

Reports to: DPW Superintendent

Approved by Personnel Board:

Approved by Appointing Authority: January 23, 2024, Revised: [date]

Position Purpose:

The Civil Engineer will participate in multiple aspects of engineering and project management within the Department of Public Works (DPW). The Civil Engineer works under the direct supervision of the Superintendent of Public Works and will provide support to all aspects of the DPW, including but not limited to highway, water, solid waste, stormwater, cemeteries, grounds, and civil construction projects, as well as other departments as assigned. Responsibilities include but are not limited to: Construction monitoring and inspection, preparation of construction bid documents, preparing quantity and cost estimates, monitoring construction projects for quality, review of submittals including pay requisitions, establishing and maintaining a GIS database, preparing periodic progress reports on construction projects, monitor construction budgets and change orders, prepare feasibility studies and cost benefit analyses, drafting policies or protocol for review and similar engineering related duties. May be required to attend occasional night meetings to provide data to boards or obtain permits for projects or represent the department or organization at local and regional events. Errors in judgment could result in department errors, lower standards of service to the community, monetary loss or legal repercussions and possible negative public relations for both the department and the town.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Assists with reviewing and making effective recommendations regarding roadways and utilities, while evaluating issues and options regarding municipal public works projects;
- Develops and recommends departmental policies, protocol, and procedures for review by DPW Superintendent
- Assists the Superintendent with project design including preparation of documents and plans, permitting and presentation to town permitting authorities, process and track invoices and review of deliverables; Assists with the competitive bidding process to ensure compliance with applicable regulations

- Contributes toward the evaluation of transportation and traffic impacts of development proposals, permits, zoning, etc;
- Surveys project sites, including roadway, utility, and other construction activities within the Town; researches town records for engineers and contractors relating to design and construction, such as maps and other engineering data and historical files;
- Updates maps, plans, and statistics associated with Town water and drainage systems;
- Maintains a variety of records, files, GIS base mapping and prepare periodic and special reports as required;
- Reviews and oversees conduit petitions, utility, street opening and driveway permits;
- Oversees, as assigned, crews in repairing water main breaks, drainage problems, water main shut downs, etc.;
- Maintains accurate and current project budgets and schedules; Assists with the preparation of the department operating budget, capital budgets and enterprise budgets
- Oversees consultants and assists with the coordination of various projects; coordinates construction activities with as little disruption to residents as possible; issues proper notification of events as needed;
- Assists department and other peers with the oversight of MS4 stormwater permit including assisting with field sampling, updating GIS mapping in the field, overseeing culvert inspection program, and ensuring best practices in this area are being met;
- Provides information and guidance to contractors, developers, and residents for public engineering projects;
- Prepares design plans and applications for town permits; supports staff in the field with preparing as-built and elevation plans as necessary, utilizing GPS;
- Collaborates with other municipal departments to research short and long range plans that meet needs and items determined by Master Plan
- Prepares reports, drawings, and maps as required utilizing GIS and AutoCAD;
- Keeps abreast of pertinent trends, best practices, and significant events;
- Instructs, oversees, assigns, and inspects work of assigned crews; refers personnel situations to Superintendent or others;
- Maintains positive and harmonious employee and employer relations;
- Has access to department-oriented confidential information including bid proposals, litigation records.
- Performs other similar duties as responsibilities necessitate and/or as assigned or requested by Superintendent.

Recommended Minimum Qualifications

Education, Training, and Experience:

Must have an Bachelor's degree in Civil Engineering, Massachusetts EIT preferred or licensed PE, or more than 5 years of related professional experience; Proficiency in MS Word, Excel, database management, AutoCAD, and ArcGIS is preferred; or any equivalent combination of training and experience.

Special Requirements/Licenses:
Current MA drivers license, MAPPO certification preferred

Knowledge, Ability, and Skill:

Knowledge: Knowledge of drainage, water utility systems, and public infrastructure; knowledge of general engineering concepts; knowledge of civil engineering practices, policies, laws, and regulations applicable to a municipal setting

Ability: Ability to inspect construction projects and communicate effectively both verbally and in writing; effectively prioritize and manage multiple competing priorities; prepare clear and concise reports; maintain positive working relationships with Town employees and officials, outside design and construction professionals, and other stakeholders; operate a computer and standard office and field equipment; maintain organized and accurate records; exercise good judgment; diplomatically deal with challenging situations, while exercising superb customer service

Skill: Strong communication and interpersonal skills, including experience providing public presentations; excellent organizational skills; the skills to prepare reports, drawings, and maps, and conduct research; the ability to analyze data; skills in developing cost estimates as well as comprehension of municipal finance/public procurement regulations.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position is frequently required to spend regular periods outside, requiring exposure to extremes in temperatures as well as other environmental and weather conditions while conducting fieldwork; there are frequent periods spent standing and walking; fieldwork requires the ability to access property in various terrains and requires stooping, crouching, reaching, climbing, pushing, pulling, lifting, grasping, talking, hearing/listening, seeing/observing, and may include light physical labor, including carrying work materials, including files, of up to 40 pounds; will be required to withstand industrial noise and fumes associated with outdoor construction projects; candidate will be expected to travel within the Town of Southborough and to neighboring towns.

Supervision:

Supervision Scope: Performs routine duties that are clearly defined by protocol and standard operating procedures. This role requires basic knowledge of departmental operations.

Supervision Received: Works under the direct supervision of the Department Head or Manager.

Supervision Given: May supervise volunteers or senior tax work off participants on occasion.

Job Environment:

- The position is frequently required to spend regular periods outside, requiring exposure to inclement weather as well as other environmental and weather conditions while completing assigned and routine job duties
- Special safety precautions, training, or protective clothing such as coats, gloves, glasses, hats or boots is required.
- Errors in judgment and administration may have negative effects on the town's ability to deliver services and may result in lower standards of service, sub-standard construction and inadequate maintenance programs with potential danger to public safety; errors in financial decisions could have legal and financial repercussions.

- Has considerable contact with contractors, engineers, builders, state or federal officials or other agencies and Town personnel, in addition to vendors and representatives of outside organizations and the general public.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*
Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer

DRAFT

The Public Schools of
NORTHBOROUGH and SOUTHBOROUGH
OFFICE OF THE SUPERINTENDENT
53 PARKERVILLE ROAD – SOUTHBOROUGH, MASSACHUSETTS 01772
TELEPHONE (508) 486-5115 FAX (508) 486-5123 www.nsboro.k12.ma.us

GREGORY L. MARTINEAU
Superintendent of Schools

KEITH T. LAVOIE
Assistant Superintendent of Operations

STEFANIE K. REINHORN, Ed.D
Assistant Superintendent of Teaching and Learning

MEMORANDUM

To: Kamali Omeally, Southborough School Committee Chair
Mark Purple, Southborough Town Administrator
Andrew Dennington, Southborough Select Board Chair
From: Gregory L. Martineau, Superintendent of Schools
Subject: Massachusetts School Building Authority - Accelerated Repair Program
Date: February 4, 2024

The Massachusetts School Building Authority's (the "MSBA") grant program is a non-entitlement, competitive program, and its grants are distributed by the MSBA Board of Directors, based on need and urgency, as expressed by the district and validated by the MSBA. The MSBA completes a review of available information regarding all districts that submit a Statement of Interest ("SOI") for the Accelerated Repair Program ("ARP") each year.

The Public Schools of Southborough plans to submit an SOI to the MSBA for the P. Brent Trottier Middle School roof. Submitting an SOI to the MSBA does not commit the Town or the District to move forward if invited into the ARP Program. Rather, it places Southborough in the queue for consideration. Furthermore, if MSBA invites Southborough into the feasibility phase, the feasibility study for roof projects will also include an evaluation to make the building solar-ready.

For more information about MSBA's ARP, please visit:
https://www.massschoolbuildings.org/building/SOIs/ARP_Process_Overview

The ARP submission window opened in late January, and the submission deadline is March 1, 2024. As part of the submission, the School Committee and the Select Board must take a vote on the language below. The School Committee will take the vote at its Wednesday, February 12, 2024, meeting. I'm requesting that the Southborough Selectboard add the agenda item to one of its meetings in February to allow the submission to move forward. Please reach out if you have any questions.

Vote Language:

Trottier:
Resolved: Having convened in an open meeting on _____, 2024, prior to the SOI submission closing date, the Board of Selectmen of Southborough, in accordan ce with its charter, by-laws,

The Public Schools of
NORTHBOROUGH and **SOUTHBOROUGH**
OFFICE OF THE SUPERINTENDENT
53 PARKERVILLE ROAD – SOUTHBOROUGH, MASSACHUSETTS 01772
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Superintendent of Schools

KEITH T. LAVOIE
Assistant Superintendent of Operations

STEFANIE K. REINHORN, Ed.D
Assistant Superintendent of Teaching and Learning

and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated February 2024 for the P. Brent Trottier Middle School located at 49 Parkerville Road which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future for replacement of the EPDM and shingled roof systems under Priority #5. The replacement of the 90,000 square foot roof system is necessary due to its age, ruptured seams, punctured membrane, and water damage; and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Town of Southborough to filing an application for funding with the Massachusetts School Building Authority.

TOWN OF SOUTHBOROUGH

TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662

PROCLAMATION

Whereas, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

Whereas, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

Whereas, Arbor Day is now observed throughout the nation and the world, and

Whereas, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

Whereas, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

Whereas, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

Whereas, trees, wherever they are planted, are a source of joy and spiritual renewal.

NOW, THEREFORE, WE, THE SOUTHBOROUGH SELECT BOARD, DO HEREBY PROCLAIM APRIL 26, 2024, AS

Arbor Day

In the Town of Southborough, and urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands and

Further, we urge all citizens to plant trees to gladden the heart and promote the well- being of this and future generations.

Signed this _____ day of _____ in the year of our Lord Two Thousand Twenty-Four.

Chairman.....

Member.....

Member.....

Member.....

Member.....

Select Board

Article #	Consent	Article Description	Sponsor	Amount	Funding Source	Motion	Quantum of Vote	SB	Advisory
1		Acceptance of PILOT Payments	Select Board				Majority	Y (5-0-0)	Y (6-0-0)
2		Annual Borrowing Authorization	Select Board				Majority	Y (5-0-0)	Y (6-0-0)
3		Authorize contracts exceeding 3 years	Select Board				Majority	Y (5-0-0)	Y (6-0-0)
4		Salary Administration Plan	Personnel Board				Majority	Y (5-0-0)	ATM
5		Fiscal Year 2025 budget	Select Board	TBD	General Fund		Majority		ATM
6		Citizen Petition - Additional Police dispatchers	Bonnie Phaneuf, et al.	$289,414.00	General Fund		Majority		N (0-6-0)
7		Citizen Petition - Additional Police dispatcher benefits	Bonnie Phaneuf, et al.	$119,372.00	General Fund		Majority		N (0-6-0)
8		Fiscal Year 2025 Water Enterprise budget	Select Board	$3,128,657	Enterprise		Majority		Y (6-0-0)
9		Transfer from Water Retained Earnings for FY24	Select Board	$100,000	Enterprise		Majority		Y (6-0-0)
10		Capital Budget (Non-borrowing)	Select Board	$693,130	GF, Ambulance, Free Cash		Majority		Y (6-0-0)
11		Library Construction Grant - E&D costs	Select Board	$150,000	General Fund		Majority	Y (5-0-0)	Y (6-0-0)
12		Capital Budget (borrowing)	Select Board	$2,186,000	Borrowing		Two-thirds		Y (6-0-0)
13		Capital Budget (Lease)	Select Board	$120,727	General Fund		Majority	Y (5-0-0)	Y (6-0-0)
14		9-11 Field Revolving Funds for bond payment	Select Board	$90,000	9-11 Field Revolving		Majority	Y (5-0-0)	Y (6-0-0)
15		General Consultant Article	Select Board	$5,000	General Fund		Majority	Y (5-0-0)	Y (6-0-0)
16		OPEB Trust Fund	Select Board	$250,000	General Fund		Majority	Y (5-0-0)	Y (6-0-0)
17		Insurance Deductible account	Select Board	$10,000	General Fund		Majority	Y (5-0-0)	Y (6-0-0)
18		Repurpose Lundblad Field funds for dog park	Select Board	$46,411	General Fund		Majority	Y (5-0-0)	Y (6-0-0)
19		Facilities maintenance fund	Select Board	$150,000	General Fund		Majority	Y (5-0-0)	Y (6-0-0)
20		Recreation facility maintenance fund	Select Board	$25,000	General Fund		Majority	Y (5-0-0)	Y (6-0-0)
21		Annual authorization of revolving funds	Select Board				Majority	Y (5-0-0)	Y (6-0-0)
22		Accept MGL for Southborough Schools rental fund	School Committee				Majority	Y (5-0-0)	Y (6-0-0)
23		Southborough Schools Special Ed stabilization fund	School Committee				Majority	Y (5-0-0)	Y (6-0-0)
24		Lease and Power Purchase Agreement for Trottier School	School Committee				Majority	Y (5-0-0)	Y (6-0-0)
25		Regional School Capital Stabilization Fund	Regional School Committee				Majority		N (0-6-0)
26		CPA - Administrative	CPC				Majority	Y (5-0-0)	Y (6-0-0)
27		CPA - FY24 State Match adjustment	CPC				Majority	Y (5-0-0)	Y (6-0-0)
28		CPA - Burnett House bond	CPC	$75,438.00	CPA funds		Majority	Y (5-0-0)	Y (6-0-0)
29		CPA - Library façade bond	CPC	$61,000	CPA funds		Majority	Y (5-0-0)	Y (6-0-0)
30		CPA - Town House bond FY24	CPC	$52,841.35	CPA funds		Majority	Y (5-0-0)	Y (6-0-0)
31		CPA - Town House bond FY25	CPC	$141,850	CPA funds		Majority	Y (5-0-0)	Y (6-0-0)
32		CPA - Restoration of Historic Town Records	CPC	$46,046	CPA funds		Majority	Y (5-0-0)	Y (6-0-0)

33		CPA - Peninsula Trail Extension	CPC	$211,232	CPA funds		Majority	Y (5-0-0)	Y (6-0-0)
34		CPA - Golf Club irrigation system	CPC	$553,750	CPA funds		Majority	Y (3-2-0)	ATM
35		Substance Abuse Abatement activities	Board of Health	$96,115.13	Free Cash		Majority	Y (5-0-0)	Y (6-0-0)
36		Amend Special Acts of 1991	Select Board				Majority	Y (4-0-1)	Y (6-0-0)
37		Amend Town Code - Public Works Advisory Committee	Select Board				Majority	Y (5-0-0)	Y (6-0-0)
38		Amend Town Code - Capital Improvement & Planning Committee	Select Board				Majority	Y (5-0-0)	Y (6-0-0)
39		Amend Zoning Code - MBTA Communities	Planning Board				Two thirds		ATM
40		Amend Zoning Code - Downtown District	Planning Board				Two thirds	Y (5-0-0)	Y (6-0-0)
41		Amend Zoning Code - Expiration of Special Permits	Select Board/ZBA				Two thirds		Y (6-0-0)
42		Amend Town Code - Virtual meetings on Election Day	Town Clerk				Majority	Y (5-0-0)	Y (6-0-0)
43		Accept MGL for Town Clerk certification stipend	Town Clerk				Majority	Y (5-0-0)	Y (6-0-0)
44		Amend Town Code - Minutes	Town Clerk				Majority	Y (5-0-0)	Y (6-0-0)
45		Petition Legislature - Pension Obligation Bonds	Select Board				Majority	Y (5-0-0)	Y (6-0-0)
46		Establish Tricentennial Celebration Fund	Select Board				Majority	Y (5-0-0)	Y (6-0-0)
47		Appropriation for Tricentennial Committee	Select Board	$30,000	Free Cash		Majority	Y (5-0-0)	Y (6-0-0)
48		Assabet Valley stabilization fund	Select Board				Majority	Y (5-0-0)	N (0-6-0)
49		Transfer of property to Affordable Housing Trust	Select Board				Two thirds		ATM
50		Transfer CPA Housing funds to AHTF	Select Board	$524,826.00	CPA funds		Majority	Y (5-0-0)	Y (6-0-0)
51		MGL for tax exemption for Gold Star families	Board of Assessors				Majority	Y (4-1-0)	ATM
52		Citizen Petition - Prohibit sale of 21 Highland (2028)	Joe Palmer, et al.				Majority	N (0-5-0)	ATM
53		Citizen Petition - Prohibit sale of 21 Highland (2033)	Joe Palmer, et al.				Majority	N (0-5-0)	ATM
54		Citizen Petition - Prohibit sale of 21 Highland (2030)	Joe Palmer, et al.				Majority	N (0-5-0)	ATM
55		Citizen Petition - 2/3 vote threshold for non-Town CPC projects	Joe Palmer, et al.				Majority	N (2-3-0)	ATM
56		Citizen Petition - RECC	John Butler & Bonnie Phaneuf				Majority	N (2-3-0)	N (0-6-0)

DRAFT 02-21-2024

ANNUAL TOWN MEETING WARRANT

of the

TOWN OF SOUTHBOROUGH

MASSACHUSETTS

For the Annual Town Meeting
on

March 23, 2024
10:00 a.m.

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Town Finance Terminology

The following terms are frequently used in the Advisory Committee Report and at Town Meeting. For your convenience, we provide the following definitions:

Surplus Revenue: (Often referred to as "Excess and Deficiency")
The fund represents the amount by which the Cash, Accounts Receivable and other floating assets exceed the liabilities and reserves.

Available Funds: (Often referred to as "Free Cash")
The amount of the Unreserved Fund Balance (Surplus Revenue) account over and above uncollected taxes of prior years constitutes "free cash" or "available funds".

Overlay:
The Overlay is the amount raised by the Assessors in excess of appropriations and other charges for the purpose of creating a fund to cover abatements and exemptions as granted.

Overlay Reserve:
This is the accumulated amount of the Overlay for various years not used or required to be held in the specific Overlay account for a given year, and may be used by vote of the town for extraordinary or unforeseen purposes or voted into the Reserve Fund.

Stabilization Fund:
An outside section of Chapter 138 of the Acts of 1991 (the FY92 State budget) modifies limitations on the Stabilization Fund appropriation process by enabling communities to appropriate from this fund for any non-capital, lawful purpose without Emergency Finance Board approval (section 333). Beginning in FY92, the Stabilization Fund will thus become a source of revenue for general operating expenses for communities.

The Stabilization Fund is a mechanism for setting aside money for capital projects. It equalizes the effect of capital expenditures over time, as capital appropriations can change considerably from year to year. The balance in the fund will build up during years when expenditures for capital items are low. During years with high capital expenditures, the community will transfer money from the fund to reduce the project's impact on the tax rate or the amount of borrowing required for the project.

A community may appropriate up to 10% of its tax levy each year, as long as the balance in the Stabilization Fund does not exceed 10% of the community's equalized valuation. Interest earned on any fund balance is retained as part of the fund.

Appropriations into a Stabilization Fund can be made at either an annual or special town or district meeting. Chapter 94 of the Acts of 1985 permits appropriations to be made from a Stabilization fund at a special town or district meeting, not just at the annual meeting. Regardless of the timing, appropriations from the Stabilization Fund require a two-thirds vote by the appropriating authority. Until the FY92 state budget, a community could only appropriate from the Stabilization Fund for a non-capital purpose with the approval of the Emergency Finance Board.

Reserve Fund:
This fund is established by the voters at the Annual Town Meeting only and may be composed of (a) an appropriation (not exceeding 5% of the tax levy of the preceding year), (b) money transferred from Overlay Reserve, or (c) both. Transfers from the Reserve fund may be made only by the Advisory Committee and are for "extraordinary or unforeseen expenditures" only.

Conservation Fund:
For land purchases and any other conservation use.

Introduction to the Rules of Town Meeting

Southborough's Town Meeting is an open town meeting in which all registered voters may participate. Town Meeting is a deliberative assembly, conducted via a defined process, charged with considering a maximum number of questions of varying complexity in a minimum amount of time and with full regard to the rights of the majority, strong minority, individuals, absentees and all of these together. In other words, we gather for the purpose of conducting the Town's business thoughtfully and efficiently.

AUTHORITY

The three elements of authority at Town Meeting are a quorum of one hundred (100) registered voters or more, the Clerk and the Moderator. Of these three, the quorum is the most important.

The Town Clerk is responsible for voter registration, certification of a quorum, setting up the hall and keeping the record of the proceedings. He may also officiate Town Meeting in the absence of a Moderator.

The Moderator presides at and regulates the proceedings, decides all questions of order, and makes declarations of all votes. No one may speak on an issue without being recognized by the Moderator. It is the Moderator's responsibility to approve the distribution of materials, and persons wishing to do so must seek his permission. The Moderator appoints Tellers and alternates for the purpose of counting votes of the meeting.

THE WARRANT

All matters to be considered at Town Meeting must be published in the Town Meeting Warrant, which is the responsibility of the Select Board. The primary and most important purpose of the Warrant is to notify voters in advance the nature of the business to be taken up at Town Meeting. By state law, Town by-law or custom, several business articles (such as budget appropriations) must be presented in the Town Warrant each year for consideration. Other items are added by warrant articles proposed by Town officials, committees, boards, or groups of ten or more registered voters. The Advisory Committee reviews the Warrant, making recommendations on all the items of business to be presented. In accordance with the Town by-laws, all articles in the Warrant are considered in the order in which they appear in the Warrant, unless the Town Meeting votes to change the order for reasons that reasonable people would entertain.

PARTICIPATION

Any voter wishing to participate in Town Meeting must go to one of the floor microphones and wait to be recognized by the Moderator. Upon recognition by the Moderator, first state your name and address, and then state your business.

Anyone whose name is not on the list of registered voters requires the approval of either the Moderator or a majority of the Meeting to sit in the voting area.

All remarks shall be limited to the subject then under discussion. It is improper to indulge in references to personalities, and all expressions of approval or disapproval, such as applause or booing, are out of order. The Moderator may request any person to keep silent. If after warning from the Moderator, a person refuses to be silent or persists in other disorderly behavior, the Moderator may order a person to withdraw and if he fails to withdraw, may order a police officer to remove such person from Town Meeting.

Individuals who have a personal or financial interest with respect to a matter may speak or vote thereon but should frankly disclose their interest. However, no Town Meeting voter should accept compensation for participating without disclosing that fact.

There is no fixed time limit to the debate of any question. However, out of consideration for the others in attendance and the need to give adequate time to all matters coming before Town Meeting, each individual who speaks should make an effort to be as brief as possible and avoid repeating facts, views or opinions already expressed by others.

Anyone wishing to make a presentation with respect to any article must, prior to Town Meeting, obtain the Moderator's approval.

In order to give all a fair opportunity to speak, no one who has addressed any particular motion shall speak again, except to answer questions, until all others wishing to speak to the motion have done so.

HOW ARE MOTIONS CLASSIFIED?

Main Motions
Motions of this group are for the bringing of questions, or propositions, before Town Meeting for consideration. Only one main motion can be considered at a given time, and once introduced such a motion excludes all other main motions until it has been disposed.

Subsidiary Motions
Motions of this group are for the modification or disposition of the main motion that is being considered. Their existence as motions depends entirely upon the principal motion to which they are subordinate. Since they relate to the question then under consideration, it is in order to propose them when a main motion is pending and to vote upon them before voting upon the main motion.

Privileged Motions
Motions of this group have no connection whatsoever with any main motion, but are motions of such importance that they are entitled to immediate consideration. These motions have the privilege of temporarily setting aside the main business then before Town Meeting.

Incidental Motions
Motions of this group have few characteristics in common, but for convenience have been grouped into one class. The name "incidental" applies because they arise only incidentally out of the business of Town Meeting.

RULES RELATIVE TO MOTIONS

A motion is the means of bringing a proposal or question for consideration by Town Meeting. When first put forward it is a motion; after it is seconded and acknowledged by the Moderator, it becomes the question or proposal. Except for complimentary resolutions (the presentation of which must be approved in advance by the Moderator), no main motion shall be entertained unless its substance is contained within the scope of a Warrant article. Upon completion of debate, articles will be voted upon.

The Moderator shall determine whether a motion, or any discussion relative to a motion, is within the scope of the Warrant article under consideration. That is, the motion and the debate must be relevant to the article as written in the Warrant, since the purpose of the Warrant is to apprise voters of the actions to be taken at Town Meeting.

Articles only give notice to the voters and do not initiate action; motions do. Motions may be withdrawn; articles may not be withdrawn – articles must be acted upon by Town Meeting.

There are four types of amendments: striking out, inserting, striking out and inserting, and substitution. Motions to amend may be hostile as long as they are germane. An amendment to a motion is an amendment of the first rank; an amendment to an amendment is of the second rank; there can be no amendment beyond that of the second rank.

Some motions do not lead to a final determination by Town Meeting. A motion to commit or to refer sends the matter to an existing board or committee or one to be established. The motion to postpone indefinitely disposes of the question without bringing it to a direct vote. The motion to postpone indefinitely should not be confused with the motion to table which only temporarily delays a vote. As previously stated, articles may not be withdrawn; so when the Meeting does not wish to act on a particular article, the proper motion is to postpone consideration indefinitely.

Motions to reconsider shall be entertained when new information is available that is materially different than was presented (or could have been presented) at the time of the original vote on the article. Articles may be reconsidered only once. If a motion to reconsider is passed by the necessary 2/3 vote, it brings the original article back to the floor (which requires a new motion and additional debate); if the motion to reconsider is defeated, then the original article stands as previously voted and may not be reconsidered again. Actions to reconsider can be taken at the same session or any subsequent session of Town Meeting. A notice of reconsideration may be filed in advance with the Town Clerk stating that, at a specific point during the current Town Meeting, a voter will move for reconsideration on a particular article, and the Moderator will inform the hall of said action. Note that such a motion so noticed in advance must still be in order (i.e., must comply with all conditions required of any reconsideration motion).

All motions other than purely procedural motions must be in writing and signed by the sponsor.

Introduction to the Rules of Town Meeting (continued)

CHART OF PRECEDENCE OF MOTIONS AND SUMMARY OF GOVERNING RULES

	May interrupt a speaker	Req. a sec.	Debatable	Vote Required	Motions that may apply
PRIVILEGED MOTIONS					
1. To dissolve	no	yes	no	majority	none
2. To adjourn	no	yes	limited	majority	amend
3. Point of no quorum	no	no	no	none	none
4. Recess	no	yes	limited	majority	amend
5. Question of privilege	yes	no	no	chair rules	none
SUBSIDIARY MOTIONS					
6. To lay on the table	no	yes	no	2/3	none
7. Previous question	no	yes	no	2/3	none
8. Limit or extend debate	no	yes	no	2/3	amend, reconsider
9. To postpone to time certain	no	yes	limited	majority	amend, reconsider
10. To commit or refer	no	yes	limited	majority	amend, reconsider
11. To amend	no	yes	yes	majority	amend, reconsider
12. To postpone indefinitely	no	yes	yes	majority	reconsider
MAIN MOTIONS					
Main Motions	no	yes	yes	majority*	all
To reconsider or rescind	no	yes	yes	2/3	table previous question postpone definitely
To take from the table	no	yes	no	majority	none
To advance an article	no	yes	yes	majority	amend, reconsider
INCIDENTAL MOTIONS					
Point of order	yes	no	no	chair rules	none
Division of a question	no	yes	no	majority	none
Separate consideration	no	yes	no	majority	none
To withdraw a motion	no	no	no	majority	reconsider
To suspend rules	no	yes	no	2/3	none
Orders of the day	yes	no	no	none	none

*The vote required to pass an affirmative main motion is a matter of substantive law, but is usually a majority.

FORM USED IN MAKING MOTIONS

1. Main Motion	Mr. Moderator, I move that..(statement of the proposal)
2. Adjourn	Mr. Moderator, I move to adjourn to...(state time)
3. Amend	Mr. Moderator, I move to amend by adding...
	Mr. Moderator, I move to amend by inserting...before...
	Mr. Moderator, I move to amend by stroking out...
	Mr. Moderator, I move to amend by striking out...and inserting...
	Mr. Moderator, I move to substitute...for...
4. Amend an Amendment	Mr. Moderator, I move to amend the pending amendment by (see above)
5. Amend Something Previously Adopted	Mr. Moderator, I move to amend the resolution under Article...by...
6. Commit or Refer	Mr. Moderator, I move that the proposal be referred to a committee of...
8. Division of a Question	Mr. Moderator, I move to divide the question.
9. Lay on the Table	Mr. Moderator, I move that the proposal be laid on the table.
10. Point of Order	Mr. Moderator, I rise to a point of order.
11. Postpone to a time certain	Mr. Moderator, I move to postpone the question to...
12. Postpone Indefinitely	Mr. Moderator, I move that the question be postponed indefinitely.
13. Previous Question	Mr. Moderator, I move the previous question.
14. Question of Privilege	Mr. Moderator, I rise to a question of privilege.
15. Recess	Mr. Moderator, I move to recess for...
16. Reconsider	Mr. Moderator, I move to reconsider the vote under Article...
	Mr. Moderator, I move to reconsider the vote on the amendment to...
17. Separate Consideration	Mr. Moderator, I move for separate consideration.
18. Suspend the Rules	Mr. Moderator, I move to suspend the rules which interfere with...
19. Take from the Table	Mr. Moderator, I move to take from the table the motion relating to...

INTERRUPTING A SPEAKER

No one may interrupt a speaker except for a point of order or a question of privilege.

POINT OF ORDER

A point of order if a question of the Moderator about whether the speaker is entitled to be speaking, or whether the current subject under discussion (or what the speaker is saying) is irrelevant, illegal or contrary to proper procedure. No other "point of order" is proper.

PREVIOUS QUESTION

To call or move the question is a request to stop discussion and to take an immediate vote. This requires a 2/3 vote.

VOTING

Voting is by hand vote and the Moderator declares the result of such votes. If seven or more voters immediately question the declared result, the Moderator shall determine the result by a standing count of votes by the Tellers. After the vote counted by the Tellers is presented to the Moderator and announced to the floor, any further motions for recount are out of order.

ADJOURNMENT AND DISSOLUTION

Sessions of Town Meeting normally adjourn at eleven o'clock in the evening but may adjourn at such earlier or later time as vote of the majority may determine. Town Meeting shall not dissolve until all articles in the warrant have been properly considered.

TOWN WARRANT
COMMONWEALTH OF MASSACHUSETTS

ANNUAL TOWN MEETING

Worcester, ss. February 27, 2024

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the Inhabitants of the Town of Southborough qualified to vote in town affairs, to meet in the Trottier School Auditorium, 49 Parkerville Road, in Southborough, MA, on

Saturday, March 23, 2024

at ***10:00 a.m.***, then and there to take action on the following Articles:

ARTICLE 1: To see if the Town will vote to accept any sum of money from St. Mark's School, Fay School, Harvard Medical School, L'Abri Fellowship, The New England Center for Children, and any other contributor and deposit same amount in Estimated Receipts Account, and determine what disposition shall be made of the same, if accepted, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *To allow the Select Board to accept donations from Tax Exempt organizations and determine the disposition of funds.*

ARTICLE 2: To see if the Town will vote to authorize the Town Treasurer, with the approval of the Select Board, to borrow from time to time in anticipation of revenue of the financial year beginning July 1, 2024 in accordance with the provisions of Massachusetts General Laws, Chapter 44, and to issue a note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17 as amended, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article allows the Town Treasurer to short-term borrow in anticipation of revenue.*

ARTICLE 3: To see if the Town will vote in accordance with the provisions of Massachusetts General Laws Chapter 30B, Section 12(b), to authorize the Select Board or the Superintendent of Schools to solicit and award contracts for terms exceeding three years, but no longer than seven years, including any renewal, extension or option, provided in each instance the longer term is determined to be in the best interest of the Town by a vote of the Select Board or the School Committee, as appropriate, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Board Recommendation: Support
Summary: *This article allows the Select Board and/or the School Committee to enter into contracts in excess of three years, if deemed in the best interest of the Town to do so. This has been an annual article, and the exemption has been limited to contracts of no more than seven years.*

ARTICLE 4: To see if the Town will vote to accept the Personnel Salary Administration Plan, as specified in Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL.

PERSONNEL BYLAW
ENTITLED "THE SALARY ADMINISTRATION PLAN"

[revised at March 23, 2024 Annual Town Meeting]

Effective July 1, 2024, this bylaw establishes a Salary Administration Plan for the Town of Southborough that (i) groups position classifications in Town services, (ii) establishes salary schedules and employee benefits and (iii) establishes and authorizes the Personnel Board to administer the bylaw to provide oversight and guidance to the Town Administrator in the development and maintenance of personnel policies and regulations, and to represent the interest of both the taxpayers and the Town employees.

This Salary Administration Plan applies to the positions of all officers and employees in the service of the Town, whether full-time, part-time, temporary, seasonal, special or any other, except those positions filled by popular election, under the direction and control of the School Committee, performed pursuant to a contract approved by the Town, encompassed in any officially recognized labor union and/or association, or exempted by statute. The positions covered by this Salary Administration Plan are hereby classified by titles in the groups listed in Schedule A through E ("Classification Schedule") as set forth in Section 20 of this bylaw.

The classification of positions subject to the Massachusetts Welfare Compensation Plan (as amended) and the scheduled rates therefor, as well as the applicable provisions of the Massachusetts General Laws relating to the application of rates set forth in the aforementioned Welfare Compensation Plan are hereby incorporated by reference.

SECTION 1. DEFINITIONS

As used in this bylaw, the following words and phrases shall have the following meanings:

"Administrative Authority" means the elected or appointed official or board having jurisdiction over a function or activity.

"Base Pay" means the compensation paid by the Town of Southborough for the purposes of determining retirement credits and contributions for Town employees.

The Town shall contribute funds as required for each eligible employee in accordance with the procedures and formula established by the Worcester Regional Retirement System and the bylaws of the Town of Southborough. Contributions shall include (i) wages earned during the first eight hours worked in any one day (no contributions shall be made for hours worked in excess of 40 per week,) (ii) any lump sum bonus that is guaranteed by the Salary Administration Plan or the Bylaws of the Town, (e.g., longevity pay); (iii) vacation pay, except when paid in lieu of taking vacation; (iv) sick pay; and (v) holiday pay.

"Class" means a group of positions in the Town service sufficiently similar with respect to duties and responsibilities such that for each position the same (i) descriptive title may be used, (ii) qualifications shall be required, (iii) tests of fitness may be used to choose qualified employees and (iv) scale of compensation can be equitably applied.

"Classification Schedule" means any of Schedules A, B, C, D and E of Section 20 hereof.

"Compensation Grade" means a range of salary/wage rates as may appear in the Classification Schedules.

"Continuous Full-Time Service" means employment requiring a predetermined minimum work period that is uninterrupted except for authorized leaves (e.g., vacation, sick, etc.).

"Continuous Employment" means full-time or part-time employment that is uninterrupted except for authorized leaves (e.g., vacation, sick, etc.).

"Department" means a functional unit of Town government.

"Department Head" means the person appointed and responsible to carry out the duties of a Department.

"Exempt employee" means an employee who is not entitled to overtime pay under the Fair Labor Standards Act (FLSA).

"Full-Time Employment" means employment for not less than 20 hours per week for fifty-two weeks per annum, excepting authorized holidays and leave periods.

"Group" means a group of classes as may appear in the Classification Schedules.

"Maximum Rate" means the highest compensation rate to which an Employee is entitled.

"Minimum Rate" means the lowest rate in a Range, and is normally the hiring rate of a new employee.

"Non-exempt employee" means an employee who is entitled to overtime pay under the Fair Labor Standards Act (FLSA).

"On-Call Compensation" refers to additional money paid to an employee who is available to work when the need requires oftentimes in an evening or weekend capacity.

"Part-Time Employment" means employment less than 20 hours per week.

"Position" means an office or post of employment in the Town service with duties and responsibilities calling for the Full-Time or Part-Time employment of one person in the performance and exercise thereof (or of more than one person sharing the same position).

"Position Class" means the same as "Class" (note that a class may include only one position, in which event it is defined as a "single position class").

"Probationary Employee" means a first-time Town employee within his/her first six months of employment, or longer if extended.

"Promotion" means a change from one position to another position in a higher class and/or compensation grade.

"Range" means the difference between minimum and maximum rates of an assigned grade.

"Rate" means the measure of compensation for personal services on an hourly, weekly, monthly, annual or other basis.

"Salary Administration Plan" means the Personnel Bylaw Entitled "The Salary Administration Plan."

"Single Rate" means a rate for a specific position class that is not in a designated range

"Start Date" means the first day of employment with the Town.

SECTION 2. POSITION TITLES

No person shall be appointed, employed or paid in any position under any title other than those of the Classification Schedule for which the duties are actually performed. The position title in the Classification Schedule shall be the official title for all purposes, including payrolls, budgeting and official reports.

SECTION 3. NEW OR CHANGED POSITIONS

No new position shall be established, nor the duties of an existing position so changed that a new level or work demand exists, unless upon presentation of substantiating data satisfactory to the Personnel Board, the Board shall (a) approve an appropriate job description, (b) rate such new or changed position, and (c) allocate it to its appropriate classification grade and establish the rate thereof.

SECTION 4. RECLASSIFICATION OF EMPLOYEES

No position may be reclassified to another grade, whether higher or lower, unless the Personnel Board shall have determined such reclassification is consistent with this Salary Administration Plan.

SECTION 5. JOB DESCRIPTIONS

The Personnel Board shall maintain such criteria as it deems appropriate for the positions and classes in the schedules. Each department or public body (board, committee, commission) with SAP employees shall maintain current job descriptions for such employees. All such job descriptions and any revisions thereto must be submitted to the Personnel Board for approval following review and approval by the Select Board or appropriate public body. The criteria for any class shall not be deemed to limit the duties or responsibilities of any position as set forth in the job description, nor to affect in any way the power of any administrative authority to appoint, to assign duties to, or to direct and control the work of any employee under the jurisdiction of such authority.

SECTION 6. COMPENSATION

a. The bi-weekly pay period shall begin at 12:00 a.m. Thursday and shall end at 11:59 p.m. on the following second Wednesday.

b. Non-exempt employees subject to this Salary Administration Plan shall be paid for one and one-half hours worked for any hour worked in the excess of forty in their weekly pay period, provided such extra hours were authorized by the Department Head.

c. The salary schedules set forth in Schedules A, B, C, D and E of Section 20 hereof reflect the maximum and minimum salaries for each grade.

d. The annual salary set forth in Schedule A represents a 40-hour work week and in the event an employee works less than 40 hours per week but more than 20 hours per week, the indicated annual salary is pro-rated reflective of the posted salary schedule in Schedule A.

e. Amounts paid to employees in reimbursement for expenses incurred in the performance of their duties (e.g., mileage, meals, dues, etc.) shall be paid in addition to their compensation. Reimbursement shall be based upon the actual documented expenditure made by the employee, or at rates established by the Internal Revenue Service, supported by that agency's requirements for documentation.

f. On-Call Compensation: The on-call member of the Facilities Department shall be eligible to earn a weekly stipend for on-call service if the department head has required them to be available to respond to situations outside of their normal work schedule. This weekly stipend shall be equal to a set rate of $300 per week. If the on-call staff member must report to work outside of their normal work schedule, compensation for this time shall be based on the standard SAP overtime practices. Additionally, if the on-call staff member is faced with a situation that renders them unable to serve as the on-call individual on a particular day that they are scheduled to be on call, said employee may request that another eligible staff member cover their on-call time, with the approval of the department head. In such an event, the regularly scheduled employee's weekly stipend will be reduced by $45.00 per day that they are unable to be on call; this stipend amount will instead be paid to the covering employee per day of coverage. There is no provision to accrue compensation time in lieu of payment for on-call time.

SECTION 7. SALARY ADJUSTMENT & COMPENSATION POLICIES

a. Every employee that is in Continuous Full-Time or Part-Time service of the Town, as computed from the date of their latest employment, shall be eligible for consideration of a salary increase annually on July 1. Employees hired between April 1 and June 30 will be eligible for a salary increase the July 1st following their twelve-month anniversary. Except as may be authorized by the Personnel Board in exceptional circumstances, such increase is not to exceed one increase in any single twelve-month period until the maximum of the grade is obtained, and such increase shall be subject to the recommendation of the Department Head, with the approval of the Select Board or their designated appointee in the case of departments within the jurisdiction of the Select Board, or the appropriate Commissioners or Trustees in the case of departments outside the jurisdiction of the Select Board.

Retroactive salary increases voted by the Personnel Board shall not be compensated beyond July 1 of that fiscal year, regardless of the funding mechanism.

Unless specifically exempted by Personnel Board policy, requests for salary increases must be accompanied by a certification from an employee's manager that the employee's performance has been "satisfactory" or better and that a written employee performance appraisal, on a form approved by the Personnel Board, has been completed. The

form of this certification will be prescribed by Personnel Board policy promulgated hereunder. Upon receiving such documentation, the Personnel Board shall have final review and approval of all adjustments.

An employee may appear before the Personnel Board prior to its action on any request for an increase. Any employee denied such an increase may appeal, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Select Board or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter.

b. Special Non-Continuous Part-Time employees and employees in Schedule B classifications shall be eligible for consideration for salary increases upon the recommendation of the appropriate department manager or Board and approval of the Personnel Board.

c. Probationary Employees

1. During the probationary period, benefit eligible employee(s) will earn vacation, sick and personal time in accordance with Section 11(b-d) hereof.

2. During the probationary period, paid leave accruals shall be based on the Start Date.

SECTION 8. TRANSFERS AND PROMOTIONS

a. An employee who is promoted to a job with a higher range or rate of pay shall enter it at the rate recommended by the Department Head with the approval of the Personnel Board, provided the maximum for the job is not exceeded. This is contingent upon the Department Head's recommendation that qualifications and performance warrant it.

b. An employee transferred to a job with a lower range or rate of pay shall enter it at the rate paid for the previous position or at the maximum rate for the job, whichever is the lower, provided the Personnel Board approves. The employee shall have a right to appeal this decision, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Select Board or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter.

SECTION 9. NEW PERSONNEL HIRING; DEPARTURES

a. Pre-employment physical examinations will be required of newly-hired employees consistent with the Town's policies.

b. Probationary period: For new hires, the first six months of employment shall be a probationary period. The probationary period does not apply to Town employees who change positions within the Town. The probationary period is a time during which an employee will be evaluated to ensure that the employee has the requisite knowledge, skills, and abilities to perform the position (with or without reasonable accommodations). Completing the probationary period does not change the employee's relationship with the Town, which will remain one in which either the employee or the Town may terminate the relationship at will. The probationary period may be extended by a Department Head [or Appointing Authority] when deemed necessary.

c. A new employee's hiring rate shall be the minimum of the rate range of the job, unless otherwise authorized by the Personnel Board or Personnel Director. The Personnel Board is cognizant of the need to make timely decisions during the recruitment process, therefore, the Personnel Director is empowered to set starting salaries for new employees with comparable experience up to Step 8 for the appropriate job grade as set forth in Schedule A of the Salary Administration Plan.

d. The Personnel Director or his/her delegatee shall notify the Personnel Board in writing of the hiring of all personnel and their hiring rates. The Personnel Director or his/her delegatee shall also notify the Personnel Board in writing of the departure of any employee.

SECTION 10. DEPARTMENT BUDGETS

Each Department Head shall include in the annual departmental budget a pay adjustment section to provide funds for anticipated pay adjustments, with expenditures to be made only in accordance with this Salary Administration Plan and with the approval of the Personnel Board. Degree bonus [Sec 11i(1)] funds shall also be budgeted in the departmental budget.

SECTION 11. EMPLOYEE BENEFITS

Employee benefits are a cost to the Town and a form of "indirect pay" to employees. The benefits listed below are not intended to supersede what State or Federal law may otherwise require. The benefits set forth in this section are applicable to Full-Time employees only, except where noted.

All forms of paid leave set forth in this section are based on a 40 hour work week; in the event an employee works less than 40 hours per week but more than 20 hours per week, the indicated benefit shall be pro-rated reflective of the approved hours per week for that position.

a. Holidays with Pay

Full-Time employees shall receive one day's pay at their regular rate for the following:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents' Day	Veteran's Day
Patriot's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Juneteenth	Christmas Day
Independence Day	Day before or after Christmas Day (as set by the Town annually

To be eligible for holiday pay, an employee must work (or be duly excused from working) their regular scheduled days preceding and following the holiday. Employees who do not work 20 hours or more per week on a regular basis shall not be compensated for holidays.

Employees whose regular day off falls on a holiday may have one day off with pay within the ensuing thirty days in lieu of holiday pay, with the specific choice of day subject to Department Head approval. Furthermore, the day granted in lieu of holiday pay shall not cross fiscal years.

All administrative policies and practices relative to holidays with pay shall be prepared and established under the direction of the Personnel Board.

b. Vacations with Pay

(1) Full-Time employees who have been in the continuous employ of the Town shall earn paid vacation in accordance with the following schedule:

Years of Employment	Hours Earned Per Month	Vacation Earned Per Year (Pro-rata)
0 - 2	6.666	Two weeks
2+ - 7	10.0	Three weeks
7+ - 15	13.333	Four weeks
15+ - or more	16.666	Five weeks

Employees hired prior to July 1, 2005, shall be eligible to earn twenty hours per month after serving twenty years of full-time employment with the Town.

(2) At the recommendation of the hiring authority and upon the approval of the Personnel Board, new employees entering into a position with the Town of Southborough from a similar position will be allowed to enter into the vacation schedule using their years of service from their prior employment, up to a maximum of four weeks' vacation [pro-rated] for the first year of employment with the Town.

Vacation shall be granted by Department Heads at their discretion subject to the regular work needs of the Department. An employee shall be permitted to carry over to the following year one year's worth of earned vacation. Employees hired on or after July 1, 2023, shall be permitted to carry over a maximum of two weeks to the following fiscal year. The employee must have the Department Head's approval to take any portion of a prior year's unused vacation in addition to the days earned in the current fiscalyear. Employees commencing employment with three weeks per year will be required to complete two years of service before ascending to the next band (four weeks) in the vacation schedule chart and seven years of service before ascending to the following band. Awarding four weeks should be the exception based on evidence that the employee is leaving another position that already provides this benefit. Employees commencing employment with four weeks per year will be required to complete five years of service before ascending to the next band (five weeks).

(3) If in the opinion of the Department Head there are unusual work-related circumstances that warrant it, a department head may seek approval from the Town Administrator or his/her delegatee to allow the employee to continue to work and receive vacation pay in lieu of taking vacation. Approval granted in this section may not exceed ten days per fiscal year.

(4) In the event of termination of employment the employee shall be paid, or be entitled to time off with pay, for any accumulated vacation time. Personal and sick leave shall not be compensated at termination.

(5) Vacation administrative policies and practices shall be prepared and established under the direction of the Personnel Board.

c. Sick Leave

(1) Full-Time employees shall be entitled to accrue 10 sick hours per month, equaling 120 hours annually (15 sick days); employees working less than 40 hours in a weekly pay period will accrue ratably based on hours worked per week. Pay for each day of sick leave shall be at the regular rate. Absences on account of sickness in excess of that authorized shall be charged to vacation or other available paid leave. Sick leave shall be payable only in cases of genuine illness, non-work connected accident, or work connected accidents not covered by Massachusetts General Laws Chapter 152 (Workers' Compensation).

(2) Unused sick leave may be accumulated without limitation for employees hired before July 1, 2007. Employees of the Town of Southborough hired on or after July 1, 2007 may only accrue 120 sick days at any one time. At retirement [or death] only, the Town will pay the employee twenty percent (20%) of the employee's then-accumulated sick leave. Employees of the Town of Southborough hired on or after July 1, 2023, will not be subject to any payout of accumulated sick leave.

(3) Employees who because of genuine illness or a non-work connected accident are absent for a period of more than three days shall be required to present a doctor's certificate to their Department Head before returning to work stating the reason, the period of time the employee was absent and whether there are any physical restrictions or required outpatient services the employee must adhere to in the workplace.

(4) Annually, an employee may use up to seven of the allowed fifteen days of sick leave for the care of a sick family member.

(5) Sick leave administrative policies and practices shall be prepared and established under the direction of the Personnel Board.

d. Personal Days

Full-Time employees shall be entitled to three personal days per year, to be granted annually on the anniversary of the employee's Start Date. New employees shall be granted three personal days which shall be pro-rated based on hours worked per pay period. Requests for personal days shall be approved by the Department Head. Personal days shall not accumulate from year to year.

e. Military Leave

(1) Reserve Duty: An employee in full-time employment in the military reserve shall be paid the difference between compensation received while on reserve duty and regular compensation rates paid the employee by the Town. Such payment by the Town shall be limited to a period not to exceed two weeks in any twelve-month period.

(2) Active Duty: Pursuant to Article 8 of the April 11, 2005 Annual Town Meeting, an employee in the federal military reserve or a state National Guard who is called to active service shall be entitled to their regular base salary and shall not lose any seniority or paid leave benefits while on military leave; *provided*, however, that such base pay shall be reduced by any amount received from the United States as pay or allowance for military service performed.

f. Jury Duty

Any employee who is called to jury duty shall be paid the difference between their normal compensation and the amount (excluding any travel allowance) received from the court, upon presentation of evidence of the amount paid by the court.

g. Miscellaneous Paid Time Off

Working time lost from regularly scheduled work days for reasons listed below shall be without loss of pay, provided such lost time is authorized by the Department Head. Sections (1) – (3) are applicable to Full-Time employees only; Section (4) is applicable to both Full-Time and Part-Time employees.

(1) Bereavement leave – In the event of the death of a spouse, father, mother, child, father-in-law, mother-in-law, brother, sister, grandparent, or of any other person then residing with the employee, such employee shall be entitled to receive three days' leave for the purpose of the funeral and services of the deceased. If out-of-state travel is required, the Department Head may authorize up to two additional days of travel time.

(2) Medical examination or inoculation required by the Town.

(3) Blood donation authorized by the Department Head.

(4) Attendance at professional and/or educational programs authorized by the Department Head.

h. Court Time Pay

If the Town requires that an employee appear in Court as a witness or in any other capacity arising from the performance of the employee's duty, or on behalf of the Commonwealth or the Town in any civil or criminal case pending in any Court or other official governmental board or agency, such appearance and related travel time shall constitute work time for purposes of calculating weekly hours worked. If such appearance or related travel time causes a non-exempt employee to exceed forty hours of work in any given work week, the employee shall be eligible for overtime pay in accordance with Section 6(b). This section does not apply to exempt employees.

i. Employee Educational Support/Professional Development

(1) Degree Bonus: All Part-Time and Full-Time employees who, while an employee of the Town, earns a degree in a field applicable to their position from an accredited college or university, shall receive a one-time bonus subject to appropriation, according to the following schedule:

Associates Degree ...$ 800.00
Bachelors Degree ..$1,200.00
Masters Degree $1,500.00

A copy of the completed transcript, diploma or other appropriate evidence of the completed degree must be presented to the Department Head and the Personnel Board, and shall be submitted as documentation for accounts payable.

(2) Tuition reimbursement: the Town may offer tuition reimbursement to eligible Full-Time and Part-Time employees as prescribed by Personnel Board policy enacted under this Bylaw.

j. Group Medical Insurance

Starting July 1, 2009, the Town will contribute fifty percent (50%) of the cost of a medical indemnity plan or seventy-five percent [75%] of the cost of a Health Maintenance Organization plan for Full-Time employees only.

SECTION 12. UNPAID LEAVES OF ABSENCE

a. A leave of absence without compensation may be granted by the Personnel Board.

b. Leaves of absence of over three months' duration (except Military Leave) shall be deemed a break in employment, and on return to work the employee shall have the status of a new employee unless an extension of leave beyond three months was authorized by the Personnel Board.

SECTION 13. PART-TIME EMPLOYEES WORKING FULL-TIME HOURS TEMPORARILY

a. A Part-Time employee may work 20 hours or more per week for no longer than two bi-weekly pay periods, or four bi-weekly pay periods in the case of an Election Worker during an election cycle, if requested by their Department Head due to exigent circumstances, or for longer if recommended by the appointing authority or the Personnel Director, with the authorization of the Finance Director and approval of the Personnel Board. In such cases, the employee will remain a Part-Time employee with no change in status.

b. Department Heads may submit requests for additional compensation for Part-Time employees temporarily working Full-Time hours, subject to available funding as authorized by the Finance Director and approved by the Personnel Board.

SECTION 14. APPOINTMENT OF "ACTING" DEPARTMENT HEADS

a. In the absence or retirement of a Department Head for three consecutive weeks, the Select Board or appropriate board or commission may appoint an "Acting" Department Head to serve for a period ofnot more than three months. Such three-month period may be extended for up to three additional three-month periods, upon the approval of the Select Board or other appropriate board or commission for each such extension. In no case shall an appointment of an "Acting" Department Head exceed one year.

b. Duly appointed "Acting" employees shall be compensated at an additional 10% per week, payable retroactively only upon the conclusion of three consecutive weeks of service by the "Acting" employee. Such employees shall still be eligible for overtime pay when fulfilling regular duties from the previous job beyond normal working hours.

SECTION 15. PERSONNEL BOARD

a. There shall be a Personnel Board to administer the Salary Administration Plan. Said Board is to be appointed by the Town Moderator. The Board shall consist of five voters other than employees of the Town or those regularly serving the Town in any elective capacity. They shall serve without compensation.

b. Other than as may be needed to fill unexpected vacancies, appointments shall be for three years. The Moderator shall fill any vacancies. The Personnel Board may employ assistance and incur expenses as it deems

necessary, subject to appropriation of funds therefor.

SECTION 16. DUTIES OF THE PERSONNEL BOARD

a. The Personnel Board shall administer the Salary Administration Plan and shall establish such policies, procedures and regulations as it deems necessary for the administration of the Plan.

b. The Town Administrator serves as the Town's Personnel Director under the Town Administrator Bylaw [Ch. 27, Art. IX]. As such, the Personnel Director is invested with personnel authority and responsibilities as set forth therein. From time to time, and as may be necessary, the Personnel Board will consult and/or act in concert with the Personnel Director or his/her delegatee on matters of joint responsibility and concern. The Personnel Board shall provide oversight and guidance to the Personnel Director in the development and maintenance of personnel policies and regulations.

c. The Board shall meet annually in July and organize by the choice of a Chair and Vice-Chair. The Board shall meet at least monthly, except when there is no business before the Board. A majority of the Board shall constitute a quorum for the transaction of business. The votes of the majority of all the members of the Board shall be necessary on any matter upon which it is authorized to or required to pass under the Salary Administration Plan.

d. The Personnel Board shall maintain records of all employees subject to this Plan as it deems desirable, including personnel evaluations. Such records are to be kept by the Personnel Director or his/her delegatee, under the direction of the Personnel Board. Department Heads shall furnish such information as requested by the Board.

e. The Personnel Board shall from time to time, but no less often than every federal Election Year, review the Classification Schedule, Salary Schedules, and administration policies of the Salary Administration Plan. It shall keep informed as to pay rates and policies outside the Town, and shall recommend to the Town any action that the Board deems desirable in that regard. The Personnel Board may tentatively add a new class to the Classification Schedule or reallocate an existing class to a different compensation grade, either higher or lower, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan at the next Annual Town Meeting.

f. The Personnel Board may vote an annual adjustment (but shall reserve the right to vote no adjustment) to the Classification Schedule and establish the effective rate for employees of each grade for the next fiscal year, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan at the next Annual Town Meeting. The Personnel Board shall base any annual adjustments upon available relevant information. Approval of the rate for any given employee is not guaranteed and is driven by the annual performance evaluation.

g. Matters of concern by SAP employees that are communicated in writing to the Chair of the Personnel Board will be scheduled on an agenda at the next available meeting providing all necessary and requested information has been submitted in time to be part of the meeting packet. In addition, notice in writing shall be forwarded to the concerned employee and respective Department Head within seven days of the Board's decision. Notwithstanding the foregoing, if the Personnel Board shall so request and the concerned employee and Department Head shall agree, a reasonable extension of these time periods may be granted.

h. Upon recommendation of a Department Head, supported by evidence in writing of special reasons and exceptional circumstances satisfactory to the Personnel Board, the Board may authorize variances in the Salary Administration Plan as it may deem necessary for the proper functioning of the services of the Town, and to effectuate the basic intent of the Plan.

SECTION 17. EMPLOYEES AND THE PERSONNEL BOARD

a. All employees covered by this Salary Administration Plan shall have the right to request an appointment to confer with the Personnel Board on any matter of interest or concern to them that is covered by the Salary Administration Plan. The employee shall notify the Department Head in writing in advance of the desire to discuss the matter with the Board. One of the duties of the Board shall be to foster mutual understanding and good will with the personnel of the Town.

b. To facilitate this, if any employee should feel aggrieved by the operation of any provision of the Plan, the employee shall first discuss the matter with the Department Head, in a mutual effort to clear up any problems or misunderstanding.

c. If two weeks after such a conference a satisfactory understanding and solution of the problem has not been reached, then either the Department Head or the employee may take the matter to the Personnel Board, and the Board shall hear the parties not later than at its next regular meeting. There shall be no discrimination or prejudice by a Department Head against any employee who may take a matter to the Board.

SECTION 18. AMENDMENT OF THE PLAN

The Salary Administration Plan may be amended in the same manner that Town Bylaws may be amended. However, no amendment to the Plan shall be made until it has been presented to the Personnel Board and the Personnel Board has the opportunity to act on it. The Board of its own motion may propose an amendment to the Plan.

SECTION 19. SEVERABILITY PROVISION

In the event that any provision of this bylaw, or application thereof, shall be held to be invalid by the proper authorities, this shall not be construed to affect the validity of any other provision, or application thereof, of this bylaw.

SECTION 20: CLASSIFICATION SCHEDULE

SCHEDULE A: GRADED POSITIONS

Title	Grade
Library Page	1
Library Technician	1
Administrative Assistant	2
Library Assistant	2
Administrative Assistant	3
Library Associate	3
Business Administrator I	4
Library Supervisor	4
Maintenance Technician	4
Police Dispatcher**	4
Assistant Town Accountant	5
Business Administrator II	5
Clinician	5
EDC Coordinator	5
Executive Assistant to Select Board	5
Program Coordinator	5
Youth Services Librarian	5
Assistant Library Director	6
Assistant Director, Youth & Family Services	6
Deputy Assessor	6
Deputy Town Clerk	6
Deputy Treasurer/Collector	6
Electrician	6
Local Inspector	6
Nurse	6
Outreach Coordinator	6
Police Business Administrator	6
Program Manager	6
Assistant Director/Nurse/Outreach	7
Conservation Agent	7
Recreation Director	7
Senior IT Specialist	7
Town Planner	7
Youth & Family Services Director	7
Assistant Town Administrator	8
Building Commissioner	8
Council on Aging Director	8
Director of Facilities	8

IT Manager	8
Library Director	8
Police Lieutenant	8
Principal Assessor*	8
Town Accountant	8
Finance Director/Treasurer-Collector*	9
Superintendent of Public Works*	9

*when not under contract
**effective March 25, 2024

SCHEDULE A

GRADE	MINIMUM	2	3	4	5	6	7	8	9	10	11	12	13	14	15
A-1	$15.38	$15.68	$15.99	$16.31	$16.64	$16.97	$17.31	$17.66	$18.01	$18.37	$18.74	$19.11	$19.49	$19.88	$20.28
A-2	$19.22	$19.60	$19.99	$20.39	$20.80	$21.22	$21.64	$22.07	$22.51	$22.96	$23.42	$23.89	$24.37	$24.86	$25.36
A-3	$23.06	$23.52	$23.99	$24.47	$24.96	$25.46	$25.97	$26.49	$27.02	$27.56	$28.11	$28.67	$29.24	$29.82	$30.42
A-4	$26.53	$27.06	$27.60	$28.15	$28.71	$29.28	$29.87	$30.47	$31.08	$31.70	$32.33	$32.98	$33.64	$34.31	$35.00
A-5	$29.18	$29.77	$30.37	$30.98	$31.60	$32.23	$32.87	$33.53	$34.20	$34.88	$35.58	$36.29	$37.02	$37.76	$38.52
A-6	$32.10	$32.75	$33.41	$34.08	$34.76	$35.46	$36.17	$36.89	$37.63	$38.38	$39.15	$39.93	$40.73	$41.54	$42.37
A-7	$40.13	$40.93	$41.75	$42.59	$43.44	$44.31	$45.20	$46.10	$47.02	$47.96	$48.92	$49.90	$50.90	$51.92	$52.96
A-8	$48.15	$49.12	$50.10	$51.10	$52.12	$53.16	$54.22	$55.30	$56.41	$57.54	$58.69	$59.86	$61.06	$62.28	$63.53
A-9	$52.97	$54.03	$55.11	$56.21	$57.33	$58.48	$59.65	$60.84	$62.06	$63.30	$64.57	$65.86	$67.18	$68.52	$69.89

SCHEDULE B: MISCELLANEOUS ANNUAL COMPENSATION SCHEDULE

Cemetery Agent..... $8,000
Clerk, Board of Registrars..... $1,638.33
Deputy Emergency Management Director..... $2,000
Energy Management Stipend..... $6,000
Registrar of Voters..... $205.66
Tree Warden..... $4,000
Veterans' Agent and Director of Veterans' Services..... $15,000

SCHEDULE C: FEE BASED COMPENSATION (Recreation Seasonal Personnel)

Positions
Grade 1
Camp Counselor
Program Aide (1:1)
Program Supervisor (i.e. RAP Monitor)
Grade 2
Camp Assistant Supervisor
Grade 3
Camp Supervisor
Assistant Coach
Head Coach
Grade 4
Program Instructor

Rates for Recreation Seasonal Personnel

Grade	Minimum		Midpoint		Maximum	
	Hourly	Annual	Hourly	Annual	Hourly	Annual
1	$ 15.00	$ 31,200.00	$ 16.00	$ 33,280.00	$ 17.00	$ 35,360.00
2	$ 19.00	$ 39,520.00	$ 20.00	$ 41,600.00	$ 21.00	$ 43,680.00
3	$ 23.00	$ 47,840.00	$ 24.00	$ 49,920.00	$ 25.00	$ 52,000.00
4	$ 30.00	$ 62,400.00	$ 31.00	$ 64,480.00	$ 32.00	$ 66,560.00

SCHEDULE D: SPECIAL ADMINISTRATIVE AND SUPERVISORY POSITIONS

Police Lieutenant:

In addition to all the benefits provided employees under the SAP, he/she would be eligible for some additional benefits as provided members of Mass COP Local 167, the police union collective bargaining agreement.

As a result, a separate policy is adopted by the Southborough Select Board and enforced by the Southborough Police Department subject to change in conjunction with future collective bargaining agreements.

*Increases in salary for long term employees will be considered case by case by Personnel Board.

SCHEDULE E: LONGEVITY SCHEDULE: Full-Time Employees of Town of Southborough –Compensated annually on the anniversary of the employee's Start Date

After 5 years $400
After 10 years $600
After 15 years $700
After 20 years $850
After 25 years $1,000
After 30 years $1,200
After 40 years $1,500

, or do or act anything in relation thereto.

Proposed by: PERSONNEL BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: At Town Meeting
Summary: *The Personnel By-Law governs policies and pay structures for non-union employees.*

ARTICLE 5: To see if the Town will vote to raise a sum of money as may be necessary for the Town's use for Fiscal Year 2025, and make appropriations of the same, as detailed following, or do or act anything in relation thereto.

SEE BUDGETS ON THE FOLLOWING PAGES

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation: At Town Meeting

Summary: *The article includes recommendations from both the Select Board and the Advisory Committee for the FY25 budget. Funding recommendations are noted in the individual recommendation columns for each department.*

ARTICLE 6: To see if the Town of Southborough will vote to raise and appropriate or transfer from available funds a sum of $289,414.00 to the Police Department Budget, #210 for the purpose of hiring four full-time dispatchers to provide coverage 24/7, or do or act anything in relation thereto.

Proposed by: BONNIE PHANEUF, ET AL.
Select Board Recommendation:
Advisory Committee Recommendation: Not Support
Summary: *Over the past two and a half years the Town has been exploring joining a Regional Emergency Communications Center (RECC). Now is the time to address the immediate need. This is NOT a clerical job. Dispatchers provide critical emergency communication services to Police, Fire, EMS, Public Health, DPW, School Departments, Building Departments, Youth and Family Services, Senior Services, Recreation, State Police, Court, Commonwealth of Mass. Properties, Dam, MBTA Station,9-11 Field, Reservoir trails, Businesses and private non-profits.*Select Board Packet, March 7, 2023, Office of the Select Board, the original intent of looking at Regional Emergency Communications Center (RECC) was not for financial purposes for Southborough. There has been consensus that maintaining 1 dispatcher per shift is not acceptable. However, there have been questions raised about the costs. Three different scenarios of future dispatch costs with assumptions outlined in memo. * Select Board Meeting Minutes, December 19, 2023, III.i.ii. Chief Achilles & Chief Newell recommendation for maintaining current model Chief Newell and Chief Achilles shared their findings on enhancing the current dispatch operation system. "The Chiefs state that whether or not the Town chooses to regionalize, the immediate need is to add four full-time dispatchers to provide coverage 24/7."*

ARTICLE 7: To see if the Town of Southborough will vote to raise and appropriate, or transfer from available funds a sum of $119,372.00 for the purpose of covering the Employee Benefits for the additional four full-time dispatchers, or do or act anything in relation thereto.

Proposed by: BONNIE PHANEUF, ET AL.
Select Board Recommendation:
Advisory Committee Recommendation: Not Support
Summary: *These Employee Benefits funds for the additional four full-time dispatchers will be applied to the Employee Benefits Budget, #910, as standard practice in Southborough.*

ARTICLE 8: To see if the Town will vote to raise a sum of money as may be necessary for the Water Enterprise Fund's use for Fiscal Year 2025, and make appropriations of the same, as detailed following, or do or act anything in relation thereto.

WATER ENTERPRISE	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY2025 REQUEST	PERCENT (+) or (-)
DIRECT COSTS					
51000-51990 Total Personal Services	319,953	387,136	399,116	427,159	
52000-58990 Other Charge & Expense	1,705,388	1,425,664	1,660,150	1,562,556	
59100 Principal Long Term Debt Water	344,408	345,000	342,000	380,000	
59150 Interest Long Term Debt Water	111,526	97,890	82,515	102,028	
59250 Interest on Notes	0	10,027	35,819	0	
CAPITAL EQUIPMENT - LEASE					
DPW DIESEL YEAR 4 OF 7	10,622	10,622	10,622	10,622	
DPW HOOK TRUCK YEAR 4 OF 7	9,103	9,264	9,105	9,105	
CAPITAL EQUIPMENT					
FY23 MINI EXCAVATOR - WTR PORTION		20,000			
FY24- PICKUP TRUCK - WTR PORTION			15,000	0	
FY25- ENGINEERING				250,000	
INDIRECT COSTS					
59510 Indirect Costs	204,695	216,133	249,770	387,187	
TOTAL WATER FUND	2,705,695	2,521,736	2,804,097	3,128,657	11.57%

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation: Support
Summary: *The Water budget is funded through an Enterprise Fund that is supported entirely through the water rates and the fund's retained earnings, which supports all aspects of the department's operation. The funding for those capital items that are being leased/purchased for use by the Water Department, in whole or in part, are included in this budget.*

ARTICLE 9: To see if the Town will vote to transfer $100,000 from Water Retained Earnings for use in the FY24 Water Enterprise Fund budget, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation: Support
Summary: *This article is intended to supplement the water revenue for the current fiscal year in the Water Enterprise Fund. FY24 has seen lower than expected water usage, and the use of retained earnings will complement the revenue from water rates and provide sufficient support for the Water Enterprise Fund.*

ARTICLE 10: To see if the Town will vote to raise and appropriate, or transfer from available funds a sum of money for General Government capital items for the following purposes:

	Description	Request	Levy	Receipts Reserved Ambulance/Other
A.	ROAD MAINT. & MISC STREET REPAIR	$472,500	$472,500	
B.	MOWER ATTACHMENT J DEERE TRACTOR	$ 20,630	$ 20,630	
C.	POLICE CRUISERS (2)	$150,000		$150,000
D.	DEFIBRILLATORS - PARAMEDIC	$ 50,000	$ 50,000	

, or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation:
Advisory Committee Recommendation: Support
Summary:
A.
B.
C.
D.

ARTICLE 11: To see if the Town will vote to apply for, accept, and expend Massachusetts Public Library Construction Program ("MPLCP") grant funds if approved, and vote to raise and appropriate or transfer from available funds the sum of $150,000, or any other sum if said MPLCP grant is approved, said sum to be expended by the Town for library assessment, planning, feasibility and/or design, or act in any manner relating thereto, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary:

ARTICLE 12: To see if the Town will appropriate $2,186,000, or any other amount, to pay costs of purchasing the following items of capital equipment, including the payment of all costs incidental and related thereto:

Fire Tower Demo Truck	$1,300,000
Ambulance A28	551,000
Trash Trailer	125,000
Sidewalk Tractor w/Attachments	210,000

and to determine whether this amount shall be raised by borrowing or otherwise provided, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation: Support
Summary:

ARTICLE 13: To see if the Town will vote to appropriate a sum of money for the payments of the capital lease agreements as described below:

	Equipment	Authorized Department	Source of Appropriation	FY25 Amount
A.	1 - Horton Type Ambulance	Fire Department	FY25 Capital Budget - Ambulance Fund	$57,191
B.	1 - Swaploader Hook Lift Truck	Dept. of Public Works	FY25 Capital Budget - General Fund	$25,037
C.	1 - Pick Up Diesel F-350	Dept. of Public Works	FY25 Capital Budget - General Fund	$10,622
D.	1 - Fire Dept Chief Vehicle	Fire Department	FY25 Capital Budget - Ambulance Fund	$8,422
E.	Police Taser Program	Police Department	FY25 Capital Budget - General Fund	$19,455

, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *The lease agreements for these vehicles were authorized by Town Meeting in 2021, and these are the fourth year of the lease payments. With the exception of the Fire Ambulance (5-year lease) and Police Taser (3-year lease), all of the leases are for 7 years.*

ARTICLE 14: To see if the Town will vote to authorize payment from Fund 2261 – 9-11 Field Maintenance Revolving the sum of $45,000 for the FY24 principal and interest payment, and $45,000 for the FY25 principal and interest payment, for the May 2018 bond issuance for the resurfacing of 9-11 Field; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary:

ARTICLE 15: To see if the Town will vote to transfer from Free Cash the sum of $5,000 for the purpose of hiring consultants, engineers, water quality specialists, and/or environmental consultants by various Town departments, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article allows town departments, with the approval of the Select Board, to hire outside expertise when the need arises.*

ARTICLE 16: To see if the Town will vote to raise and appropriate or transfer from available funds, the sum of $250,000 into the Other Post-Employment Benefits Liability Trust Fund (OPEB Fund) as authorized by General Laws, Chapter 32B, Section 20, in order to offset the anticipated future cost of providing post-retirement health and life insurance benefits to current and future retired Town employees, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This is an annual appropriation into the Town's OPEB Trust Fund that began back in 2014. The appropriation was previously done as part of the operating budget, but further guidance from the Dept. of Revenue has recommended that it be done in a separate article.*

ARTICLE 17: To see if the Town will vote to transfer from Free Cash the sum of $10,000 for the purpose of paying the Town's share of casualty and other losses incurred to Town property and equipment which are not covered by insurance policies, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article will provide funds to be used to pay the deductible for property damage which is not covered by insurance.*

ARTICLE 18: To see if the Town will modify the intent of Article 18 passed at the Annual Town Meeting on April 9th 2018 which stated "Lundblad Field design & specialty consultant" to re-purpose to "Lundblad Field construction and upgrades", or do or act anything in relation thereto.

Proposed by: SELECT BOARD/RECREATION COMMISSION
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *The original article was to "fund research and design work including investigation of the membrane and other aspects of the property." As a balance of $46,411.00 remains the Town would like to utilize the residual funds for the construction of facility improvements, including, but not limited to, a community dog park.*

ARTICLE 19: To see if the Town will vote to raise and appropriate, or transfer from available funds the sum of $150,000 for the ongoing maintenance of capital equipment and systems associated with town buildings and facilities. The Town Facilities Manager shall recommend appropriate projects to the Town Administrator. The Town Administrator shall approve all expenditures under this article. The Town Facilities Manager shall report all funded projects to the Capital Improvement and Planning Committee as requested, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article will provide for the maintenance and repair of capital equipment and systems associated with the Town's buildings and facilities.*

ARTICLE 20: To see if the Town will vote to raise and appropriate or transfer from available funds the sum of $25,000 for the ongoing maintenance of capital investments associated with outdoor recreational facilities. The Town's Director of Recreation shall recommend appropriate projects to the Recreation Commission. The Recreation Commission shall approve all expenditures under this article, or do or act anything in relation thereto.

Proposed by: SELECT BOARD/RECREATION COMMISSION
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary:

ARTICLE 21: To see if the Town will vote pursuant to Massachusetts General Laws, Chapter 44 § 53E ½ to authorize the following spending limits for Fiscal Year 2025 for existing revolving funds:

1. Immunization/Emergency Dispensing Clinic; $15,000.
2. Inspectional Services; $140,000.
3. 9-11 Field Maintenance; $100,000.
4. Wetland Protection; $30,000.
5. Hazardous Materials; $75,000.
6. CPR Classes; $6,500.
7. Community Garden; $3,000.
8. Recreation Programs; $500,000.
9. Tobacco Control Program; $4,000.
10. Golf Course Maintenance; $75,000.

, or do or act anything in relation thereto.

Proposed by: BOARD OF HEALTH, SELECT BOARD, RECREATION COMMISSION, AND CONSERVATION COMMISSION
Select Board Recommendation: Support

Advisory Committee Recommendation: Support
Summary: *This article approves the annual spending limits for revolving funds that are now authorized by Town by-law.*

ARTICLE 22: To see if the Town will vote to accept Massachusetts General Law Ch. 40, Section 3 to allow the Southborough School District to keep monies received from the rental of space in its schools. These monies may be expended by the Southborough School Committee for the purpose of upkeep and maintenance of any and all Southborough Public Schools with no further legislative body approval. The monies may accumulate from year to year, and shall not be considered to be part of the general funds unassigned balance, or do or act anything in relation thereto.

Proposed by: SOUTHBOROUGH SCHOOL COMMITTEE
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary:

ARTICLE 23: To see if the Town will vote to authorize the Southborough School District to establish a Special Education Stabilization Fund according to Section 24 of Chapter 218 of the Acts of 2016 for the purposes of establishing a reserve fund that can be used in future years for unanticipated or unbudgeted costs of special education, out of district tuition, transportation, and recovery high school tuition, or do or act anything in relation thereto.

Proposed by: SOUTHBOROUGH SCHOOL COMMITTEE
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary:

ARTICLE 24: To see if the Town will authorize the Select Board to lease all or a portion of the roof of Trottier Middle School located at 49 Parkerville Road for a term of 10-20 years, upon such terms and conditions as are acceptable to the Select Board, to a solar energy provider to construct, maintain, and operate a solar facility on the property and to enter into a power purchase agreement with the solar energy provider; and further, to authorize the Select Board to grant an easement to National Grid to install, maintain, operate, repair, reinstall, or replace any utilities required for interconnection to the solar facility project., or do or act anything in relation thereto.

Proposed by: SOUTHBOROUGH SCHOOL COMMITTEE
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary:

ARTICLE 25: To see if the Town will vote to authorize the Northborough-Southborough Regional School District to establish a Stabilization Fund according to Chapter 71, Section 16G 1/2 of the General Laws for the purposes of funding capital items as identified in the Northborough-Southborough Regional School District Capital Plan, or do or act anything in relation thereto.

Proposed by: REGIONAL SCHOOL COMMITTEE
Select Board Recommendation:
Advisory Committee Recommendation: Not Support
Summary:

ARTICLE 26: To see if the Town will vote to accept the report of the Community Preservation Committee for the FY 2025 Community Preservation Projected Receipts and act upon the recommendations of the Community Preservation Committee and to set aside for later expenditure, certain sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the General Laws, as follows:

Estimated Surcharge Receipts (Based on Town Treasurer's Projections) ..... $ 447,844
State Match (Projected FY2024 State Match) ..... $ 64,905
Total Projected Revenue..... $ 512,479

Set Aside- Open Space
$51,275 to be set aside, held in the Community Preservation Open Space Reserve Account, and spent in FY2025 or later years for acquisition, creation, or preservation of open space, and for the rehabilitation and/or restoration of open space acquired under the Community Preservation Act.

Set Aside – Historic Preservation
$51,275 to be set aside, held in the Community Preservation Historic Reserve Account, and spent in FY2025 or later years for the acquisition, preservation, rehabilitation, and restoration of historic resources.

Set Aside – Community Housing
$51,275 to be set aside, held in the Community Preservation Housing Reserve Account, and spent in FY2025 or later years for the creation, preservation, and support of community housing, and for the rehabilitation and/or restoration of community housing acquired under the Community Preservation Act.

Set Aside Administrative Costs – Community Preservation Committee
$25,637 to defray the administrative and operating expenses of the Community Preservation Committee in FY2025 for the Community Preservation Administration Account

Set Aside – CPA Budgeted Reserve/Discretionary
$ 333,287 Reserved for FY25 Budgeted Reserve/Discretionary Account

, or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *The budget and set-asides are an annual requirement under the Community Preservation Act.*

ARTICLE 27: To see if the Town will vote to accept the report of the Community Preservation Committee for the FY2024 State Match Adjustment and act upon the recommendations of the Community Preservation Committee and to set aside for later expenditure, certain sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the General Laws, as follows:

Actual FY24 State Match Receipts..... $86,561
ATM2023 Projected FY24 State Match $82,596
FY24 State Match Adjustment ..... $ 4,035

Set Aside- Open Space
$403 to be set aside, held in the Community Preservation Open Space Reserve Account, and spent in FY2025 or later years for acquisition, creation, or preservation of open space, and for the rehabilitation and/or restoration of open space acquired under the Community Preservation Act.

Set Aside – Historic Preservation
$403 to be set aside, held in the Community Preservation Historic Reserve Account, and spent in FY2025 or later years for the acquisition, preservation, rehabilitation, and restoration of historic resources.

Set Aside – Community Housing
$403 to be set aside, held in the Community Preservation Housing Reserve Account, and spent in FY2025 or later years for the creation, preservation, and support of community housing, and for the rehabilitation and/or restoration of community housing acquired under the Community Preservation Act.

Set Aside Administrative Costs
$201– Community Preservation Fund to defray the administrative and operating expenses of the Community Preservation Committee in FY2024 in the FY2024 Community Preservation Administration Account.

$2,625.00 Reserved for FY24 Community Preservation Budgeted Reserve/Discretionary)
Summary: This article is to account for an adjustment to the state match from what was budgeted at 2023 ATM and the FY24 State Match received.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *Summary: This article is to account for an adjustment to the state match from what was budgeted at 2023 ATM and the FY24 State Match received.*

ARTICLE 28: To see if the Town will vote to appropriate $75,438 to be applied towards the bond for the perpetual Preservation Restriction on 84 Main Street also known as the Burnett House for the purpose of historic preservation. $72,280.38 from the CPA Historic Preservation Reserve Account and $3,157.62 from the CPA Fund Balance. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article is the Community Preservation Fund payment towards the FY2025 debt funding for the Preservation Restriction of 84 Main Street as approved at ATM 2016.*

ARTICLE 29: To see if the Town will vote to appropriate a total of $61,00.00 to be applied towards the bond for the renovation and restoration of the historic Southborough Library building for the purpose of historic preservation. $61,00.00 from the CPA Fund Balance. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article is the Community Preservation Fund payment towards the FY2025 debt funding for the renovation and restoration of the Historic Southborough Library.*

ARTICLE 30: To see if the Town will vote to appropriate $52,841.35 to be applied towards the bond for the historic restoration of the Southborough Town House for the purpose of historic preservation from the CPA Fund Balance. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article is the Community Preservation Fund payment towards the FY2024 debt funding for the Restoration of the historic Southborough Town House as approved at ATM 2021.*

ARTICLE 31: To see if the Town will vote to appropriate $141,850 to be applied towards the bond for the historic restoration of the Southborough Town House for the purpose of historic preservation from the CPA Fund Balance.

Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article is the Community Preservation Fund payment towards the FY2025 debt funding for the Restoration of the historic Southborough Town House as approved at ATM 2021.*

ARTICLE 32: To see if the Town will vote to appropriate $46,046 from the CPA Fund FY2024 Budgeted Reserve for the rehabilitation and restoration of historic Town records for historic purposes as requested by Jim Hegarty, Southborough Town Clerk. This consists of $45,046 in project costs and an additional $1,000 in contingency funding. Contingency funds only available after approval of the Community Preservation Committee for unexpected costs unforeseen at the time of application. Funding is contingent on a project start of July 1, 2024, and to be completed by June 30, 2027 or funds to be returned to the Southborough Community Preservation Fund Balance as directed by the Southborough Community Preservation Committee. Project to be completed in conformance with details as presented to the members of the Community Preservation Committee and to be documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *Under the direction of Town Clerk Jim Hegarty said funds will be used for the restoration of historic Town documents dating back to the 1700's.*

ARTICLE 33: To see if the Town will vote to appropriate $211,232 from the CPA Fund FY2024 Budgeted Reserve for the construction of the final segment of Peninsula Trail requested by the Southborough Trails Committee for recreational purposes. This consists of $183,680 in project costs and an additional $27,552 in contingency funding. Contingency funds only available after approval of the Community Preservation Committee for unexpected costs unforeseen at the time of application. Funding is contingent on a project start date of July 1, 2024, and to be completed by December 1, 2026 or funds to be returned to the Southborough Community Preservation Fund Balance as directed by the Community Preservation Committee. Project to be completed in conformance with details as presented to the members of the Community Preservation Committee and to be documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *Under the direction of Kathryn McKee, Chair of the Southborough Trials Committee (STC), and with Recreation Director Tim Davis as an advisor, said funds will be used for the installation of the boardwalk, footbridge, and other trail construction related tasks for "Bridging the Gap" Phase II of the STC Peninsula Trail Project.*

ARTICLE 34: To see if the Town will vote to appropriate $553,750 for the installation of a new irrigation system at the Southborough Golf Club, with $ 333,287 from the CPA FY25 Budgeted Reserve Account and $220,463 from the CPA Fund, as requested by the Southborough Golf Committee for the purpose of recreation. This consists of $475,000 in project costs and an additional $78,750 in contingency funding. Contingency funds only available after approval of the Community Preservation Committee for unexpected costs unforeseen at the time of application. Funding is contingent on project completion by December 1, 2026 or funds to be returned to the CPA Fund Balance as directed by the Community Preservation Committee. Project to be completed in conformance with details as presented to the members of the Community Preservation Committee and to be documented in the application and

signed Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation: Support
Advisory Committee Recommendation: At Town Meeting
Summary: *Under the direction of Tony Schoener, Chair of the Southborough Golf Committee (STC), and with the golf course management company - New England Golf, overseeing the installation, said funds will be used for the installation of the new irrigation system to replace the existing 50+ year old system which is leaky, prone to failure requiring frequent repair, and time consuming to operate. A new system will reduce water consumption, provide improved coverage, and be more cost efficient. This article is the Community Preservation share of funding a total project amount of $603,750 offset by a $50,000 contribution from the Golf Course Revolving fund.*

ARTICLE 35: To see if the Town will vote to appropriate the sum of $96,115.13 for the use of the Board of Health to provide for substance abuse abatement activities following the Town's participation in the Statewide Opioid Settlements negotiated by the Massachusetts Attorney General, and to meet said appropriation the sum of $96,115.13 be transferred from Free Cash, or do or act anything in relation thereto.

Proposed by: BOARD OF HEALTH
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary:

ARTICLE 36: To see if the Town will vote to authorize the Select Board under Clause (1) of Section 8 of Article 2, as amended, of the Amendments to the Constitution of the Commonwealth of Massachusetts to submit to the General Court a Home Rule Petition, accompanied by a bill for a special law relating to the Town of Southborough, to the end that legislation be adopted precisely as submitted. The General Court may make clerical or editorial changes of form only to the bill, unless after a public hearing the Select Board approves amendments to the bill before enactment by the General Court. The Select Board is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition. Said submission shall be accompanied by an attested copy of the motion and vote of the Town Meeting on this article.

Said bill shall make the following modifications to Ch. 447 of the acts of 1991: (a) Re-establish the office of Tree Warden as an appointee of the Select Board, supervised by the DPW superintendent; (b) dissolve the Public Works Planning Board of the town of Southborough; (c) replace "board of selectmen" with "select board" throughout.
The form and wording of said submission shall be determined by the Select Board in consultation with Town Counsel and the Town's representatives to General court, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *The Public Works Planning Board was created in 1991, and does not meet current expectations. The Select Board is officially the town's Tree Warden by the Special Act which has proven inefficient. The office of Tree Warden would be reinstated as an appointed officer of the Town.*

ARTICLE 37: To see if the Town will vote to establish a Public Works Advisory Committee by deleting Article I ("Solid Waste Disposal Committee") of the Town Code in its entirety and inserting the following into the Town Code:

Article XIII Public Works Advisory Committee

§9-52 Purpose
Because the Department of Public Works ("DPW") is a complex organization that consumes a significant portion of the Town's budget and directly impacts the life of every resident: planning, prioritization, coordination and

communications with the residents is essential. The PWAC provides a focal point for and assistance with this complex function.

§9-52-A Establishment; Membership; Qualifications

Effective upon the dissolution of the Southborough Public Works Planning Board, there shall be a Public Works Advisory Committee ("PWAC"), which shall consist of five voting members and the non-voting ex-officio members identified below.

Each voting member shall be a resident of the Town and shall not be a Town officer or employee. Preferably at least 3 voting members should have significant relevant work experience and knowledge of activities undertaken by the DPW.

The voting members shall be appointed by the Select Board.

§9-52-B Appointments; Terms; Vacancies; Removal

Voting members shall be appointed for three-year terms. The initial appointments shall be two members for three years, two members for two years, and one member for one year, so as to establish overlapping terms.

Any voting member who shall remove from the Town, resign, or die shall cease to be a member. When notified that any voting member has failed to faithfully discharge his duties, or has failed without good cause to attend at least three quarters of the PWAC meetings held in any six-month interval: the Select Board shall promptly give notice, hold a hearing and determine whether such member shall be removed from the PWAC. In any case of a vacancy in the voting membership, the Select Board shall make every effort to, within thirty days, appoint a replacement for the balance of the unexpired term.

The ex-officio (non-voting) members have terms coincident with their employment and shall be: the Superintendent of Public Works and the Town Planner.

§9-52-C Organization; Meetings

The members shall select, from among themselves, a Chair, vice-Chair, and a Secretary.

The PWAC shall establish a regular schedule of meetings sufficient to complete its duties, but shall meet at least quarterly.

The PWAC shall ordinarily and preferentially meet in the Town, but may conduct meetings, investigations or inspections within the scope of its duties and authority anywhere, subject to standard Town travel budgets and policies.

The PWAC may appoint from its own membership subcommittees and delegate to them such of its powers as it deems expedient.

All reports and recommendations of the PWAC made to the Town shall be voted by a majority of the voting members of the PWAC, but this shall not be construed to prevent recommendations by a minority nor to discourage full participation by the non-voting members.

§9-52-D Funding

The PWAC may incur expenses for consultants, communications, minute-takers and other purposes. Such expenses shall be from a separate line item under the DPW's budget, established by the Town's regular budget process. Any expenditures from its budget shall require a majority vote of the PWAC, and be subject to the Town's policies for such expenditures.

§9-53 Functions and Definitions

The duty of the PWAC shall be to respond to requests for support from the Superintendent of Public Works, the Select Board, the Planning Board, the Advisory Committee, the Capital Improvement Planning Committee, and such other Town Entities as may be appropriate.

Further, PWAC shall also proactively evaluate, study, recommend, propose, and/or report on significant projects to be undertaken by the DPW.

The PWAC shall assume the functions of the former Green Technology and Recycling Committee that were assigned to the former Public Works Planning Board.

In this Article XIII, the phase "Town Entities" includes any Town board, committee, or agency of Town government, or subsidiary organization of any of these, whether statutory, elected or appointed.

In this Article XIII, the phase "Public Works Projects" includes projects conducted or planned to be conducted by the DPW, including but not limited to: road and sidewalk construction and maintenance; solid waste disposal (including operation of the transfer station, recycling and fees); cemetery operation; construction and maintenance of the water system (including conservation and fees); tree maintenance, removal, and replacement; public stormwater, and traffic management.

§9-54 Mission and Authority

The PWAC shall assist with establishing priorities and long-term planning for significant Public Works Projects. The PWAC may evaluate and/or develop options to be considered for Public Works Projects that significantly deviate from

their plans in scope, expense, and/or schedule. The PWAC may assist in locating and/or evaluating the desirability of external (e.g., grant) funding for Public Works Projects.
The PWAC shall coordinate its work with the Advisory Committee, Capital Improvement Planning Committee, Planning Board, Trails Committee, and Recreation Commission as reasonably necessary.
The PWAC shall not manage or direct the Superintendent of Public Works, DPW employees, or projects.
The PWAC shall assist the Superintendent of Public Works to communicate plans for Public Works Projects and the status of such projects to residents (especially neighbors) at the earliest feasible time. It shall serve as a focal point for citizen concerns with Public Works Projects, and may conduct public hearings.

§9-54-A Other Agencies

The PWAC may meet with other governmental agencies to discuss opportunities for interoperation, efficiencies or other synergies. However, the PWAC does not have the authority to commit the Town to pursue such opportunities, which authority rests with the Superintendent of Public Works, other Town Entities, and/or their designees.

§9-55 Reporting

From time to time, as may be necessary, the PWAC shall report to the Superintendent of Public Works and/or the Select Board on its activities and such reports, studies, evaluations, recommendations, and/or proposals as it has initiated or have been requested of it.
From time to time, as may be necessary, the PWAC shall report to the Town Meeting.

§9-56 Interpretation

The section headings and numbering of this Article XIII are for convenience and shall not be construed to modify the interpretation of the article.
In this Article XIII, the masculine forms (including "his", "he", and "him") are used inclusively to refer to any person regardless of gender or sexual orientation.
In this Article XIII, terms are defined in quotation marks within parenthesis, and their uses are indicated by capitalization. The definition of each such term applies to its use in the entirety of this Article XIII, whether or not the definition appears before such use.
In this Article XIII, the word "will" is to be interpreted as descriptive of an outcome or process and not as an imperative; the word "shall" is to be interpreted in the imperative sense of "must" or "is required to"; while the word "may" is to be interpreted in the permissive sense of "optionally", or "has discretion whether or not to".

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *Replaces the Special Act-chartered Public Works Planning Board with a Town standing committee when the PWPB dissolves as initiated by the previous article.*

ARTICLE 38: To see if the Town will vote to amend Article XI, Capital Improvement and Planning Committee, of the Town Code by deleting § 9-43(A) in its entirety, and replacing it with the following:

A. There shall be a Capital Improvement and Planning Committee ("CIPC"), which shall consist of five voting members and the two nonvoting ex-officio members identified below.

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *The Capital Improvement and Planning Committee is seeking to reduce its membership from 7 to 5 members to alleviate issues with getting quorums for meetings.*

ARTICLE 39: To see if the Town will vote to add a new **§ 174-10.3** to the Town of Southborough's Zoning Bylaws, amend the zoning map, amend certain other sections to integrate the new section into the current zoning bylaw, and

make any minor modifications to the text required for consistency with the existing format of the bylaws.

Add the following definitions to § 174-2. Definitions.
B. Definitions
Add definitions here if the Town would prefer them to be in the main section rather than the MCMOD zoning. The current definition of Lot is similar, so I retained the Town's. The Town's definitions of Dwelling, Multifamily, Dwelling Unit, and Open Space were sufficiently different, so I left those in. See § 174-10.3.C.

Add the following text to: § 174-3. Districts enumerated.
N. MBTA Communities Multi-family Overlay District, referred to as MCMOD.

Add the following text to:§ 174-10. Site plan approval
A. The purpose of the site plan review procedure is to encourage a desirable and compatible character of development within the Town of Southborough and to assure safety, promote logic, imagination and innovation in the design process while complying with all zoning requirements. The requirements of this section shall be applicable to the following:

(6) All multi-family development with more than 10 units within the MCMOD (§174-10.3).
Add the following text to:§ 174-12.1. Outdoor illumination
(3) LZ-2: moderate ambient lighting
(a) Areas of human activity where the vision of human residents and users is adapted to moderate light levels. Lighting may typically be used for safety and convenience, but it is not necessarily uniform or continuous. After curfew, lighting may be extinguished or reduced as activity levels decline.
(b) Zoning District: Business Village, **MCMOD**

Add the following section:
§ 174-10.3: MBTA Communities Multi-family Overlay District
A. Purpose

The purpose of the MBTA Communities Multi-family Overlay District (MCMOD) is to allow multi- family housing as of right in accordance with Section 3A of the Zoning Act (Massachusetts General Laws Chapter 40A). This zoning provides for as of right multi-family housing to accomplish the following purposes:
(1) Encourage the production of a variety of housing sizes and typologies to provide equal access to new housing throughout the community for people with a variety of needs and income levels;

(2) Support vibrant neighborhoods by encouraging an appropriate mix and intensity of uses to support an active public space that provides equal access to housing, jobs, gathering spaces, recreational opportunities, goods, and services within a half-mile of a transit station.

(3) Locate housing within walking distance of public transit [and downtowns or town centers] to promote general public health, reduce the number of vehicular miles travelled, support economic development, and meet community-based environmental goals, including reducing greenhouse gases and improving air quality.

(4) Preserve open space in a community by locating new housing within or adjacent to existing developed areas and infrastructure.

(5) Support public investment in public transit and pedestrian- and bike-friendly infrastructure.

(6) Increase the municipal tax base through private investment in new residential developments.

B. Establishment and Applicability
This MCMOD is an overlay district having a land area of approximately 53.9 acres in size that is superimposed over the underlying zoning district (s) and is shown on the Zoning Map.
(1) **Applicability of MCMOD.** An applicant may develop multi-family housing located within a MCMOD in accordance with the provisions of this § 174-10.3.

(2) **Underlying Zoning.** The MCMOD is an overlay district superimposed on underlying zoning districts. The regulations for use, dimensions, and all other provisions of the Town of Southborough's Zoning Bylaw governing the

respective underlying zoning district(s) shall remain in full force, except for uses allowed as of right or by special permit in the MCMOD. Uses that are not identified in § 174-10.3 are governed by the requirements of the underlying zoning district(s).

(a) The requirements of § 174-10.13.2 Major residential development do not apply to the MCMOD.

(b) The requirements of § 174-10.13.3 Lower impact development may be used as a component of site plan review under § 174-10.3.J, but the Planning Board may not require a separate special permit for a multifamily use within the MCMOD.

(c) The requirements of § 174-10.13.4 Water resource protection may be used as a component of site plan review under § 174-10.3.J, but the Planning Board may not require a separate special permit for a multifamily use within the MCMOD.

(3) **Sub-districts.** The MCMOD contains the following sub-districts, all of which are shown on the MCMOD Boundary Map: Subdistrict A and Subdistrict B.

C. **Definitions.**
For purposes of this § 174-10.3, the following definitions shall apply.
(1) **Affordable unit.** A multi-family housing unit that is subject to a use restriction recorded in its chain of title limiting the sale price or rent or limiting occupancy to an individual or household of a specified income, or both.

(2) **Affordable housing.** Housing that contains Affordable Units as defined by this § 174-10.3.

(3) **Applicant.** A person, business, or organization that applies for a building permit, Site Plan Review, or Special Permit.

(4) **Area Median Income (AMI).** The median family income for the metropolitan statistical region that includes the Town] of Southborough, as defined by the U.S. Department of Housing and Urban Development (HUD).

(5) **As of right.** Development that may proceed under the Zoning in place at time of application without the need for a special permit, variance, zoning amendment, waiver, or other discretionary zoning approval.

(6) **Development standards.** Provisions of § 174-10.3: G. General Development Standards made applicable to projects within the MCMOD.

(7) **EOHLC.** The Massachusetts Executive Office of Housing and Livable Communities, DHCD's successor agency.
(8) **Multi-family housing.** A building with three or more residential dwelling units or two or more buildings on the same lot with more than one residential dwelling unit in each building.

(9) **Multi-family zoning district.** A zoning district, either a base district or an overlay district, in which multi-family housing is allowed as of right.

(10) **Open space.** Contiguous undeveloped land within a parcel boundary.

(11) **Parking, structured.** A structure in which vehicle parking is accommodated on multiple stories; a vehicle parking area that is underneath all or part of any story of a structure; or a vehicle parking area that is not underneath a structure, but is entirely covered, and has a parking surface at least eight feet below grade. Structured Parking does not include surface parking or carports, including solar carports.
(12) **Parking, surface.** One or more parking spaces without a built structure above the space. A solar panel designed to be installed above a surface parking space does not count as a built structure for the purposes of this definition.
(13) **Residential dwelling unit.** A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking. and sanitation.

(14) **Site plan review authority.** Town of Southborough Planning Board.

(15) **Sub-district.** An area within the MCMOD that is geographically smaller than the MCMOD district and differentiated from the rest of the district by use, dimensional standards, or development standards.

(16) **Subsidized Housing Inventory (SHI).** A list of qualified Affordable Housing Units maintained by EOHLC used to measure a community's stock of low-or moderate- income housing for the purposes of M.G.L. Chapter 40B, the Comprehensive Permit Law.

D. Permitted Uses

(1) **Permitted Uses are as follows:** The following uses are permitted as of right within the MCMOD. (a) Multi-family housing.

(2) **Accessory Uses.** The following uses are considered accessory as of right to any of the permitted uses in Section D.1. (a) Parking, including surface parking and parking within a structure such as an above ground or underground parking garage or other building on the same lot as the principal use.

(b) Customary home occupation.

(3) **Prohibited uses.** All uses which are not listed above, legally nonconforming or otherwise allowable by the provisions of the zoning regulations, are prohibited.

E. Development standards are as follows:

Table of Dimensional Standards. Notwithstanding anything to the contrary in this Zoning, the dimensional requirements applicable in the MCMOD are as follows:	**Subdistrict A** *Area 6A* *Area 6B* *Area 6C*	**Subdistrict B** *Area 7* *Area 21*
Standards		
(a) Minimum lot area	25,000	43,560
(b) Minimum frontage	125	200
(c) Minimum setbacks		
(i) Front	30	Area 7 75* / Area 21 50*
(ii) Rear	35	50
(iii) Side	15	50
(d) Maximum height	2.5 stories or 35 feet	3 stories of 45 feet
(e) Maximum floor area ratio	0.3	0.6
(f) Maximum dwelling units per acre	15.0	15.0

; or do or act anything in relation thereto.

Proposed by: PLANNING BOARD
Select Board Recommendation:
Advisory Committee Recommendation: At Town Meeting
Summary:

ARTICLE 40: To see if the Town will vote to amend the Town Code to add Downtown District to Chapter 174 - Zoning as follows:

- ➢ Schedule of use regulations – 174-8.C(5) after Business Village District.
- ➢ Signs – 174-11 (D) – sign regulations next to Business Village
- ➢ Signs-174-11.E [1] [a] after Business Village District.
- ➢ Signs-174-11.E [1] [b] after Business Village District.
- ➢ Signs-174-11.E [2] [a] after Business Village District.
- ➢ Signs-174-11.E [2] [b] after Business Village District.
- ➢ Signs-174-11.E (d) [1] after Business Village District.
- ➢ Signs-174-11.E (d) [2] after Business Village District.
- ➢ Outdoor Illumination – 174-12.1.E (3) (b), and Table 1 under LZ-2 add Downtown District below Business Village
- ➢ Landscaping – 174-13.A(3) as follows:

  (3) Exceptions.

  The requirements of this section do not apply to developments or renovations in the Business Village District and the Downtown District. However, the Planning Board may require landscaping as part of the site plan or special permit application within the Business Village District and Downtown District.

And anywhere else in the code where the Business Village District is referenced and appropriate.

; or do or act anything in relation thereto.

Proposed by: PLANNING BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary:

ARTICLE 41: To see if the Town will vote to amend Chapter 174 of the Town Code to include an expiration for special permits as required by MGL c. 40A Section 9 as follows:

In Chapter 174 Section 9 – Special Permit Requirements, to add after the sentence ending with "...or destructive of property values therein." the following clause: "Unless otherwise designated by this chapter, if the rights authorized by a special permit are not exercised within two years from the date of grant thereof, they shall lapse, and a new petition, notice, and hearing will be required for their reestablishment. The applicant shall be granted a single one-year extension by applying in writing to the special permit granting authority at least 30 days prior to the date when the special permit is due to lapse. An extension will only be granted for good cause and/or at the discretion of the special permit granting authority."

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD/ZONING BOARD OF APPEALS
Select Board Recommendation:
Advisory Committee Recommendation: Support
Summary: *This article would amend the Zoning Bylaw to comply with MGL c. 40A Section 9, which requires bylaws to provide a specified period of time after which special permits will lapse.*

ARTICLE 42: To see if the Town will vote to delete in its entirety Chapter § 9-2 of the town code "Meetings prohibited on Election Day, or when Town offices are closed due to weather or other emergency" and replace it with:

§ 9-2 Meetings prohibited on Election Day, or when Town offices are closed due to a weather or other emergency

A. If the Select Board or their designee announce that all Town offices are closed due to a weather or other emergency, any scheduled public meeting shall be cancelled. However, public meetings may be held if the meeting is held in an online format where the public may observe the meeting. A previously scheduled in-person only meeting may be changed to an online format by submitting a revised agenda to the Town Clerk. If a meeting is cancelled, the Town Clerk shall post notice of the cancellation on the Town website.

B. This prohibition will not apply to emergency meetings held to address weather or other emergencies as defined by the Attorney General.

C. No board, committee or commission shall schedule a meeting on the day of any Town, state or federal election.

; or do or act anything in relation thereto.

Proposed by: TOWN CLERK
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This Article modifies the existing town code to allow meetings to be held when town buildings are closed to the public due to a weather or other emergency, if the meeting is held in an online format where the public may observe the meeting.*

ARTICLE 43: To see if the Town will vote to accept MGL Ch 41 S 19 K as follows:

"In any town, that accepts this section, a town clerk who has completed the necessary courses of study and training, and has been awarded a certificate by the Massachusetts Town Clerks' Association as a certified Massachusetts municipal clerk, shall receive as compensation from such town, in addition to the regular annual compensation paid by such town for services in such office, an amount equal to 10 per cent of such regular annual compensation, but not more than $1,000 per year. In order to qualify for such additional compensation, a town clerk shall submit to the board of selectmen of such town proof of the award of such certificate. The additional compensation provided in this section shall be prorated for any 12 month period in which an eligible person does not hold the office of town clerk for 12 consecutive months. Such additional compensation shall discontinue when certification is discontinued or withdrawn."

; or do or act anything in relation thereto.

Proposed by: TOWN CLERK
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This Article accepts the Massachusetts General Law that provides an annual $1,000 stipend to a town clerk who obtains certification as a Massachusetts Municipal Clerk. Only 31% of Massachusetts town clerks have the required experience, have taken the required continuing education courses and passed the 250 - question examination required to earn this certification.*

ARTICLE 44: To see if the Town will vote to amend Town Code § 9-25 Meeting minutes, by deleting it in its entirety and replacing it with:

Each board, committee, or commission shall provide minutes for each of its meetings to the Town Clerk within 45 days of the meeting. Minutes shall be kept by the Town Clerk for a period as required by applicable state law.

A. Minutes shall indicate whether they have or have not been approved by the board, committee or commission when submitted to the Town Clerk.
(1) Minutes that have not been approved at the time of their receipt shall be labeled "Draft."
(2) The Town Clerk shall log the receipt of all minutes and the Town Clerk shall post minutes on the Town website.

B. Minutes shall be submitted in a manner consistent with the Open Meeting Law (MGL c. 30A, § 22), and the Attorney General's Open Meeting Law Guide, and must include:

- the date, time and place of the meeting;
- the members present or absent;
- the decisions made and actions taken, including a record of all votes;
- a summary of the discussions on each subject;
- a list of all documents and exhibits used at the meeting; and
- the name of any member who participated in the meeting remotely.

C. Minutes submitted to the Town Clerk shall include, as reasonably possible, copies of all documents, exhibits, and electronic files of any audio or video presentations used at the meeting, including items created by the board members, or by others allowed to make presentations at the meeting.

(1) The term "used at the meeting" shall mean a document, exhibit, audio or video presentation that was (1) identified by name, (2) present at the meeting, and (3) discussed at the meeting.

(2) If copies of documents or other exhibits used at the meeting cannot be provided due to the physical nature of the exhibit (e.g., size of the exhibit, etc.), the specific filing location of the document or exhibit shall be identified.

D. The last page of the minutes shall include a section labelled Documents Used at This Meeting and shall list the names of each document that was used at the meeting.

; or do or act anything in relation thereto.

Proposed by: TOWN CLERK
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This Article clarifies the existing requirements for board, committee, or commission ("the board') meetings to maintain minutes and documents used at meetings. This Article adds the requirement that any audio or video presentation that a board allows to be displayed at a meeting be retained, regardless of who created the presentation. This Article also adds the requirement that the last page of the minutes includes a section labelled "Documents Used at This Meeting" with a list the names of each document that was used at the meeting. A recent review of minutes submitted to the town clerk revealed several instances where no documents were submitted by the board.*

ARTICLE 45: To see if the Town will vote to petition the General Court for the passage of special enabling legislation authorizing the Town to authorize, issue and sell pension obligation bonds to finance the Town's unfunded pension liability to the Worcester Regional Retirement System, fund any necessary reserves, and all other costs associated therewith, which special enabling legislation shall be in such form as the Select Board shall approve; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary:

ARTICLE 46: To see if the Town will vote to establish a Tricentennial Committee Fund as provided for in MGL Ch. 44, §53I for the purpose of receiving funds appropriated by Town Meeting, generated from the sale of merchandise, tickets, or donations, and authorizing the Tricentennial Committee to expend said funds for the purpose of special events or other associated costs related to the 300th Anniversary of the Town of Southborough's incorporation, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support

Summary: *State law allows a Town to establish this type of special fund to offset expenses related to incorporation celebrations. This will ensure that the funds are properly accounted for and included in the Town's independent audit.*

ARTICLE 47: To see if the Town will vote to transfer from Free Cash the sum of Thirty Thousand Dollars ($30,000) or such other amount as Town Meeting may approve for the purpose of funding events [i.e. fireworks, parade, public art, etc.] as authorized by the Tricentennial Committee celebrating the Town of Southborough's incorporation, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This funding will serve as seed money to support the work of the Tricentennial Committee. Expenditures will be approved by the Committee Chair [subject to approval by the Committee] and may include items like patriotic bunting, memorabilia, assistance with digital media or deposits on events such as fireworks, etc.*

ARTICLE 48: To see if the Town will vote to approve the Assabet Valley Regional Vocational Technical School Committee's vote on January 9, 2024, to establish a Stabilization Fund for the Assabet Valley Regional Vocational Technical School District, pursuant to Section 16G ½ of Chapter 71 of the Massachusetts General Laws, said Stabilization Fund to be invested and to retain its own interest earnings as provided by law and further set up an operational line item to be created to transfer available monies into said Stabilization Fund, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Not Support
Summary:

ARTICLE 49: To see if the Town will vote to authorize the Select Board to transfer a certain parcel located at XX Atwood Street to the Southborough Affordable Housing Trust, said property to be used for affordable housing purposes, and to authorize the Select Board to execute any and all documents and agreements as may be necessary to effectuate such transfer; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation: At Town Meeting
Summary:

ARTICLE 50: To see if the Town will vote to transfer the sum of $524,826 from the Community Housing account of the Community Preservation Fund to the Affordable Housing Trust Fund; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary:

ARTICLE 51: To see if the Town will vote to accept the provisions of M.G.L. c. 59 §5, Clause Twenty-two H (inserted by Chapter 218 of the Acts of 2018, known as An Act Relative to Veterans' Benefits, Rights, Appreciation, Validation, and Enforcement ("BRAVE Act")), signed into law August 28, 2018, which provides for a property tax exemption for real estate as follows: to the full amount of the taxable valuation of the real property of the surviving parents or guardians of soldiers and sailors, members of the National Guard and veterans who: (i) during active duty service,

suffered an injury or illness documented by the United States Department of Veterans Affairs or a branch of the armed forces that was a proximate cause of their death; (ii) are missing in action with a presumptive finding of death as a result of active duty service as members of the Armed Forces of the United States; provided, however, that the real estate shall be occupied by the surviving parents or guardians as the surviving parents' or guardians' domicile; and provided further that the surviving parents or guardians shall have been domiciled in the Commonwealth for the 5 consecutive years immediately before the date of filing for an exemption pursuant to this clause or the soldier or sailor, member of the National Guard or veteran was domiciled in the Commonwealth for not less than 6 months before entering service. Surviving parents or guardians eligible for an exemption pursuant to this clause shall be eligible regardless of when the soldier or sailor, member of the National Guard or veteran died or became missing in action with a presumptive finding of death; provided, however, that the exemption shall only apply to tax years beginning on or after January 1, 2019. Such exemption shall be available until such time as the surviving parents or guardians are deceased. No real estate shall be so exempt which has been conveyed to the surviving parents or guardians to evade taxation. To be effective for exemptions granted for any fiscal year beginning on or after, July 1, 2024; or do or act anything in relation thereto.

Proposed by: BOARD of ASSESSORS
Select Board Recommendation: Support
Advisory Committee Recommendation: At Town Meeting
Summary: *The local adoption of clause 22H will expand the real estate exemption benefits for Gold Star parents or guardians. Gold Star families are those that have lost an immediate family member serving in the United States armed forces during any period of war or hostilities in which the armed forces of the United States were engaged.*

ARTICLE 52: To see if the Town will vote that the Town hereby resolves not to seek to sell, agree to sell, or enter into a sale of the 21 Highland St. property until January 1, 2028. It is agreed that the sale or transference of the property could be detrimental to the town until the following factors are resolved: There is currently a new school project being contemplated with an unspecified school price tag that could range as high as 60-100 Million dollars at his moment. The process of planning and building a new school could take another 3 or more years to complete. There is currently 300 408 housing units likely to be built in the next 3-5 years, and the MBTA community Act currently threatens the town with another potential 750 units of multifamily zoning by right, so in the next 3+ years to come the town could lose control of housing development in many areas of the town (there are 3800 housing units in the town currently, the total new burden could add a possible 26% population increase). Although it is unrealistic to expect the full number of units, the current school estimates do not take all of these factors into account, nor can we accurately project numbers with confidence having no control over the zoning, unit type, or building process. There is no current organizational model or plan to mitigate the possible cost or space need effects upon town departments, and no current plan for town space needs if this rapid population growth occurs. The current space need plans are dependent upon the premise of building a new school, a historically neutral residential development plan, and turning over one of the current schools to general town use for multiple departments currently inhabiting other buildings, including Recreation, Family and Youth services (both in the 21 Highland property), Building Permit departments, senior center, and Facilities (all in the Cordaville hall building), who have all have been recommended in the space needs plan to vacate their current locations (and to move to Finn currently). If there is a problem with the plan (example: No new school, or other factors as high population growth), selling the 21 Highland St. property could leave the town with little recourse except to sign commercial leases for homeless departments, potentially making the town long term dependent upon the private real estate market fluctuations, and/or possibly build space, adding to town costs. A new school is currently not approved, but selling these properties could be used as financial incentive and space need leverage to coerce support for one, knowing the sale could instigate leases and costs created by a premature property sale and vacating actions by those departments. There is minimal financial risk to delaying a sale of the property for several years. There is a greater financial risk to selling the property prematurely if the building could better serve the short, middle, or long term interests of the town given the current factors facing the town. A vote for this Article shall supersede any prior decision made or entered into by the town without regard to, or for, the legal and financial consequences of violating any and all other agreements and contracts with private parties.

; or do or act anything in relation thereto.

Proposed by: JOSEPH PALMER, et al.
Select Board Recommendation: Not Support

Advisory Committee Recommendation: At Town Meeting
Summary: *This is a citizen's petition.*

ARTICLE 53: To see if the Town will vote that the Town hereby resolves to own and rehab the current 21 Highland St. property for town, community, and/or rental use, using CPC and other bond allocations to fund the project when needed. The surrounding property will remain open for community use regardless of building use. It is required that the Select Board carry out the will of this resolution, and have a plan in place by the next town Meeting with the understanding that the citizenry will not entertain a proposal to dispose of the property till the year 2033. A vote for this Article shall supersede any prior decision made or entered into by the town without regard to, or for, the legal and financial consequences of violating any and all other agreements and contracts with private parties.

; or do or act anything in relation thereto.

Proposed by: JOSEPH PALMER, et al.
Select Board Recommendation: Not Support
Advisory Committee Recommendation: At Town Meeting
Summary: *This is a citizen's petition.*

ARTICLE 54: To see if the Town will vote that the Town hereby resolves not to seek to sell, agree to sell, or enter into a sale the 21 Highland St. property until January 1, 2030. It is agreed that the citizenry prefers to tastefully retire use of the building at 21 Highland St., and keep the building at 21 Highland St. property owned by the town if or when departments housed wherein should move to other locations and there is no reason to keep the building in use. At such time, the 21 Highland St. building interior will be "Mothballed", the exterior of the windows protected with tasteful covers, the roof and exterior sealed, so the building will keep in a relatively preserved state til it should be desired for future use again, remodeling or demolition by the town. A vote for this Article shall supersede any prior decision made or entered into by the town without regard to, or for, the legal and financial consequences of violating any and all other agreements and contracts with private parties.

; or do or act anything in relation thereto.

Proposed by: JOSEPH PALMER, et al.
Select Board Recommendation: Not Support
Advisory Committee Recommendation: At Town Meeting
Summary: *This is a citizen's petition.*

ARTICLE 55: The Citizens of Southborough hereby resolve that, any petition to the CPC for funding for a project, asset, or service on private land, or for private benefit and use, being not town owned or operated, should require a 2/3 majority passing vote tally for approval at Town Meeting; or do or act anything in relation thereto.

Proposed by: JOSEPH PALMER, et al.
Select Board Recommendation: Not Support
Advisory Committee Recommendation: At Town Meeting
Summary: *This is a citizen's petition.*

ARTICLE 56: To see if the Town of Southborough will vote to

1. Restate the request, approved at Annual Town Meeting 2023, that the Select Board, not enter into any IMA for Regional Dispatch without first presenting the principal terms thereof to Town Meeting for its recommendation thereupon
2. Request that the Select Board not enter into any IMA containing annual budgetary, or debt, approval terms that substantially circumvent, or fail to include, Town Meeting's financial approval requirements as contained in the provisions of the longstanding Regional School Agreement.

3. Request that the Select Board not enter into any IMA for Regional Dispatch before the Technology Committee has reported to Select Board and Town Meeting regarding the feasibility of creating virtual dispatch regions to provide similar coverage redundancy using substantially existing technology, while maintaining a 24 hour per day seven day per week physical presence at the Public Safety Building at no additional cost to the Town.
4. Recommend that Select Board recognize the necessity of full cooperation between Town governing bodies for successful operation of the Town. Advise the Select Board that, while the foregoing are merely requests, and Select Board is not bound to observe these requests, it is noted that the Select Board's annual request for its budget is similarly not binding on Town Meeting, further that Select Board disrespect for recommendation 2, circumventing centuries of taxation control by Town Meeting, may provoke a similar reaction by Town Meeting toward subsequent budgetary requests for Select Board, and that cooperation is far better if observed in both directions.

; or do or act anything in relation thereto.

Proposed by: BONNIE PHANEUF and JOHN BUTLER
Select Board Recommendation: Not Support
Advisory Committee Recommendation: Not Support
Summary: *This is a citizen's petition.*

And you are to give notice hereby by posting true and attested copies of the Warrant on the Town website, the Southborough Town House, 17 Common Street, Southborough Senior Center, 9 Cordaville Road, Southborough Library, 25 Main Street, and Southborough Transfer Station, 147 Cordaville Road; seven (7) days at least before the time appointed for such meeting.

Given under our hand this 27th day of February, 2024

_____
Andrew R. Dennington II, Chair

_____
Kathryn M. Cook, Vice-Chair

_____
Sam Stivers

_____
Marguerite Landry

_____
Alfred Hamilton

SELECT BOARD OF THE TOWN OF SOUTHBOROUGH

DRAFT

Mark Purple

From: Donaghue, Kate - Rep. (HOU) <Kate.Donaghue@mahouse.gov>
Sent: Wednesday, February 21, 2024 2:25 PM
To: Mark Purple; Vanessa Hale
Cc: Select Board; Mischley, Michael (HOU)
Subject: Southborough Budget Requests

[EXTERNAL]

Dear Mark:

I hope you are doing well.

The process of creating the FY25 State budget has begun. In March I will be meeting individually with Chair Michelwitz of House Ways and Means to communicate the spending priorities of the districts, including those of the towns I represent.

It is unclear how revenue projections will hold but it is likely there will be less spending on local projects than in prior years. Are there any items in particular that you would like me to advocate for specifically? A list of items would be especially helpful.

If possible, it would be much appreciated if you could please let me know by the close of business on March 10th.

Best,

Rep. Kate Donaghue

AFFIDAVIT

IN SUPPORT OF NOTICE OF INTENT TO SELL FOR OTHER USE UNDER M.G.L. CHAPTER 61A, SECTION 14

NOTICE OF INTENT TO SELL:	Dated 1/29 2024, a copy of which is attached hereto as **Exhibit A** ("Notice of Intent").
MUNICIPALITY:	Town of Southborough, Worcester County, Massachusetts.
LANDOWNER:	Johnson Cambell Realty, Inc.
LANDOWNER PLAN	See Plan attached to the Notice of Intent.
LOCATION AND ACREAGE OF LAND SUBJECT TO NOTICE OF INTENT TO SELL FOR OTHER USE:	Two parcels of land off of Northboro Road in Southborough, Massachusetts shown as Parcels 71-0000-001-A, approximately 10.76 acres, and 71-0000-006-0, approximately 8.76 acres, on the Town of Southborough Assessor Maps (collectively the "Land").

I, Jason Johnson, President of Johnson Cambell Realty, Inc., having been duly sworn, hereby certify under the penalties of perjury that on 2/1, 2024, I mailed by certified mail the attached Notice of Intent to (a) the Southborough Board of Selectmen in care of the Southborough Town Clerk; (b) the Southborough Planning Board; (c) the Southborough Conservation Commission; (d) the Southborough Board of Assessors; and (e) the State Forester, each at the respective addresses set forth on the mailing list attached as **Exhibit B**.

LANDOWNER:

Johnson Cambell Realty, Inc.

By: _____
Name: Jason Johnson, President
603 801-2231

RECEIVED
FEB 05 2023
Southborough Select Board

#16792450v1

On this 29th day of January, 2024 before me, the undersigned notary public, personally appeared Jason Johnson, President of Johnson Cambell Realty, Inc., proved to me through satisfactory evidence of identification, which was known to me, to be the person who signed the preceding document in my presence and who swore or affirmed to me that the contents of the document are truthful and accurate to the best of his knowledge and belief.

Karinne Brobst (official signature and seal of notary public).

My Commission Expires:

Karinne E. Brobst
Justice of the Peace
State of New Hampshire
My commission expires June 14, 2028

[Attach Exhibits A and B]

Southborough Board of Selectmen
c/o Southborough Town Clerk
Southborough Town House
17 Common Street
Southborough, MA 01772

Southborough Planning Board
Southborough Town House
17 Common Street
Southborough, MA 01772

Southborough Conservation Commission
9 Cordaville Road
Southborough, MA 01772

Southborough Board of Assessors
Southborough Town House
17 Common Street
Southborough, MA 01772

State Forester
The Commissioner of the Department of Conservation and Recreation
10 Park Plaza, Suite 6620
Boston, Massachusetts 02116

NOTICE OF INTENT TO SELL FOR OTHER USE UNDER M.G.L. CHAPTER 61A, SECTION 14

Notice is hereby given, pursuant to Section 14 of Chapter 61A of the General Laws of Massachusetts and for all other purposes, of the following described intent to sell for other use of land assessed under M.G.L. C. 61A.

DATE OF NOTICE:	1/28, 2024.
MUNICIPALITY:	Town of Southborough, Worcester County, Massachusetts.
LANDOWNER:	Johnson Cambell Realty, Inc.
NAME, ADDRESS AND TELEPHONE NUMBER OF LANDOWNER	Johnson Cambell Realty, Inc., 1770 Wavecrest Ct., Marco Island, Florida 34145, [INSERT PHONE NUMBER]
NAME, ADDRESS AND TELEPHONE NUMBER OF LANDOWNER'S ATTORNEY	Brian R. Falk, Esq., Mirick O'Connell, 100 Front Street, Worcester, MA 01608-1477, (508) 791-8500
LANDOWNER PLAN	See plan attached.
LOCATION AND ACREAGE OF LAND SUBJECT TO NOTICE OF INTENT TO SELL:	Two parcels of land off of Northboro Road in Southborough, Massachusetts shown as Parcels 71-0000-001-A, approximately 10.76 acres, and 71-0000-006-0, approximately 8.76 acres, on the Town of Southborough Assessor Maps (collectively the "Land").
ASSESSORS MAP REFERENCE:	The Land is Assessors Map 71, Parcels 1A and 6, Northboro Road, Southborough, MA.
CHAPTER 61A LIENS:	"61A Lien" means, with respect to the Land, Lien, February 26, 1979, Town of Southborough, dated February 26, 1979, recorded in the Worcester County Registry of Deeds ("Deeds") in Book 6742, Page 62.
STATEMENT OF PROPOSED USE OF LAND:	The Landowner hereby proposes to sell the land for the purposes of developing, constructing, and operating a utility-scale solar energy and energy storage development, including related facilities and improvements ("Proposed Use").
STATEMENT OF INTENT TO SELL:	The Landowner hereby states Landowner's intent to sell the Land for the Proposed Use pursuant to the Purchase Option

Agreement dated May 19, 2023 between Johnson Cambell Realty Inc. and Leeward Renewable Energy Development, LLC ("Agreement"), a certified copy of which is attached hereto.

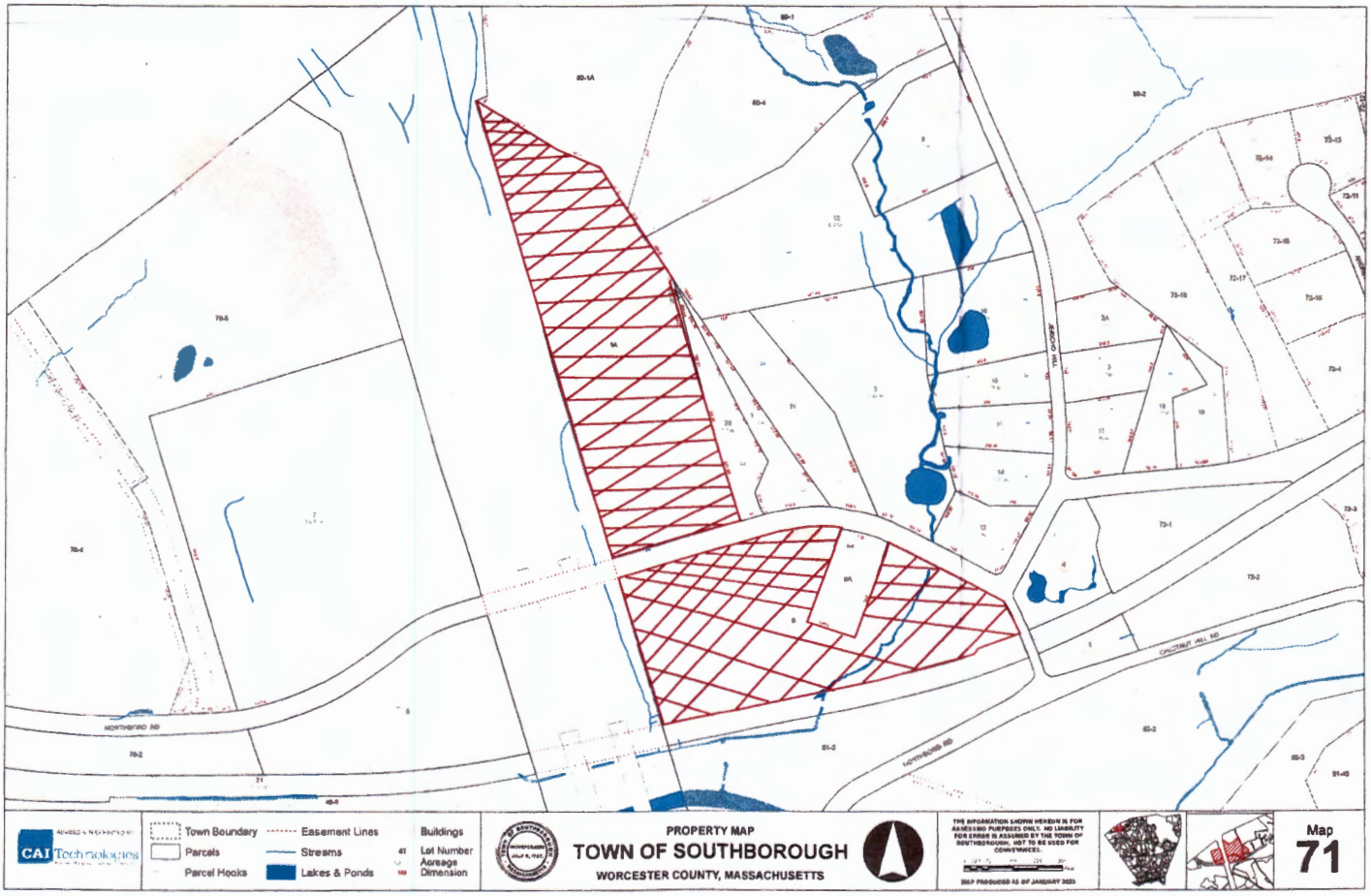
This Notice of Intent to Sell for Other Use is executed as a sealed Massachusetts instrument.

LANDOWNER:

Johnson Cambell Realty, Inc.

By: _____
Name: Jason Johnson, President
603 801-2231

[add plan]
[add certified copy of purchase option agreement]


CAI Technologies
Town Boundary
Parcels
Parcel Hooks
Easement Lines
Streams
Lakes & Ponds
Buildings
Lot Number
Acreage
Dimension
PROPERTY MAP
TOWN OF SOUTHBOROUGH
WORCESTER COUNTY, MASSACHUSETTS
THE INFORMATION SHOWN HEREON IS FOR ASSESSING PURPOSES ONLY. NO LIABILITY FOR ERRORS IS ASSUMED BY THE TOWN OF SOUTHBOROUGH. NOT TO BE USED FOR CONVEYANCES.
MAP PRODUCED AS OF JANUARY 2023
Map
71

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PURCHASE OPTION AGREEMENT

This **PURCHASE OPTION AGREEMENT** (this "Agreement"), dated and effective on 5/19/2023 2023 (the "Effective Date"), is made by and between **JOHNSON CAMBELL REALTY INC.**, a Massachusetts corporation ("Owner"), and **LEEWARD RENEWABLE ENERGY DEVELOPMENT, LLC**, a Delaware limited liability company ("Optionee"). Owner and Optionee are sometimes referred to individually as a "Party" and collectively as the "Parties."

RECITALS

A. Owner is the fee simple title owner of certain real property located in Southborough, Massachusetts, consisting of approximately 19.5 acres, as more particularly described in Exhibit A attached hereto and incorporated herein by this reference (the "Property").

B. Optionee desires to obtain from Owner, and Owner desires to grant to Optionee, an option to purchase the Property upon the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the foregoing and the mutual promises of the Parties contained herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

AGREEMENT

1. Grant of Option.

1.1. Option. Owner hereby grants to Optionee the exclusive right and option to purchase the Property upon the terms and conditions of this Agreement (the "Option").

1.2. Option Term. The term of the Option shall commence on the Effective Date and expire on the third (3rd) anniversary of the Effective Date (the "Initial Period"), *provided*, Optionee, in its sole discretion, shall have the right to extend the Initial Period by one additional period of one-year (the "Extended Period", and together with the Initial Period, the "Option Term"), upon written notice to Owner delivered prior to the expiration of the Initial Period, together with payment of the Option Payment as set forth in Section 1.3 below. Optionee shall have the sole and exclusive right to terminate this Agreement at any time during the Option Term upon written notice to Owner, and upon any such termination, neither party shall have any further liability hereunder, *provided, however*, Optionee shall remain liable for any delinquent payment obligations under this Agreement and for any liability that expressly survives said termination.

1.3. Option Payments. As full and sufficient consideration for the Option, Optionee shall pay to Owner the amounts set forth below on or before the respective due dates (each an "Option Payment" and collectively, the "Option Payments"):

Amount	Due Date
$10,000	Within ninety (90) days following Effective Date
$10,000	Six (6) Months following the Effective Date
$10,000	One (1) Year Anniversary of the Effective Date

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$10,000	Eighteen (18) Months following the Effective Date
$10,000	Two (2) Year Anniversary of the Effective Date
$10,000	Thirty (30) Months following the Effective Date
$100,000	Three (3) Year Anniversary of the Effective Date (if applicable)

All Option Payments made during the Option Term shall be nonrefundable and shall not be applied to the Purchase Price (as hereinafter defined).

1.4. Option Exercise. Optionee may exercise the Option by providing written notice of exercise to Owner (the "Notice of Exercise") prior to the expiration of the Option Term. Optionee shall have the sole right to determine whether to issue the Notice of Exercise. The Option shall terminate upon the first to occur of: (i) Optionee's delivery of the Notice of Exercise; (ii) Optionee's delivery of written notice to Owner that Optionee has terminated this Agreement; or (iii) the expiration of the Option Term. Notwithstanding any provision of this Agreement to the contrary, this Agreement shall not terminate under this Section 1.4 if a Notice of Exercise has been delivered prior to the expiration of the Option Term.

1.5. Memorandum of Option. Upon Optionee's written request, Owner and Optionee shall execute a recordable memorandum of this Agreement in the form attached hereto as Exhibit B, which memorandum may be recorded by Optionee in the official records of Worcester County, Massachusetts at any time during the Option Period.

2. **Diligence; Grant of License.** Owner hereby grants to Optionee a continuing license at all times during the Option Term (and, if Owner delivers the Notice of Exercise, continuing until the Closing Date (as hereinafter defined) for Optionee and its agents and invitees to access and enter upon the Property for the purposes of conducting inspections, surveys, designs of improvements, tests (including environmental, biological, and cultural resource assessments, and geotechnical, hazardous materials, and soil tests), and other actions reasonably related to the investigation by Optionee of the suitability of the Property for utility-scale solar energy and energy storage development. Optionee shall also have the exclusive right to enter into any interconnection studies or requests and power purchase agreements that Optionee chooses to pursue and relating to the Property, and Optionee shall have the right to apply for (in Owner's name, if necessary) any zoning changes, permits, or land use entitlements required to use the site for the construction, financing, and operation of solar energy generating and related energy generation, storage, and transmission improvements. All such activities conducted by Optionee under this Section 2 shall be at Optionee's sole cost and expense. Within 15 days after the Effective Date, Owner shall deliver to Optionee, to the extent any of the following are within Owner's possession or control, copies of all: (i) existing surveys of the Property; (ii) reports (including title reports), analyses, studies, appraisals, and documents relating to the title to, or the physical or environmental condition of, the Property; (iii) permits, approvals, and entitlements issued for the Property; (iv) notices of violations with respect to the Property; and (v) documents relating to pending or threatened administrative actions, litigation, or condemnation proceedings affecting the Property. Optionee shall, promptly following the conclusion of Optionee's investigation of the Property, at Optionee's sole cost and expense, restore the Property to as near the condition which existed immediately prior to Optionee's investigations as is reasonably possible, including replacing paving and landscaping disturbed by Optionee. Optionee, its employees, agents, contractors, subcontractors, consultants and other representatives shall take all reasonable precautions to minimize the impact of Optionee's investigations on the Property. Optionee assumes all risks associated with conducting Optionee's investigations of the Property and agrees to

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protect, defend, indemnify and hold harmless Seller and its officers, directors, shareholders, partners, members, managers, employees, successors and assigns from and against any and all costs, losses, claims, demands, damages, liabilities and expenses and other obligations (including, without limitation, attorneys' fees and court costs) arising from, out of, or in connection with or otherwise relating to, the entry by and the activities, studies and tests performed by Optionee or any of Optionee's employees, agents, contractors, subcontractors, consultants and other representatives in or upon the Property, except to the extent the same is caused by Owner's or Owner's invitee's negligence or willful misconduct. Optionee agrees to provide to Seller, and to cause each of Optionee's employees, agents, contractors, subcontractors, consultants and other representatives who enter upon the Property, to provide to Seller, prior to any such entry, evidence of insurance having a minimum limit of not less than one million dollars ($1,000,000.00) (which may be provided as part of a blanket policy covering other properties), and naming Seller as an additional insured, covering the activities to be conducted by Buyer and Optionee's employees, agents, contractors, subcontractors, consultants and other representatives. The provisions of this Section 2 shall survive the Closing (as hereinafter defined) or the earlier termination of this Agreement.

3. **Purchase Price.** If Optionee exercises the Purchase Option, then Optionee shall purchase the Property from Owner for the applicable sum set forth in the chart below (the "Purchase Price"), payable on the Closing Date (as hereinafter defined) by wire transfer of immediately available funds, and subject to all normal and customary closing adjustments.

Closing Date	Purchase Price Per Acre
Effective Date – Month 12	$240,000
Month 13 – Month 24	$250,000
Month 25 – Month 36	$260,000
Month 37 – Month 48	$270,000

In the event the Closing is delayed because of Owner's breach of this Agreement, the Closing Date for purposes of determining the Purchase Price will be deemed to be the date that Closing otherwise could have occurred in accordance with this Agreement but for Owner's breach.

4. **Title and Survey.**

4.1. **Title Insurance.** At any time during the Option Term, Optionee may, at Optionee's sole cost and expense, obtain a commitment of title insurance (a "Commitment") issued by a title insurer of Optionee's choice (the "Title Company"), in form acceptable to Optionee.

4.2. **Survey.** At any time during the Option Term, Optionee may, at Optionee's sole cost and expense, obtain a survey of the Property (a "Survey") to be prepared in accordance with Optionee's requirements. If Optionee elects to obtain a Survey, the Survey shall contain a legal description of the Property, which description may be used in the Deed (as hereinafter defined) and in the Commitment and Optionee's title policy, *provided, however,* Owner may elect to provide no deed covenants on a legal description derived from the Survey.

4.3. **Objections to Title and Survey Matters.** Optionee may furnish to Owner a written statement specifically identifying any liens, encumbrances, encroachments or other objections to the title to the Property identified by Optionee ("Optionee's Title Notice"). A copy of the Commitment

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and the Survey, if applicable, shall accompany Optionee's Title Notice if the same have not been previously provided to Owner. Optionee may not object to the Permitted Exceptions (as hereinafter defined). If Owner does not receive Optionee's Title Notice on or before 5:00 p.m. on or before the day that is eight (8) months following the Effective Date of this Agreement, then Optionee shall be deemed to have waived Optionee's right to object to matters of title or matters of survey that were of record or in existence on the Effective Date. Owner shall remove those objections listed on Optionee's Title Notice that (i) are mortgages or other liens created by, through or under Owner which secure solely the payment of a stated or calculable indebtedness, (ii) were placed on the record title by Owner after the Effective Date, or (iii) may be removed solely by delivery of an affidavit of Owner, reasonably requested by Optionee's title insurer. If objections appear on Optionee's Title Notice that Owner is not obligated to remove pursuant to the prior sentence, then Owner, within thirty (30) days of Owner's receipt of Optionee's Title Notice, shall send written notice to Optionee indicating which, if any, of the remaining objections Owner has elected to eliminate prior to the Closing ("Owner's Title Notice"). Optionee, within thirty (30) days of Optionee's receipt of Owner's Title Notice, shall either (i) elect to terminate this Agreement, or (ii) elect to accept title to the Property subject to the title and survey matters Owner has elected not to remove without any abatement of the Purchase Price. If Owner fails to send Owner's Title Notice within said thirty (30) day period, then Owner shall be deemed to have elected to remove none of the objections listed on Optionee's Title Notice. If Optionee fails to make Optionee's election within said thirty (30) day period, then Optionee shall be deemed to have elected clause (ii) above. The term "Permitted Exceptions" shall mean (a) provisions of existing and future laws, regulations, restrictions, requirements, bylaws, resolutions and orders (including, without limitation, any relating to building, zoning and environmental protection) as to the use, occupancy subdivision or improvement of the Property; (b) such real and personal property taxes for the then current tax period as are not due and payable on the Closing Date; (c) any liens for municipal betterments assessed after the Effective Date on the Property by the municipality in which the Property is located; and (d) those title and survey matters that Optionee agrees, or is obligated to take title subject to, as set forth in this Section.

4.4. **Commitment and Survey Updates**. At any time after its exercise of its Option and until the Closing Date, Optionee shall have the right to have its Commitment and/or Survey updated, and if any such update discloses any new matter adversely affecting title to the Property to which Optionee objects (each, a "New Title Objection"), then Optionee shall notify Owner thereof in which case said matters shall be resolved in the manner set forth in Section 4.3 and, if required, the Closing Date shall be extended to provide the parties with the time periods set forth above; provided, however, that if any New Title Objection arises because of Owner's breach of the terms and covenants set forth in this Agreement, then Optionee shall have the right to pursue the remedies set forth in Section 13 of this Agreement. Optionee shall raise any new qualifying title or survey matters in a new Optionee's Title Notice delivered to Owner within twenty (20) days of Optionee's discovery of the qualifying title or survey matters.

5. **Conditions to Closing**. The parties understand and agree that the obligation of Optionee to purchase the Property following its exercise of the Option is expressly contingent upon the achievement or satisfaction of each of the following conditions, to the satisfaction of Optionee:

5.1. **Title and Survey**. Title to the Property shall be good and marketable, with valid title of record, and insurable at regular rates by the Title Company, subject only to the Permitted Exceptions and such other matters as are approved in writing by Optionee, in its sole discretion, prior to the Closing.

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5.2. **Environmental Matters**. There shall have been no change in the environmental condition of the Property since the date upon which Optionee shall have had a Phase I (and if applicable, Phase II) environmental assessment of the Property performed.

5.3. **Representations and Warranties.** There shall be no breach of the representations and warranties of Owner set forth in this Agreement.

5.4. **Covenants and Agreements**. Owner shall have observed and performed each covenant and agreement to be observed and performed by it under this Agreement.

5.5. **Release**. The parties shall have obtained the Release from the Municipality as described in Section 11.2.1 below.

6. **Closing**. If Optionee exercises the Option, then settlement of the sale and purchase of the Property (the "Closing") shall be held at such location and on such date as Optionee may determine in the Notice of Exercise (the "Closing Date"), subject to the satisfaction of the conditions set forth herein, *provided,* that the Closing Date shall occur no later than forty-five (45) days following the date on which Optionee shall exercise the Option. At Closing, Owner shall grant and convey to Optionee, by quitclaim deed (the "Deed"), free and clear of all liens and encumbrances except for Permitted Exceptions, good and marketable fee simple title to the Property as such will be insurable by a responsible title insurance company at regular rates. Time shall be of the essence with respect to the Closing Date and all other date and time periods set forth in this Agreement.

7. **Proration of Items and Expenses at Closing**. Municipal service fees, including but not limited to water and sewer charges, utility charges, rents and interest, if any, shall be prorated as of the Closing Date. As of the Closing Date, all state and local real estate taxes shall be prorated on the basis of the applicable tax year. Owner shall be responsible for the cost of all matters of title clearance (including the satisfaction and discharge of any liens or encumbrances on the title and the correction of any deficiencies in title), and Owner's attorneys' fees. If as of the Effective Date the Property shall be affected by any assessments or special assessments payable in lump sum or which are, or may become, payable in installments, of which the first installment is then a charge or a lien, or has already been paid, then at the Closing Date such amounts shall be paid in full by Owner. Optionee shall be responsible for any title examination and insurance costs (except for costs associated with remedial actions to clear title), the costs of any surveys, any recording fees for documents relating to the purchase of the Property, and the costs of real estate transfer taxes.

8. **Closing Deliveries**.

8.1. **Deliveries by Owner**. At the Closing, Owner shall deliver to Optionee the following:

8.1.1. the Deed, conveying good and marketable fee simple title in and to the Property, free and clear of all liens and encumbrances (other than the Permitted Exceptions), in form subject to the reasonable approval of Optionee, duly executed and acknowledged by Owner;

8.1.2. a certificate executed by Owner, confirming that each of the representations and warranties of Owner set forth in this Agreement are true and correct as of the Closing Date;

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8.1.3. an affidavit that Owner is not a "foreign person" as such term is defined in Section 1445(b)(2) of the Internal Revenue Code of 1986, as amended, duly executed by Owner;

8.1.4. a HUD-1 settlement statement prepared by the Title Company (or, if none, by Optionee), duly executed by Owner; and

8.1.5. any other document, affidavit, instrument, or agreement reasonably requested by Optionee, Optionee's counsel, or the Title Company to consummate the transactions contemplated hereby or to certify Optionee's title to each parcel of the Property.

8.2. **Deliveries by Optionee**. At the Closing, Optionee shall deliver to Owner the following:

8.2.1. the Purchase Price subject to prorations and other adjustments as provided in Section 7 above;

8.2.2. a certificate executed by an officer of Optionee, confirming that each of the representations and warranties of Optionee set forth in this Agreement are true and correct as of the Closing Date, and that Optionee has fully performed all of the covenants of Optionee set forth in this Agreement;

8.2.3. a HUD-1 settlement statement prepared by the Title Company (or, if none, by Optionee), duly executed by Optionee; and

8.2.4. any other document, affidavit, instrument, or agreement reasonably requested by Owner to consummate the transactions contemplated hereby.

9. **Right to Assign**. Optionee shall have the right to assign or transfer its interest pursuant to this Agreement in full or in part without Owner's consent, *provided* that Optionee shall provide notice of any assignment within a reasonable time following such occurrence (each such transaction, an "Assignment"); and, *provided further* that any such Assignment (excluding any collateral assignments in connection with a financing) shall be expressly made subject to all of the terms, covenants, and conditions of this Agreement. An Assignment shall relieve Optionee of its obligations under this Agreement provided that the transferee of the interest assumes in writing Optionee's obligations hereunder. Optionee shall also have the right to collaterally assign or pledge its rights and interest pursuant this Agreement to a lender without Owner's consent, and Owner agrees to provide any reasonable estoppels or consents in connection with any such financing upon Optionee's request.

10. **Notices**. All notices, demands, or consents required under in this Agreement shall be given in writing, and may be given (i) by certified or registered United States Mail, postage pre-paid, in which case the notice shall be deemed to be effective on the third business day following deposit, (ii) by delivery via a nationally recognized, overnight receipted courier service, in which case the notice shall be deemed to be effective on the next business day following delivery to such courier service, or (iii) by e-mail transmission (with acknowledged receipt), in which case the notice shall be deemed effective on the

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date of such transmission, in each case delivered to the Parties at their respective addresses listed below (or at such other address as either may specify to the other in notice under this section):

Notice to Owner:
Johnson Cambell Realty, Inc.
1770 Wavecrest Ct.
Marco Island, Florida 34145
Attn: Mark Johnson
e-mail: photon_1@msn.com

Notice to Optionee:
Leeward Renewable Energy Development, LLC
6688 N. Central Expressway, Suite 500
Dallas, Texas 75206
Attn: Legal Department
e-mail: legal@LeewardEnergy.com

11. **Representations, Warranties, and Covenants**. Owner hereby makes the following representations and warranties, each of which shall survive the expiration or earlier termination of the Option Period and shall be deemed remade as of the Closing Date:

11.1. No Litigation; Compliance with Law. No litigation is pending, and, to the best of Owner's knowledge, no litigation or administrative actions are proposed, threatened, or anticipated with respect to any matter affecting the Property or this Agreement. If Owner learns of any litigation or administrative action proposed, threatened, or instituted with respect to the Property or this Agreement, Owner shall give Optionee prompt notice thereof, and Owner shall support any efforts by Optionee to intervene in such proceeding. Owner has received no notice that the Property is in violation of any applicable laws, bylaws, rules, statutes, and regulations, including without limitation all local zoning, subdivision, and land use laws, bylaws, rules, statutes, and regulations.

11.2. Title; Right to Grant Option. Owner is the sole owner in fee simple of the Property. Owner has all necessary authority to grant the Option to Optionee and perform all of Owner's obligations under this Agreement without the consent or approval of any other party. Except as set forth in G.L. c. 61A, there are no options, rights of first refusal, contracts to purchase, leases, easements, licenses, mortgages, deeds of trust, reversionary rights, or similar interests that would prevent, restrict, or interfere with Optionee's exercise or enjoyment of its rights under this Agreement, including, without limitation, the right to purchase the Property upon the terms and conditions of this Agreement.

11.2.1. Cooperation with respect to G.L. c. 61A. Promptly following the Effective Date of this Agreement, Owner and Optionee shall work together in good faith to notify the applicable city or town in which the Property is located (the "**Municipality**") of the existence of this Agreement and the Option (which shall be deemed a "notice of intent to sell for other use" as referenced in G.L. c. 61A) and obtain a written and recordable release of the Municipality's right of first refusal as set forth in G.L. c. 61A (the "**Release**"). If Owner and/or Optionee are unable to obtain the Release within eighteen (18) months following the Effective Date, Optionee shall have a right to terminate this Agreement upon written notice to Owner, and upon any such termination, neither party shall have any

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further liability hereunder, provided, however, Optionee shall remain liable for any liability that expressly survives said termination.

11.3. Encumbrances. Until the expiration of the Option Period, Owner will not grant or consent to any leases, liens, zoning restrictions, easements, licenses, mortgages (unless the same are discharged at the Closing), deeds of trust, reversionary rights, or similar interests concerning the Property without obtaining Optionee's prior written consent, which may be withheld in Optionee's sole discretion. To the best of Owner's knowledge, there are no adverse or other parties in possession of the Property.

11.4. Exclusivity. Until the expiration of the Option Period, Owner shall not offer the Property for sale, lease, or option to any party other than Optionee.

11.5. No Physical Alterations. Until the expiration of the Option Term, Owner shall not alter in any material respect the physical condition of the Property (including, without limitation, grading and drainage patterns) without Optionee's prior written consent, which may be granted or withheld in Optionee's sole and absolute discretion.

11.6. Hazardous Materials. To the best of Owner's knowledge, no substances or materials defined as hazardous or toxic under state, federal, or local laws or regulations (collectively, "Hazardous Materials") have been placed, stored, generated, produced, discharged, disposed of, or released on the Property or transported to or from the Property. Owner has not placed, stored, generated, produced, discharged, disposed of, or released Hazardous Materials on the Property, and Owner has not transported any Hazardous Materials to or from the Property. There are no underground storage tanks located under the Property.

11.7. Taxes. Owner shall pay when due all property taxes and assessments assessed against the Property during the Option Period. The Property is not subject to any open space or agricultural property tax deferrals, and neither Optionee's potential development of the Property nor the closing of the transaction contemplated by this Agreement will trigger any type of property tax recapture.

11.8. Foreign Person. Owner is not a "foreign person" as defined in Section 1445 of the United States Internal Revenue Code of 1986, as amended, and any regulations promulgated thereunder.

11.9. No Broker's Commissions. Owner has not entered into any agreement or taken any action that will result in any obligation to pay any brokerage, finder's fee, or similar commission in connection with this Agreement or the potential purchase and sale of the Property as contemplated in this Agreement.

12. **Risk of Loss**. All risk of loss or damage to the Property prior to Closing, including, but not limited to, loss by fire, windstorm, or other casualty, shall rest with Owner. If, prior to the Closing, the Property is damaged as a result of fire or other casualty or if after the exercise of the Purchase Option and before Closing, all or any portion of the Property is condemned by any legally constituted authority, a notice of intent to condemn is issued for any portion of the Property, or any portion of the Property is sold in lieu of condemnation (all of which actions shall generically be referred to as a condemnation), Optionee shall have the option to: (i) accept title to the Property without any abatement of the Purchase Price whatsoever, in which event at the Closing any insurance or condemnation proceeds payable to the Owner shall be assigned by Owner to Optionee, and any monies theretofore received by Owner in connection with such fire or other casualty or condemnation, shall be paid over to Optionee; or (ii) cancel this Agreement, in which event neither party shall have any further liability or obligation to the other

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hereunder except for those liabilities or obligations which survive the termination of this Agreement. Such option shall be exercised by Optionee by delivering to Owner written notice of such exercise on or before the tenth (10th) business day following the date on which Optionee receives notice that such condemnation, fire, or other casualty has occurred, but in no event later than the Closing Date. In the event Optionee shall fail to exercise such option within the ten (10) day period, then Optionee shall be deemed to have elected the alternative set forth above to cancel this Agreement.

13. **Defaults and Remedies.**

13.1. **Default by Optionee.** In the event of a default or breach by Optionee hereunder that continues for thirty (30) days following written notice from Owner, Owner's sole remedy shall be to terminate this Agreement and retain any Option Payments previously due to Owner, which shall constitute Owner's liquidated damages. Owner hereby waives all other rights and remedies, including, without limitation, any right to specific performance, injunctive relief, or other relief to cause Optionee to perform its obligations under this Agreement, and any right to damages occasioned by Optionee's breach of this Agreement that are in excess of such liquidated damages. No notice or cure period shall be applicable with respect to Optionee's failure to perform on the Closing Date.

13.2. **Default by Owner.** In the event of any default or breach by Owner under this Agreement that continues for thirty (30) days following written notice to Owner (provided, however, that there shall be no such cure period for Owner's breach of its obligation to deliver the items described in Section 8.1 on the Closing Date), Optionee may elect, as Optionee's exclusive remedies, to either:

13.2.1. waive any claim for loss of bargain and consequential damages, in which event (A) all Option Payments shall be returned to Optionee, and (B) Optionee may pursue an action for monetary damages (i.e. all direct, out-of-pocket costs and expenses incurred by Optionee, including, but not limited to, costs of title examination, appraisal, surveys, environmental and other property inspections, and attorneys' fees); or

13.2.2. pursue an action for specific performance.

14. **Crop Damages**.

14.1. Crop Damages During the Option Term. The parties anticipate and acknowledge that, in the exercise of Optionee's due diligence investigations of the Property as contemplated herein Optionee may damage or destroy crops on the Property. If any of Owner's or its tenant's growing crops are materially damaged or destroyed as a result of such activities of Optionee during the Option Period, then Optionee shall promptly pay to Owner an amount equal to the greater of (x) the actual out-of-pocket costs theretofore incurred by Owner or its tenant in planting, irrigating, and fertilizing such growing crops in the applicable calendar year (excluding any and all capital expenditures, including, without limitation, the cost of cattle, farm equipment, or machinery), or (y) the fair market value of such growing crops in their condition prior to such damage, destruction, or removal as established by multiple peril crop insurance historic yields for the immediately preceding 10 years. For the avoidance of doubt, it shall be the responsibility of Owner to compensate its tenant(s) for such damage or destruction.

14.2. Crop Payment at the Closing Date. From and after delivery of the Notice of Exercise, Owner shall not, nor shall Owner permit any crop tenant to, commence the cultivation

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of crops on the Property. If Owner or a crop tenant has commenced cultivation of crops on the Property prior to the Notice of Exercise, and harvesting of such crops cannot be completed prior to the Closing Date, Owner shall give Optionee written notice of such fact as soon as reasonably practicable, which notice shall include an estimated date by which such crops could be harvested in the ordinary course of the anticipated growing season for such crop. In such case, Optionee shall have the following options relative to such crops (the election of which option shall be in the sole discretion of the Optionee): (A) the Optionee may elect to extend the Closing Date to a later date to allow for such crops to be harvested; (B) the Optionee may allow Owner or its crop tenant to complete cultivation of the crops on the Property after the Closing Date, subject to terms contained in a separate written agreement acceptable to the Optionee; or (C) Optionee may take ownership and possession of such crops at the Closing Date, and in full settlement for taking such possession and ownership of such crops, Optionee shall pay Owner or its crop tenant an amount equal to the greater of (x) the actual out-of-pocket costs theretofore incurred by Owner or its tenant in planting, irrigating, and fertilizing such growing crops in the applicable calendar year (excluding any and all capital expenditures, including, without limitation, the cost of cattle, farm equipment, or machinery), or (y) the fair market value of such growing crops in their condition prior to the Closing Date as established by multiple peril crop insurance historic yields for the immediately preceding 10 years.

15. **Miscellaneous Provisions**.

15.1. Successors and Assigns. The terms and provisions of this Agreement shall run with the Property and be binding on, and inure to the benefit of, the successors and permitted assigns of the Parties.

15.2. Entire Agreement; Further Assurances. This Agreement constitutes the entire agreement between the Parties and supersedes any other prior understandings and agreements. This Agreement shall not be amended or modified in any way except by an instrument signed by the Parties. The Parties shall at all times hereafter execute any documents and do any further acts which may be necessary or desirable to carry out the purposes of this Agreement and to give full force and effect to each and all of the provisions hereof, so long as the requesting Party bears any financial cost.

15.3. As-Is. Except as expressly stated in this Agreement, Owner makes no representation or warranty as to the truth, accuracy or completeness of any materials, data or information delivered by Owner or its agents to Optionee in connection with the transaction contemplated by this Agreement. Optionee acknowledges and agrees that all materials, data and information delivered by Owner to Optionee in connection with the transaction contemplated by this Agreement are provided to Optionee as a convenience only and that any reliance on or use of such materials, data or information by Optionee shall be at the sole risk of Optionee, except as otherwise expressly stated in this Agreement. Optionee acknowledges and agrees that at the Closing Owner shall sell and convey to Optionee and Optionee shall accept the Property "as is, where is, and with all faults", except to the extent expressly provided otherwise in this Agreement or in the Deed at Closing.

15.4. Governing Law. This Agreement shall be governed by and interpreted in accordance with the laws of the Commonwealth of Massachusetts.

15.5. Confidentiality. Owner shall maintain in the strictest confidence, for the benefit of Optionee, all information pertaining to this Agreement and the terms and conditions of this Agreement.

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15.6. Severability. If any term or provision of this Agreement, or the application thereof to any person or circumstance, shall be determined to be invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to persons or circumstances, other than those as to which it is held to be invalid, shall be enforced to the fullest extent permitted by law.

15.7. Counterparts; Electronic Signatures. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, and all of which together shall constitute a single instrument. Signatures to this Agreement may be delivered by electronic means (e.g., by .pdf or by DocuSign) with the same effect as a physical signature.

[signature page follows]

DocuSign Envelope ID: FF40D1E7-FB41-4614-9812-52977D81721B

IN WITNESS WHEREOF, the Parties have duly executed this Agreement to be effective as of the Effective Date.

OWNER:

JOHNSON CAMBELL REALTY INC., a Massachusetts corporation

By:_____
Name: Jason Johnson
Title: President

By:_____
Name: Charles Johnson
Title: Treasurer

OPTIONEE:

LEEWARD RENEWABLE ENERGY DEVELOPMENT, LLC

DocuSigned by:
By: John Wieland
Name: John Wieland
Title: CDO

DocuSign Envelope ID: FF40D1E7-FB41-4614-9812-52977D81721B

IN WITNESS WHEREOF, the Parties have duly executed this Agreement to be effective as of the Effective Date.

OWNER:

JOHNSON CAMBELL REALTY INC., a Massachusetts corporation

By:_____
Name: Jason Johnson_____
Title: President_____

By: Charles Johnson
Name: Charles Johnson_____
Title: Treasurer_____

OPTIONEE:

LEEWARD RENEWABLE ENERGY DEVELOPMENT, LLC

By:_____
Name:_____
Title:_____

DocuSign Envelope ID: FF40D1E7-FB41-4614-9812-52977D81721B

IN WITNESS WHEREOF, the Parties have duly executed this Agreement to be effective as of the Effective Date.

OWNER:

JOHNSON CAMBELL REALTY INC., a Massachusetts corporation

By:_____
Name: Jason Johnson_____
Title: President_____

By:_____
Name: Charles Johnson_____
Title: Treasurer_____

OPTIONEE:

LEEWARD RENEWABLE ENERGY DEVELOPMENT, LLC

By:_____
Name:_____
Title:_____

DocuSign Envelope ID: FF40D1E7-FB41-4614-9812-52977D81721B

Exhibit A

Legal Description of the Property

All that certain property located in Worcester, Massachusetts, being more particularly described as follows:

APNs: 71-0000-001-A and 71-000-006-0

Being a portion of the following land (but being expressly limited to the land in the aforementioned tax parcels as of the Effective Date of this Agreement):

(1) Four (4) parcels of land, three (3) in Southborough and one (1) in Marlborough as described in deed of Hattie M. Brown, et al to James B. Johnson dated March 28, 1903 and recorded at Worcester District Deeds, Book 1750, Page 87 and at Middlesex South District Deeds, Book 3276, Page 261.

(2) Two (2) parcels of land situated in Marlborough as described in deed of Thomas Connors to James B. Johnson dated March 21, 1903 and recorded at Middlesex South District Deeds, Book 2882, Page 453.

(3) Three (3) parcels of land partly in Northborough and partly in Marlborough, two (2) in Marlborough as described in deed of Charles P. Berry to James B. Johnson dated June 26, 1915 and recorded at Worcester District Deeds, Book 2332, Page 264 and Middlesex South District Deeds, Book 3978, Page 21.

(4) Five (5) parcels of land, two (2) in Southborough and three (3) partly in Southborough and Marlborough as described in deed of Harry Beard Spurr to James B. Johnson, dated February 12, 1927 and recorded at Worcester District Deeds, Book 2429, Page 335, and Middlesex South District Deeds, Book 5072, Page 434.

(5) One (1) parcel of land in Southborough as described in deed of Howard S. Palmer, et al to James B. Johnson, dated July 21, 1938 and recorded at Worcester District Deeds, Book 727, Page 124.

(6) One (1) parcel of land in Southborough containing 0.05 of an acre as described in deed of the Commonwealth of Massachusetts, Metropolitan District Commission, Water Division to James B. Johnson, et ux, dated March 31, 1924 and recorded at Worcester District Registry of Deeds, Book 2349, Page 322.

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As generally depicted in the following map:



Map	Lot	Sub	Sublot
71	0000	001	A

Parcel ID: 71-0000-001-A
Building Location: NORTHBORO ROAD

Southborough

Card: 1 of 1

	Total Card	Total Parcel
APPR	483,717 /	483,717
USE + IMP	3,228 /	3,228
USE LAND	3,228 /	3,228
ASSESSED	3,228 /	3,228

PROPERTY LOCATION

NORTHBORO ROAD
sbor, MA

OWNERSHIP

JOHNSON CAMBELL REALTY INC
C/O DAVID JOHNSON
1770 WAVECREST COURT
MARCO ISLAND, FL 34145-0000

Occ | Type

PREVIOUS OWNER

JOHNSON
00000-0000

NARRATIVE DESCRIPTION

This parcel contains 10.76000 AC of land mainly classified as COM-61A-FLD- with a building, having primarily Exterior.

OTHER ASSESSMENTS

Code	Desc	Amt	Comm Int Amt

PROPERTY FACTORS

Item	Code	Item	Code	%
Util 1	NO - NONE	Dis 1	SOUT	100.0
Util 2		Dis 2		
Util 3		Dis 3		
Census		Zone 1	RA	100
F. Haz		Zone 2		
Topo		Zone 3		
Street	P - PAVED	HX		
Traffic	L - LIGHT			
Exempt				

IN PROCESS APPRAISAL SUMMARY

Use Code	Building Val	Yard Items	Land Size	Land Val	Total Val
713	0	0	10.76	483,717	483,717
713	0	0	0.00	0	0
Building Total	0	0	10.76	483,717	483,717
Parcel Total	0	0	10.76	483,717	483,717
Source	0 - Mkt Adj Cost	Tot Val SF/Bld		Tot Val SF/Prcl	

LEGAL DESCRIPTION

Lot Size	
Total Land	10.76
Land Unit Type	AC

Property ID: 3293

PREVIOUS ASSESSMENTS

Tx Yr	Cat	Use	Bld Value	Yard Items	Land Size	Land Val	Total Appr	Assessed	Notes	Date
2024	FV	713	0	0	10.76	483,717	483,717	3,228	2024/LDS 10/24/23 11:58	10/24/2023
2022	FV	713	0	0	10.76	407,922	407,922	0	Year end	11/23/2021
2021	FV	713	0	0	10.76	378,070	378,070	0	YEAR END ROLL	11/05/2020
2020	FV	713	0	0	10.76	356,060	356,060	0	Year End Roll	10/31/2019
2019	FV	713	0	0	10.76	331,292	331,292	0	Year End Roll	10/15/2018
2018	FV	713	0	0	10.76	320,244	320,244	0	Year End Roll	10/03/2017
2017	FV	713	0	0	468,705.6	315,588	315,588	0	Year End Roll	11/15/2016

SALES INFORMATION

Grantor	Legal Ref	Type	Date	Sale Price	TSF	Verif.	NAL	Notes
JOHNSON	13881-216	L	01/08/1992	101	No	D	A	

BUILDING PERMITS

Date	Number	Desc	Amount	Closed	Status	Fed. ID	Notes	Last Visit

ACTIVITIES

Date	Result	By

Patriot PROPERTIES INC.

User Account	
F_637788_2940521	
GIS Coord 1	
42.3074396	
GIS Coord 1	
-71.5553792	
Insp Date	
Print Date / Time	
2/5/2024 2:06 pm	
Last Date / Time	
cindym	

USER DEFINED

PriorID1a	
X	
PriorID2a	
PriorID3a	
PriorID1b	
Y	
PriorID2b	
PriorID3b	
PriorID1c	
PriorID2c	
PriorID3c	
Assessor Map	

LAND SECTION (713)

LUC	LUC Desc	Alt %	Ft.	# Units	Depth	U. Type	L. Type	Ft.	Base V.	Unit Prc	Adj Prc	NBC	Ft.	Mod.	Inf 1	%	Inf 2	%	Inf 3	%	Appr	Alt 2 LUC	%	Spec L.V.	Juris	L. Ft.	Assessed	Notes
713	COM-61A-FL		1	43,560		SF	PRIMARY	1		6.55	6.55	2	1								285,318		0	0		1	300	10.76AC 1/F
713	COM-61A-FL		1	43,560		SF	SECONDA	0.5		6.55	3.28	2	1								142,659		0	0		1	300	
713	COM-61A-FL		1	8.76		AC	RESIDUAL	1		15,000	6,363.01	2	1								55,740		0	300		1	2,628	
Total AC/HA				10.76		Total SF/SM				468,705.60		Parcel LUC		713 - COM-61A-FLD-			P. NBC Desc			2	Tot	483,717		Tot	300		Tot	3,228	

Disclaimer: This Information is believed to be correct but is subject to change and is not guaranteed

Parcel ID 71-0000-001-A

Exterior Information

Type			
Stry Hght			
(Liv) Units	0	Tot	0
Found			
Frame			
P. Wall			
Sec Wall			0
Roof Str			
Roof Cvr			
Color			
View			
Shape			
Bld Name			

General Information

Grade			
Year Blt		Eff Yr	
Alt LUC			
Juris			
Con Mod			

Interior Information

Avg Ht / Fl			
P. Int Wall			
Sec Int Wall			
Partition			
P. Floor			
Sec Floor			
Bmt Floors			
Sub Floors			
Bmt Garage	0		
Electric			
Insulation			
Int Vs Ext			
Heat Fuel			
Heat			
# Heat Sys	0		
Heated %		AC %	
Sol HW %		Ctrl Vac %	
Com Wall %		Sprink %	

Condo Information

Location	
Tot Units	
Floor	
% Own	
Name	

Bath Features

Full Bath	0	Rtng	
Add Full	0	Rtng	
3/4 Bath	0	Rtng	
Add. 3/4	0	Rtng	
1/2 Bath	0	Rtng	
Add. 1/2	0	Rtng	
Other Fix	0	Rtng	

Other Features

Kitchens	0	Rtng	
Add Kit.	0	Rtng	
Fireplaces	0	Rtng	
WS Flues	0	Rtng	

Depreciation

Phys Con	AV - Average	0
Functional		
Economic		
Special		
Override		
	Total	0%

Comments

Res Breakdown

Floor	No. Unit	Rooms	Bdrms
Bld Total			
Prcl Total			

Remodeling

Exterior	
Interior	
Add.	
Kitchen	
Bath	
Plumb	
Electric	
Heating	
General	

Calc Ladder

Base Rate	0.00	Depr	0
Size Adj	1.00000	Depr'd Total	0
Con Adj	1.00000	Juris Ft.	1.0000
Adj Prc	$ 0.00	Spec. Features	$ 0
Grade Ft.	1.00000	Lump Sum	
Other Feat	$ 0	Final Total	$ 0
NBH Mod	1.0000	Override Val	
NBC Infl	1.0000	Assmnt Ft.	1.0000
LUC Ft.	1.0000	Assessed Val	$ 0
Adj Tot (RCN)	0	Total $/SF	
Depr %	0%	Undepr $/SF	0.00000

Sketch

Mobile Home

Make		Model		Serial		Year		Color	

Comparable Sales

Rtng	Parcel ID	Type	Sale Date	Price
Avg Rtng		Ind Val		

Sub Areas

Code	Desc	Net Area	Gross A.	F. Area	Sz Adj A.	Rate AV	Undepr Val
	Building Totals						
	Parcel Totals						

Alt Areas

S. Area	Alt Type	% Alt	Tenants	Qual	% U

Special Features / Yard Items

Code	Desc	A	Y/S	Qty	Size	Qual	Con	Year	Unit Prc	D/S	Depr %	LUC	Ft.	NBC	Ft.	Juris	Ft.	Appr Val	Assessed
	Building Totals				Yard Item Appr						Special Feature Appr								
	Parcel Totals				Yard Item Appr						Special Feature Appr								

Image

Disclaimer: This Information is believed to be correct but is subject to change and is not guaranteed

Map	Lot	Sub	Sublot
71	0000	006	0

Parcel ID: 71-0000-006-0 | Building Location: NORTHBORO ROAD

Southborough

Card: 1 of 1 | Total Card | Total Parcel

	Total Card	Total Parcel
APPR	1,160,262 /	1,160,262
USE + IMP	2,628 /	2,628
USE LAND	2,628 /	2,628
ASSESSED	2,628 /	2,628

PROPERTY LOCATION

NORTHBORO ROAD
isbor, MA

OWNERSHIP

JOHNSON CAMBELL REALTY INC
C/O DAVID JOHNSON
1770 WAVECREST COURT
MARCO ISLAND, FL 34145-0000

Occ | Type

PREVIOUS OWNER

JOHNSON
00000-0000

NARRATIVE DESCRIPTION

This parcel contains 8.76000 AC of land mainly classified as COM-61A-FLD- with a building, having primarily Exterior.

OTHER ASSESSMENTS

Code	Desc	Amt	Comm Int Amt

PROPERTY FACTORS

Item	Code	Item	Code	%
Util 1	NO - NONE	Dis 1	SOUT	100.0
Util 2		Dis 2		
Util 3		Dis 3		
Census		Zone 1	RA	100
F. Haz		Zone 2		
Topo		Zone 3		
Street	P - PAVED	HX		
Traffic	L - LIGHT			
Exempt				

IN PROCESS APPRAISAL SUMMARY

Use Code	Building Val	Yard Items	Land Size	Land Val	Total Val
713	0	0	8.76	1,160,262	1,160,262
713	0	0	0.00	0	0
Building Total	0	0	8.76	1,160,262	1,160,262
Parcel Total	0	0	8.76	1,160,262	1,160,262
Source	0 - Mkt Adj Cost	Tot Val SF/Bld		Tot Val SF/Prcl	

LEGAL DESCRIPTION

Lot Size	
Total Land	8.76
Land Unit Type	AC

Property ID: 3299

PREVIOUS ASSESSMENTS

Tx Yr	Cat	Use	Bld Value	Yard Items	Land Size	Land Val	Total Appr	Assessed	Notes	Date
2024	FV	713	0	0	8.76	1,160,262	1,160,262	2,628	2024/LDS 10/24/23 11:58	10/24/2023
2022	FV	713	0	0	8.76	958,142	958,142	0	Year end	11/23/2021
2021	FV	713	0	0	8.76	887,180	887,180	0	YEAR END ROLL	11/05/2020
2020	FV	713	0	0	8.76	837,130	837,130	0	Year End Roll	10/31/2019
2019	FV	713	0	0	8.76	777,359	777,359	0	Year End Roll	10/15/2018
2018	FV	713	0	0	8.76	762,224	762,224	0	Year End Roll	10/03/2017
2017	FV	713	0	0	381,585.6	761,768	761,768	0	Year End Roll	11/15/2016

SALES INFORMATION

Grantor	Legal Ref	Type	Date	Sale Price	TSF	Verif.	NAL	Notes
JOHNSON	13881-216	P	01/08/1992	101	No	D	A	

BUILDING PERMITS

Date	Number	Desc	Amount	Closed	Status	Fed. ID	Notes	Last Visit
06/21/2010	143				C		DEMO COW BAR	
04/08/2003	91				C		BARN	

ACTIVITIES

Date	Result	By
06/30/2011	CO	PTC
09/09/2010	CO	PTC

Patriot PROPERTIES INC.

User Account	F_638103_2939678
GIS Coord 1	42.3074396
GIS Coord 1	-71.5553792
Insp Date	
Print Date / Time	2/5/2024 2:08 pm
Last Date / Time	
	cindym

USER DEFINED

PriorID1a
X
PriorID2a
PriorID3a
PriorID1b
Y
PriorID2b
PriorID3b
PriorID1c
PriorID2c
PriorID3c
Assessor Map

LAND SECTION (713)

LUC	LUC Desc	Alt %	Ft.	# Units	Depth	U. Type	L. Type	Ft.	Base V.	Unit Prc	Adj Prc	NBC	Ft.	Mod.	Inf 1	%	Inf 2	%	Inf 3	%	Appr	Alt 2 LUC	%	Spec L.V.	Juris	L. Ft.	Assessed	Notes
713	COM-61A-FL		1	43,560		SF	PRIMARY	1		6.55	6.55	2	1								285,318		0	0		1	300	1/P130 4/S1
713	COM-61A-FL		1	43,560		SF	SECONDA	0.5		6.55	3.28	2	1								142,659		0	0		1	300	
713	COM-61A-FL		1	43,560		SF	SECONDA	0.5		6.55	3.28	2	1								142,659		0	0		1	300	
713	COM-61A-FL		1	43,560		SF	SECONDA	0.5		6.55	3.28	2	1								142,659		0	0		1	300	
713	COM-61A-FL		1	43,560		SF	SECONDA	0.5		6.55	3.28	2	1								142,659		0	0		1	300	
713	COM-61A-FL		1	43,560		SF	SECONDA	0.5		6.55	3.28	2	1								142,659		0	0		1	300	
713	COM-61A-FL		1	43,560		SF	SECONDA	0.5		6.55	3.28	2	1								142,659		0	0		1	300	
713	COM-61A-FL		1	1.76		AC	RESIDUAL	1		15,000	10,789.77	2	1								18,990		0	300		1	528	
Total AC/HA				8.76		Total SF/SM			381,585.60		Parcel LUC	713 - COM-61A-FLD-			P. NBC Desc	2			Tot		1,160,262	Tot	300		Tot	2,628		

Disclaimer: This Information is believed to be correct but is subject to change and is not guaranteed

Parcel ID 71-0000-006-0

Exterior Information

Type	
Stry Hght	
(Liv) Units	0 Tot 0
Found	
Frame	
P. Wall	
Sec Wall	0
Roof Str	
Roof Cvr	
Color	
View	
Shape	
Bld Name	

General Information

Grade	
Year Blt	Eff Yr
Alt LUC	
Juris	
Con Mod	

Interior Information

Avg Ht / Fl	
P. Int Wall	
Sec Int Wall	
Partition	
P. Floor	
Sec Floor	
Bmt Floors	
Sub Floors	
Bmt Garage	0
Electric	
Insulation	
Int Vs Ext	
Heat Fuel	
Heat	
# Heat Sys	0
Heated %	AC %
Sol HW %	Ctrl Vac %
Com Wall %	Sprink %

Condo Information

Location	
Tot Units	
Floor	
% Own	
Name	

Bath Features

Full Bath	0	Rtng	
Add Full	0	Rtng	
3/4 Bath	0	Rtng	
Add. 3/4	0	Rtng	
1/2 Bath	0	Rtng	
Add. 1/2	0	Rtng	
Other Fix	0	Rtng	

Other Features

Kitchens	0	Rtng	
Add Kit.	0	Rtng	
Fireplaces	0	Rtng	
WS Flues	0	Rtng	

Depreciation

Phys Con	AV - Average	0
Functional		
Economic		
Special		
Override		
	Total	0%

Comments

Res Breakdown

Floor	No. Unit	Rooms	Bdrms
Bld Total			
Prcl Total			

Remodeling

Exterior	
Interior	
Add.	
Kitchen	
Bath	
Plumb	
Electric	
Heating	
General	

Calc Ladder

Base Rate	0.00	Depr	0
Size Adj	1.00000	Depr'd Total	0
Con Adj	1.00000	Juris Ft.	1.0000
Adj Prc	$ 0.00	Spec. Features	$ 0
Grade Ft.	1.00000	Lump Sum	
Other Feat	$ 0	Final Total	$ 0
NBH Mod	1.0000	Override Val	
NBC Infl	1.0000	Assmnt Ft.	1.0000
LUC Ft.	1.0000	Assessed Val	$ 0
Adj Tot (RCN)	0	Total $/SF	
Depr %	0%	Undepr $/SF	0.00000

Sketch

Mobile Home

Make		Model		Serial		Year		Color	

Comparable Sales

Rtng	Parcel ID	Type	Sale Date	Price
Avg Rtng		Ind Val		

Sub Areas

Code	Desc	Net Area	Gross A.	F. Area	Sz Adj A.	Rate AV	Undepr Val
	Building Totals						
	Parcel Totals						

Alt Areas

S. Area	Alt Type	% Alt	Tenants	Qual	% U

Special Features / Yard Items

Code	Desc	A	Y/S	Qty	Size	Qual	Con	Year	Unit Prc	D/S	Depr %	LUC	Ft.	NBC	Ft.	Juris	Ft.	Appr Val	Assessed
Building Totals					Yard Item Appr						Special Feature Appr								
Parcel Totals					Yard Item Appr						Special Feature Appr								

Image

Disclaimer: This Information is believed to be correct but is subject to change and is not guaranteed

TOWN OF SOUTHBOROUGH

OFFICE OF THE SELECT BOARD
TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 · FAX (508) 983-7752 · selectboard@southboroughma.com

February 28, 2024

BY CERTIFIED MAIL RETURN RECEIPT REQUESTED AND BY FIRST CLASS MAIL

Jason Johnson, President
Johnson Cambell Realty, Inc.
1770 Wavecrest Ct.
Marco Island, FL 34145

RE: Notice of Intended Sale in accordance with G.L. c. 61A, § 14
Two Parcels on Northboro Road, Southborough, MA 01772
Assessor ID Nos. 71-0000-001-A and 71-0000-006-0

Dear Mr. Johnson,

Reference is made to the above matter. In accordance with G.L. c. 61A, § 14, the Town of Southborough Select Board hereby gives notice that it has received the above referenced Notice of Intended Sale and that it has deemed the notice to be insufficient under the statute. G.L. c. 61A, § 14 requires that an intent to sell must include a certified copy of an executed purchase and sale agreement specifying the purchase price and all terms and conditions of the proposed sale, constituting a bona fide offer. § 14 further defines "bona fide" to mean a good faith offer, not dependent upon specific categories of conditions or contingencies, made by a party unaffiliated with the landowner for a fixed consideration payable upon delivery of the deed. In total, § 14 requires that the purchase and sale agreement specify a fixed purchase price.

The Notice here provides a purchase and sale agreement but does not specify a fixed purchase price for each parcel. While the two parcels are proximate to each other, they are not contiguous and each has its own particular attributes. However, the purchase price is only for the two parcels collectively. As the Town has individual rights of first refusal with respect to each parcel, the Town cannot accurately determine the price per parcel from the collective purchase price. In absence of a specific, fixed or ascertaianable purchase price for each parcel, this Notice of Intent to sell is insufficient and does not comply with the statute. The Town welcomes you to send a reformed Notice and purchase and sale agreement with sufficient prices per parcel, however.

Please do not hesitate to contact me if you have any questions.

On behalf of the Town of Southborough by its Select Board,

_____
Mark J. Purple
Town Administrator

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TOWN OF SOUTHBOROUGH

OFFICE OF THE PERSONNEL BOARD
TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 · FAX (508) 480-0161 · personnel@southboroughma.com

TITLE: Civil Engineer

Department: DPW

SAP Grade: 6

Bi-weekly Hours: 80

Reports to: DPW Superintendent

Approved by Personnel Board: February 26, 2024

Approved by Appointing Authority: January 23, 2024, insert revised date

Position Purpose:

The Civil Engineer will participate in multiple aspects of engineering and project management within the Department of Public Works (DPW). The Civil Engineer works under the direct supervision of the Superintendent of Public Works and will provide support to all aspects of the DPW, including but not limited to highway, water, solid waste, stormwater, cemeteries, grounds, and civil construction projects, as well as other departments as assigned. Responsibilities include but are not limited to: Construction monitoring and inspection, preparation of construction bid documents, preparing quantity and cost estimates, monitoring construction projects for quality, review of submittals including pay requisitions, establishing and maintaining a GIS database, preparing periodic progress reports on construction projects, monitor construction budgets and change orders, prepare feasibility studies and cost benefit analyses, drafting policies or protocol for review and similar engineering related duties. May be required to attend occasional night meetings to provide data to boards or obtain permits for projects or represent the department or organization at local and regional events. Errors in judgment could result in department errors, lower standards of service to the community, monetary loss or legal repercussions and possible negative public relations for both the department and the town.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Assists with reviewing and making effective recommendations regarding roadways and utilities, while evaluating issues and options regarding municipal public works projects;
- Develops and recommends departmental policies, protocol, and procedures for review by DPW Superintendent
- Assists the Superintendent with project design including preparation of documents and plans, permitting and presentation to town permitting authorities, process and track invoices and

review of deliverables; Assists with the competitive bidding process to ensure compliance with applicable regulations

- Contributes toward the evaluation of transportation and traffic impacts of development proposals, permits, zoning, etc;
- Surveys project sites, including roadway, utility, and other construction activities within the Town; researches town records for engineers and contractors relating to design and construction, such as maps and other engineering data and historical files;
- Updates maps, plans, and statistics associated with Town water and drainage systems;
- Maintains a variety of records, files, GIS base mapping and prepare periodic and special reports as required;
- Reviews and oversees conduit petitions, utility, street opening and driveway permits;
- Oversees, as assigned, crews in repairing water main breaks, drainage problems, water main shut downs, etc.;
- Maintains accurate and current project budgets and schedules; Assists with the preparation of the department operating budget, capital budgets and enterprise budgets
- Oversees consultants and assists with the coordination of various projects; coordinates construction activities with as little disruption to residents as possible; issues proper notification of events as needed;
- Assists department and other peers with the oversight of MS4 stormwater permit including assisting with field sampling, updating GIS mapping in the field, overseeing culvert inspection program, and ensuring best practices in this area are being met;
- Provides information and guidance to contractors, developers, and residents for public engineering projects;
- Prepares design plans and applications for town permits; supports staff in the field with preparing as-built and elevation plans as necessary, utilizing GPS;
- Collaborates with other municipal departments to research short and long range plans that meet needs and items determined by Master Plan?
- Prepares reports, drawings, and maps as required utilizing GIS and AutoCAD;
- Keeps abreast of pertinent trends, best practices, and significant events;
- Instructs, oversees, assigns, and inspects work of assigned crews; refers personnel situations to Superintendent or others;
- Maintains positive and harmonious employee and employer relations;
- Has access to department-oriented confidential information including bid proposals, litigation records.
- Performs other similar duties as responsibilities necessitate and/or as assigned or requested by Superintendent.

Recommended Minimum Qualifications

Education, Training, and Experience:

Bachelor's degree in Civil Engineering, Massachusetts EIT preferred or licensed PE, or more than 5 years of related professional experience; Proficiency in MS Word, Excel, database management, AutoCAD, and ArcGIS is preferred; or any equivalent combination of training and experience.

Special Requirements/Licenses:

Current MA drivers license, MCPPO certification preferred

Knowledge, Ability, and Skill:

Knowledge: Knowledge of drainage, water utility systems, and public infrastructure; knowledge of general engineering concepts; knowledge of civil engineering practices, policies, laws, and regulations applicable to a municipal setting

Ability: Ability to: inspect construction projects and communicate effectively both verbally and in writing; effectively prioritize and manage multiple competing priorities; prepare clear and concise reports; maintain positive working relationships with Town employees and officials, outside design and construction professionals, and other stakeholders; operate a computer and standard office and field equipment; maintain organized and accurate records; exercise good judgment; diplomatically deal with challenging situations, while exercising superb customer service

Skill: Strong communication and interpersonal skills, including experience providing public presentations; excellent organizational skills; the skills to prepare reports, drawings, and maps, and conduct research; the ability to analyze data; skills in developing cost estimates as well as comprehension of municipal finance/public procurement regulations.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position is frequently required to spend regular periods outside, requiring exposure to extremes in temperatures as well as other environmental and weather conditions while conducting fieldwork; there are frequent periods spent standing and walking; fieldwork requires the ability to access property in various terrains and requires stooping, crouching, reaching, climbing, pushing, pulling, lifting, grasping, talking, hearing/listening, seeing/observing, and may include light physical labor, including carrying work materials, including files, of up to 40 pounds; will be required to withstand industrial noise and fumes associated with outdoor construction projects; candidate will be expected to travel within the Town of Southborough and to neighboring towns.

Supervision*:*

Supervision Scope: Performs routine duties that are clearly defined by protocol and standard operating procedures. This role requires basic knowledge of departmental operations.

Supervision Received: Works under the direct supervision of the Department Head or Manager.

Supervision Given: May supervise volunteers or senior tax work off participants on occasion.

Job Environment:

- The position is frequently required to spend regular periods outside, requiring exposure to inclement weather as well as other environmental and weather conditions while completing assigned and routine job duties

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- Special safety precautions, training, or protective clothing such as coats, gloves, glasses, hats or boots is required.
- Errors in judgment and administration may have negative effects on the town's ability to deliver services and may result in lower standards of service, sub-standard construction and inadequate maintenance programs with potential danger to public safety; errors in financial decisions could have legal and financial repercussions.
- Has considerable contact with contractors, engineers, builders, state or federal officials or other agencies and Town personnel, in addition to vendors and representatives of outside organizations and the general public.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*
Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer

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MARCH 23, 2024
Annual Town Meeting Record

Article #	Consent	Article Description	Sponsor	Amount	Funding Source	Motion	Quantum of Vote	SB	Advisory	Town Meeting Action	Date
1		Acceptance of PILOT Payments	Select Board				Majority	Y (5-0-0)	Y (6-0-0)		
2		Annual Borrowing Authorization	Select Board				Majority	Y (5-0-0)	Y (6-0-0)		
3		Authorize contracts exceeding 3 years	Select Board				Majority	Y (5-0-0)	Y (6-0-0)		
4		Salary Administration Plan	Personnel Board				Majority	Y (5-0-0)	ATM		
5		Fiscal Year 2025 budget	Select Board	TBD	General Fund		Majority		ATM		
6		Citizen Petition - Additional Police dispatchers	Bonnie Phaneuf, et al.	$289,414.00	General Fund		Majority		N (0-6-0)		
7		Citizen Petition - Additional Police dispatcher benefits	Bonnie Phaneuf, et al.	$119,372.00	General Fund		Majority		N (0-6-0)		
8		Fiscal Year 2025 Water Enterprise budget	Select Board	$3,128,657	Enterprise		Majority		Y (6-0-0)		
9		Transfer from Water Retained Earnings for FY24	Select Board	$100,000	Enterprise		Majority		Y (6-0-0)		
10		Capital Budget (Non-borrowing)	Select Board	$693,130	GF, Ambulance, Free Cash		Majority		Y (6-0-0)		
11		Library Construction Grant - E&D costs	Select Board	$150,000	General Fund		Majority	Y (5-0-0)	Y (6-0-0)		
12		Capital Budget (borrowing)	Select Board	$2,186,000	Borrowing		Two-thirds		Y (6-0-0)		
13		Capital Budget (Lease)	Select Board	$120,727	General Fund		Majority	Y (5-0-0)	Y (6-0-0)		
14		9-11 Field Revolving Funds for bond payment	Select Board	$90,000	9-11 Field Revolving		Majority	Y (5-0-0)	Y (6-0-0)		
15		General Consultant Article	Select Board	$5,000	General Fund		Majority	Y (5-0-0)	Y (6-0-0)		
16		OPEB Trust Fund	Select Board	$250,000	General Fund		Majority	Y (5-0-0)	Y (6-0-0)		
17		Insurance Deductible account	Select Board	$10,000	General Fund		Majority	Y (5-0-0)	Y (6-0-0)		
18		Repurpose Lundblad Field funds for dog park	Select Board	$46,411	General Fund		Majority	Y (5-0-0)	Y (6-0-0)		
19		Facilities maintenance fund	Select Board	$150,000	General Fund		Majority	Y (5-0-0)	Y (6-0-0)		
20		Recreation facility maintenance fund	Select Board	$25,000	General Fund		Majority	Y (5-0-0)	Y (6-0-0)		
21		Annual authorization of revolving funds	Select Board				Majority	Y (5-0-0)	Y (6-0-0)		
22		Accept MGL for Southborough Schools rental fund	School Committee				Majority	Y (5-0-0)	Y (6-0-0)		
23		Southborough Schools Special Ed stabilization fund	School Committee				Majority	Y (5-0-0)	Y (6-0-0)		
24		Lease and Power Purchase Agreement for Trottier School	School Committee				Majority	Y (5-0-0)	Y (6-0-0)		
25		Regional School Capital Stabilization Fund	Regional School Committee				Majority		N (0-6-0)		
26		CPA - Administrative	CPC				Majority	Y (5-0-0)	Y (6-0-0)		
27		CPA - FY24 State Match adjustment	CPC				Majority	Y (5-0-0)	Y (6-0-0)		
28		CPA - Restoration of Historic Town Records	CPC	$46,046	CPA funds		Majority	Y (5-0-0)	Y (6-0-0)		
29		CPA - Peninsula Trail Extension	CPC	$211,232	CPA funds		Majority	Y (5-0-0)	Y (6-0-0)		
30		CPA - Golf Club irrigation system	CPC	$553,750	CPA funds		Majority	Y (3-2-0)	ATM		
31		Substance Abuse Abatement activities	Board of Health	$96,115.13	Free Cash		Majority	Y (5-0-0)	Y (6-0-0)		
32		Amend Special Acts of 1991	Select Board				Majority	Y (4-0-1)	Y (6-0-0)		
33		Amend Town Code - Public Works Advisory Committee	Select Board				Majority	Y (5-0-0)	Y (6-0-0)		
34		Amend Town Code - Capital Improvement & Planning Committee	Select Board				Majority	Y (5-0-0)	Y (6-0-0)		
35		Amend Zoning Code - MBTA Communities	Planning Board				Two thirds		ATM		
36		Amend Zoning Code - Downtown District	Planning Board				Two thirds	Y (5-0-0)	Y (6-0-0)		
37		Amend Zoning Code - Expiration of Special Permits	Select Board/ZBA				Two thirds		Y (6-0-0)		
38		Amend Town Code - Virtual meetings on Election Day	Town Clerk				Majority	Y (5-0-0)	Y (6-0-0)		
39		Accept MGL for Town Clerk certification stipend	Town Clerk				Majority	Y (5-0-0)	Y (6-0-0)		
40		Amend Town Code - Minutes	Town Clerk				Majority	Y (5-0-0)	Y (6-0-0)		
41		Petition Legislature - Pension Obligation Bonds	Select Board				Majority	Y (5-0-0)	Y (6-0-0)		
42		Establish Tricentennial Celebration Fund	Select Board				Majority	Y (5-0-0)	Y (6-0-0)		
43		Appropriation for Tricentennial Committee	Select Board	$30,000	Free Cash		Majority	Y (5-0-0)	Y (6-0-0)		
44		Assabet Valley stabilization fund	Select Board				Majority	Y (5-0-0)	N (0-6-0)		
45		Transfer of property to Affordable Housing Trust	Select Board				Two thirds		ATM		
46		Transfer CPA Housing funds to AHTF	Select Board	$524,826.00	CPA funds		Majority	Y (5-0-0)	Y (6-0-0)		
47		MGL for tax exemption for Gold Star families	Board of Assessors				Majority	Y (4-1-0)	ATM		
48		Citizen Petition - Prohibit sale of 21 Highland (2028)	Joe Palmer, et al.				Majority	N (0-5-0)	ATM		
49		Citizen Petition - Prohibit sale of 21 Highland (2033)	Joe Palmer, et al.				Majority	N (0-5-0)	ATM		
50		Citizen Petition - Prohibit sale of 21 Highland (2030)	Joe Palmer, et al.				Majority	N (0-5-0)	ATM		
51		Citizen Petition - 2/3 vote threshold for non-Town CPC projects	Joe Palmer, et al.				Majority	N (2-3-0)	ATM		
52		Citizen Petition - RECC	John Butler & Bonnie Phaneuf				Majority	N (2-3-0)	N (0-6-0)		

DRAFT 02-26-2024

ANNUAL TOWN MEETING WARRANT

of the

TOWN OF SOUTHBOROUGH

MASSACHUSETTS

For the Annual Town Meeting
on

March 23, 2024
10:00 a.m.

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Town Finance Terminology

The following terms are frequently used in the Advisory Committee Report and at Town Meeting. For your convenience, we provide the following definitions:

Surplus Revenue: (Often referred to as "Excess and Deficiency")
The fund represents the amount by which the Cash, Accounts Receivable and other floating assets exceed the liabilities and reserves.

Available Funds: (Often referred to as "Free Cash")
The amount of the Unreserved Fund Balance (Surplus Revenue) account over and above uncollected taxes of prior years constitutes "free cash" or "available funds".

Overlay:
The Overlay is the amount raised by the Assessors in excess of appropriations and other charges for the purpose of creating a fund to cover abatements and exemptions as granted.

Overlay Reserve:
This is the accumulated amount of the Overlay for various years not used or required to be held in the specific Overlay account for a given year, and may be used by vote of the town for extraordinary or unforeseen purposes or voted into the Reserve Fund.

Stabilization Fund:
An outside section of Chapter 138 of the Acts of 1991 (the FY92 State budget) modifies limitations on the Stabilization Fund appropriation process by enabling communities to appropriate from this fund for any non-capital, lawful purpose without Emergency Finance Board approval (section 333). Beginning in FY92, the Stabilization Fund will thus become a source of revenue for general operating expenses for communities.

The Stabilization Fund is a mechanism for setting aside money for capital projects. It equalizes the effect of capital expenditures over time, as capital appropriations can change considerably from year to year. The balance in the fund will build up during years when expenditures for capital items are low. During years with high capital expenditures, the community will transfer money from the fund to reduce the project's impact on the tax rate or the amount of borrowing required for the project.

A community may appropriate up to 10% of its tax levy each year, as long as the balance in the Stabilization Fund does not exceed 10% of the community's equalized valuation. Interest earned on any fund balance is retained as part of the fund.

Appropriations into a Stabilization Fund can be made at either an annual or special town or district meeting. Chapter 94 of the Acts of 1985 permits appropriations to be made from a Stabilization fund at a special town or district meeting, not just at the annual meeting. Regardless of the timing, appropriations from the Stabilization Fund require a two-thirds vote by the appropriating authority. Until the FY92 state budget, a community could only appropriate from the Stabilization Fund for a non-capital purpose with the approval of the Emergency Finance Board.

Reserve Fund:
This fund is established by the voters at the Annual Town Meeting only and may be composed of (a) an appropriation (not exceeding 5% of the tax levy of the preceding year), (b) money transferred from Overlay Reserve, or (c) both. Transfers from the Reserve fund may be made only by the Advisory Committee and are for "extraordinary or unforeseen expenditures" only.

Conservation Fund:
For land purchases and any other conservation use.

Introduction to the Rules of Town Meeting

Southborough's Town Meeting is an open town meeting in which all registered voters may participate. Town Meeting is a deliberative assembly, conducted via a defined process, charged with considering a maximum number of questions of varying complexity in a minimum amount of time and with full regard to the rights of the majority, strong minority, individuals, absentees and all of these together. In other words, we gather for the purpose of conducting the Town's business thoughtfully and efficiently.

AUTHORITY

The three elements of authority at Town Meeting are a quorum of one hundred (100) registered voters or more, the Clerk and the Moderator. Of these three, the quorum is the most important.

The Town Clerk is responsible for voter registration, certification of a quorum, setting up the hall and keeping the record of the proceedings. He may also officiate Town Meeting in the absence of a Moderator.

The Moderator presides at and regulates the proceedings, decides all questions of order, and makes declarations of all votes. No one may speak on an issue without being recognized by the Moderator. It is the Moderator's responsibility to approve the distribution of materials, and persons wishing to do so must seek his permission. The Moderator appoints Tellers and alternates for the purpose of counting votes of the meeting.

THE WARRANT

All matters to be considered at Town Meeting must be published in the Town Meeting Warrant, which is the responsibility of the Select Board. The primary and most important purpose of the Warrant is to notify voters in advance the nature of the business to be taken up at Town Meeting. By state law, Town by-law or custom, several business articles (such as budget appropriations) must be presented in the Town Warrant each year for consideration. Other items are added by warrant articles proposed by Town officials, committees, boards, or groups of ten or more registered voters. The Advisory Committee reviews the Warrant, making recommendations on all the items of business to be presented. In accordance with the Town by-laws, all articles in the Warrant are considered in the order in which they appear in the Warrant, unless the Town Meeting votes to change the order for reasons that reasonable people would entertain.

PARTICIPATION

Any voter wishing to participate in Town Meeting must go to one of the floor microphones and wait to be recognized by the Moderator. Upon recognition by the Moderator, first state your name and address, and then state your business.

Anyone whose name is not on the list of registered voters requires the approval of either the Moderator or a majority of the Meeting to sit in the voting area.

All remarks shall be limited to the subject then under discussion. It is improper to indulge in references to personalities, and all expressions of approval or disapproval, such as applause or booing, are out of order. The Moderator may request any person to keep silent. If after warning from the Moderator, a person refuses to be silent or persists in other disorderly behavior, the Moderator may order a person to withdraw and if he fails to withdraw, may order a police officer to remove such person from Town Meeting.

Individuals who have a personal or financial interest with respect to a matter may speak or vote thereon but should frankly disclose their interest. However, no Town Meeting voter should accept compensation for participating without disclosing that fact.

There is no fixed time limit to the debate of any question. However, out of consideration for the others in attendance and the need to give adequate time to all matters coming before Town Meeting, each individual who speaks should make an effort to be as brief as possible and avoid repeating facts, views or opinions already expressed by others.

Anyone wishing to make a presentation with respect to any article must, prior to Town Meeting, obtain the Moderator's approval.

In order to give all a fair opportunity to speak, no one who has addressed any particular motion shall speak again, except to answer questions, until all others wishing to speak to the motion have done so.

HOW ARE MOTIONS CLASSIFIED?

Main Motions
Motions of this group are for the bringing of questions, or propositions, before Town Meeting for consideration. Only one main motion can be considered at a given time, and once introduced such a motion excludes all other main motions until it has been disposed.

Subsidiary Motions
Motions of this group are for the modification or disposition of the main motion that is being considered. Their existence as motions depends entirely upon the principal motion to which they are subordinate. Since they relate to the question then under consideration, it is in order to propose them when a main motion is pending and to vote upon them before voting upon the main motion.

Privileged Motions
Motions of this group have no connection whatsoever with any main motion, but are motions of such importance that they are entitled to immediate consideration. These motions have the privilege of temporarily setting aside the main business then before Town Meeting.

Incidental Motions
Motions of this group have few characteristics in common, but for convenience have been grouped into one class. The name "incidental" applies because they arise only incidentally out of the business of Town Meeting.

RULES RELATIVE TO MOTIONS

A motion is the means of bringing a proposal or question for consideration by Town Meeting. When first put forward it is a motion; after it is seconded and acknowledged by the Moderator, it becomes the question or proposal. Except for complimentary resolutions (the presentation of which must be approved in advance by the Moderator), no main motion shall be entertained unless its substance is contained within the scope of a Warrant article. Upon completion of debate, articles will be voted upon.

The Moderator shall determine whether a motion, or any discussion relative to a motion, is within the scope of the Warrant article under consideration. That is, the motion and the debate must be relevant to the article as written in the Warrant, since the purpose of the Warrant is to apprise voters of the actions to be taken at Town Meeting.

Articles only give notice to the voters and do not initiate action; motions do. Motions may be withdrawn; articles may not be withdrawn – articles must be acted upon by Town Meeting.

There are four types of amendments: striking out, inserting, striking out and inserting, and substitution. Motions to amend may be hostile as long as they are germane. An amendment to a motion is an amendment of the first rank; an amendment to an amendment is of the second rank; there can be no amendment beyond that of the second rank.

Some motions do not lead to a final determination by Town Meeting. A motion to commit or to refer sends the matter to an existing board or committee or one to be established. The motion to postpone indefinitely disposes of the question without bringing it to a direct vote. The motion to postpone indefinitely should not be confused with the motion to table which only temporarily delays a vote. As previously stated, articles may not be withdrawn; so when the Meeting does not wish to act on a particular article, the proper motion is to postpone consideration indefinitely.

Motions to reconsider shall be entertained when new information is available that is materially different than was presented (or could have been presented) at the time of the original vote on the article. Articles may be reconsidered only once. If a motion to reconsider is passed by the necessary 2/3 vote, it brings the original article back to the floor (which requires a new motion and additional debate); if the motion to reconsider is defeated, then the original article stands as previously voted and may not be reconsidered again. Actions to reconsider can be taken at the same session or any subsequent session of Town Meeting. A notice of reconsideration may be filed in advance with the Town Clerk stating that, at a specific point during the current Town Meeting, a voter will move for reconsideration on a particular article, and the Moderator will inform the hall of said action. Note that such a motion so noticed in advance must still be in order (i.e., must comply with all conditions required of any reconsideration motion).

All motions other than purely procedural motions must be in writing and signed by the sponsor.

Introduction to the Rules of Town Meeting (continued)

CHART OF PRECEDENCE OF MOTIONS AND SUMMARY OF GOVERNING RULES

	May interrupt a speaker	Req. a sec.	Debatable	Vote Required	Motions that may apply
PRIVILEGED MOTIONS					
1. To dissolve	no	yes	no	majority	none
2. To adjourn	no	yes	limited	majority	amend
3. Point of no quorum	no	no	no	none	none
4. Recess	no	yes	limited	majority	amend
5. Question of privilege	yes	no	no	chair rules	none
SUBSIDIARY MOTIONS					
6. To lay on the table	no	yes	no	2/3	none
7. Previous question	no	yes	no	2/3	none
8. Limit or extend debate	no	yes	no	2/3	amend, reconsider
9. To postpone to time certain	no	yes	limited	majority	amend, reconsider
10. To commit or refer	no	yes	limited	majority	amend, reconsider
11. To amend	no	yes	yes	majority	amend, reconsider
12. To postpone indefinitely	no	yes	yes	majority	reconsider
MAIN MOTIONS					
Main Motions	no	yes	yes	majority*	all
To reconsider or rescind	no	yes	yes	2/3	table previous question postpone definitely
To take from the table	no	yes	no	majority	none
To advance an article	no	yes	yes	majority	amend, reconsider
INCIDENTAL MOTIONS					
Point of order	yes	no	no	chair rules	none
Division of a question	no	yes	no	majority	none
Separate consideration	no	yes	no	majority	none
To withdraw a motion	no	no	no	majority	reconsider
To suspend rules	no	yes	no	2/3	none
Orders of the day	yes	no	no	none	none

*The vote required to pass an affirmative main motion is a matter of substantive law, but is usually a majority.

FORM USED IN MAKING MOTIONS

1. Main Motion	Mr. Moderator, I move that..(statement of the proposal)
2. Adjourn	Mr. Moderator, I move to adjourn to...(state time)
3. Amend	Mr. Moderator, I move to amend by adding...
	Mr. Moderator, I move to amend by inserting...before...
	Mr. Moderator, I move to amend by stroking out...
	Mr. Moderator, I move to amend by striking out...and inserting...
	Mr. Moderator, I move to substitute...for...
4. Amend an Amendment	Mr. Moderator, I move to amend the pending amendment by (see above)
5. Amend Something Previously Adopted	Mr. Moderator, I move to amend the resolution under Article...by...
6. Commit or Refer	Mr. Moderator, I move that the proposal be referred to a committee of...
8. Division of a Question	Mr. Moderator, I move to divide the question.
9. Lay on the Table	Mr. Moderator, I move that the proposal be laid on the table.
10. Point of Order	Mr. Moderator, I rise to a point of order.
11. Postpone to a time certain	Mr. Moderator, I move to postpone the question to...
12. Postpone Indefinitely	Mr. Moderator, I move that the question be postponed indefinitely.
13. Previous Question	Mr. Moderator, I move the previous question.
14. Question of Privilege	Mr. Moderator, I rise to a question of privilege.
15. Recess	Mr. Moderator, I move to recess for...
16. Reconsider	Mr. Moderator, I move to reconsider the vote under Article...
	Mr. Moderator, I move to reconsider the vote on the amendment to...
17. Separate Consideration	Mr. Moderator, I move for separate consideration.
18. Suspend the Rules	Mr. Moderator, I move to suspend the rules which interfere with...
19. Take from the Table	Mr. Moderator, I move to take from the table the motion relating to...

INTERRUPTING A SPEAKER

No one may interrupt a speaker except for a point of order or a question of privilege.

POINT OF ORDER

A point of order if a question of the Moderator about whether the speaker is entitled to be speaking, or whether the current subject under discussion (or what the speaker is saying) is irrelevant, illegal or contrary to proper procedure. No other "point of order" is proper.

PREVIOUS QUESTION

To call or move the question is a request to stop discussion and to take an immediate vote. This requires a 2/3 vote.

VOTING

Voting is by hand vote and the Moderator declares the result of such votes. If seven or more voters immediately question the declared result, the Moderator shall determine the result by a standing count of votes by the Tellers. After the vote counted by the Tellers is presented to the Moderator and announced to the floor, any further motions for recount are out of order.

ADJOURNMENT AND DISSOLUTION

Sessions of Town Meeting normally adjourn at eleven o'clock in the evening but may adjourn at such earlier or later time as vote of the majority may determine. Town Meeting shall not dissolve until all articles in the warrant have been properly considered.

Worcester, ss. February 27, 2024

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the Inhabitants of the Town of Southborough qualified to vote in town affairs, to meet in the Trottier School Auditorium, 49 Parkerville Road, in Southborough, MA, on

Saturday, March 23, 2024

at ***10:00 a.m.***, then and there to take action on the following Articles:

ARTICLE 1: To see if the Town will vote to endorse the acceptance of any sum of money from St. Mark's School, Fay School, Harvard Medical School, L'Abri Fellowship, The New England Center for Children, and any other contributor and deposit same amount in the Town's treasury for use as directed by any such donor, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *To allow the Select Board to accept donations from Tax Exempt organizations and determine the disposition of funds.*

ARTICLE 2: To see if the Town will vote to authorize the Town Treasurer, with the approval of the Select Board, to borrow from time to time in anticipation of revenue of the financial year beginning July 1, 2024 in accordance with the provisions of Massachusetts General Laws, Chapter 44, and to issue a note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17 as amended, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article allows the Town Treasurer to short-term borrow in anticipation of revenue.*

ARTICLE 3: To see if the Town will vote in accordance with the provisions of Massachusetts General Laws Chapter 30B, Section 12(b), to authorize the Select Board or the Superintendent of Schools to solicit and award contracts for terms exceeding three years, but no longer than seven years, including any renewal, extension or option, provided in each instance the longer term is determined to be in the best interest of the Town by a vote of the Select Board or the School Committee, as appropriate, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Board Recommendation: Support
Summary: *This article allows the Select Board and/or the School Committee to enter into contracts in excess of three years, if deemed in the best interest of the Town to do so. This has been an annual article, and the exemption has been limited to contracts of no more than seven years.*

ARTICLE 4: To see if the Town will vote to accept the Personnel Salary Administration Plan, as specified in Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL.

PERSONNEL BYLAW
ENTITLED "THE SALARY ADMINISTRATION PLAN"

Effective July 1, 2024, this bylaw establishes a Salary Administration Plan for the Town of Southborough that (i) groups position classifications in Town services, (ii) establishes salary schedules and employee benefits and (iii) establishes and authorizes the Personnel Board to administer the bylaw to provide oversight and guidance to the Town Administrator in the development and maintenance of personnel policies and regulations, and to represent the interest of both the taxpayers and the Town employees.

This Salary Administration Plan applies to the positions of all officers and employees in the service of the Town, whether full-time, part-time, temporary, seasonal, special or any other, except those positions filled by popular election, under the direction and control of the School Committee, performed pursuant to a contract approved by the Town, encompassed in any officially recognized labor union and/or association, or exempted by statute. The positions covered by this Salary Administration Plan are hereby classified by titles in the groups listed in Schedule A through E ("Classification Schedule") as set forth in Section 20 of this bylaw.

The classification of positions subject to the Massachusetts Welfare Compensation Plan (as amended) and the scheduled rates therefor, as well as the applicable provisions of the Massachusetts General Laws relating to the application of rates set forth in the aforementioned Welfare Compensation Plan are hereby incorporated by reference.

SECTION 1. DEFINITIONS

As used in this bylaw, the following words and phrases shall have the following meanings:

"Administrative Authority" means the elected or appointed official or board having jurisdiction over a function or activity.

"Base Pay" means the compensation paid by the Town of Southborough for the purposes of determining retirement credits and contributions for Town employees.

The Town shall contribute funds as required for each eligible employee in accordance with the procedures and formula established by the Worcester Regional Retirement System and the bylaws of the Town of Southborough. Contributions shall include (i) wages earned during the first eight hours worked in any one day (no contributions shall be made for hours worked in excess of 40 per week,**)** (ii) any lump sum bonus that is guaranteed by the Salary Administration Plan or the Bylaws of the Town, (e.g., longevity pay); (iii) vacation pay, except when paid in lieu of taking vacation; (iv) sick pay; and (v) holiday pay.

"Class" means a group of positions in the Town service sufficiently similar with respect to duties and responsibilities such that for each position the same (i) descriptive title may be used, (ii) qualifications shall be required, (iii) tests of fitness may be used to choose qualified employees and (iv) scale of compensation can be equitably applied.

"Classification Schedule" means any of Schedules A, B, C, D and E of Section 20 hereof.

"Compensation Grade" means a range of salary/wage rates as may appear in the Classification Schedules.

"Continuous Full-Time Service" means employment requiring a predetermined minimum work period that is uninterrupted except for authorized leaves (e.g., vacation, sick, etc.).

"Continuous Employment" means full-time or part-time employment that is uninterrupted except for authorized leaves (e.g., vacation, sick, etc.).

"Department" means a functional unit of Town government.

"Department Head" means the person appointed and responsible to carry out the duties of a Department.

"Exempt employee" means an employee who is not entitled to overtime pay under the Fair Labor Standards Act (FLSA).

"Full-Time Employment" means employment for not less than 20 hours per week for fifty-two weeks per annum, excepting authorized holidays and leave periods.

"Group" means a group of classes as may appear in the Classification Schedules.

"Maximum Rate" means the highest compensation rate to which an Employee is entitled.

"Minimum Rate" means the lowest rate in a Range, and is normally the hiring rate of a new employee.

"Non-exempt employee" means an employee who is entitled to overtime pay under the Fair Labor Standards Act (FLSA).

"On-Call Compensation" refers to additional money paid to an employee who is available to work when the need requires oftentimes in an evening or weekend capacity.

"Part-Time Employment" means employment less than 20 hours per week.

"Position" means an office or post of employment in the Town service with duties and responsibilities calling for the Full-Time or Part-Time employment of one person in the performance and exercise thereof (or of more than one person sharing the same position).

"Position Class" means the same as "Class" (note that a class may include only one position, in which event it is defined as a "single position class").

"Probationary Employee" means a first-time Town employee within his/her first six months of employment, or longer if extended.

"Promotion" means a change from one position to another position in a higher class and/or compensation grade.

"Range" means the difference between minimum and maximum rates of an assigned grade.

"Rate" means the measure of compensation for personal services on an hourly, weekly, monthly, annual or other basis.

"Salary Administration Plan" means the Personnel Bylaw Entitled "The Salary Administration Plan."

"Single Rate" means a rate for a specific position class that is not in a designated range

"Start Date" means the first day of employment with the Town.

SECTION 2. POSITION TITLES

No person shall be appointed, employed or paid in any position under any title other than those of the Classification Schedule for which the duties are actually performed. The position title in the Classification Schedule shall be the official title for all purposes, including payrolls, budgeting and official reports.

SECTION 3. NEW OR CHANGED POSITIONS

No new position shall be established, nor the duties of an existing position so changed that a new level or work demand exists, unless upon presentation of substantiating data satisfactory to the Personnel Board, the Board shall (a) approve an appropriate job description, (b) rate such new or changed position, and (c) allocate it to its appropriate classification grade and establish the rate thereof.

SECTION 4. RECLASSIFICATION OF EMPLOYEES

No position may be reclassified to another grade, whether higher or lower, unless the Personnel Board shall have determined such reclassification is consistent with this Salary Administration Plan.

SECTION 5. JOB DESCRIPTIONS

The Personnel Board shall maintain such criteria as it deems appropriate for the positions and classes in the schedules. Each department or public body (board, committee, commission) with SAP employees shall maintain current job descriptions for such employees. All such job descriptions and any revisions thereto must be submitted to the Personnel Board for approval following review and approval by the Select Board or appropriate public body. The criteria for any class shall not be deemed to limit the duties or responsibilities of any position as set forth in the job description, nor to affect in any way the power of any administrative authority to appoint, to assign duties to, or to direct and control the work of any employee under the jurisdiction of such authority.

SECTION 6. COMPENSATION

a. The bi-weekly pay period shall begin at 12:00 a.m. Thursday and shall end at 11:59 p.m. on the following second Wednesday.

b. Non-exempt employees subject to this Salary Administration Plan shall be paid for one and one-half hours worked for any hour worked in the excess of forty in their weekly pay period, provided such extra hours were authorized by the Department Head.

c. The salary schedules set forth in Schedules A, B, C, D and E of Section 20 hereof reflect the maximum and minimum salaries for each grade.

d. The annual salary set forth in Schedule A represents a 40-hour work week and in the event an employee works less than 40 hours per week but more than 20 hours per week, the indicated annual salary is pro-rated reflective of the posted salary schedule in Schedule A.

e. Amounts paid to employees in reimbursement for expenses incurred in the performance of their duties (e.g., mileage, meals, dues, etc.) shall be paid in addition to their compensation. Reimbursement shall be based upon the actual documented expenditure made by the employee, or at rates established by the Internal Revenue Service, supported by that agency's requirements for documentation.

f. On-Call Compensation: The on-call member of the Facilities Department shall be eligible to earn a weekly stipend for on-call service if the department head has required them to be available to respond to situations outside of their normal work schedule. This weekly stipend shall be equal to a set rate of $300 per week. If the on-call staff member must report to work outside of their normal work schedule, compensation for this time shall be based on the standard SAP overtime practices. Additionally, if the on-call staff member is faced with a situation that renders them unable to serve as the on-call individual on a particular day that they are scheduled to be on call, said employee may request that another eligible staff member cover their on-call time, with the approval of the department head. In such an event, the regularly scheduled employee's weekly stipend will be reduced by $45.00 per day that they are unable to be on call; this stipend amount will instead be paid to the covering employee per day of coverage. There is no provision to accrue compensation time in lieu of payment for on-call time.

SECTION 7. SALARY ADJUSTMENT & COMPENSATION POLICIES

a. Every employee that is in Continuous Full-Time or Part-Time service of the Town, as computed from the date of their latest employment, shall be eligible for consideration of a salary increase annually on July 1. Employees hired between April 1 and June 30 will be eligible for a salary increase the July 1st following their twelve-month anniversary. Except as may be authorized by the Personnel Board in exceptional circumstances, such increase is not to exceed one increase in any single twelve-month period until the maximum of the grade is obtained, and such increase shall be subject to the recommendation of the Department Head, with the approval of the Select Board or their designated appointee in the case of departments within the jurisdiction of the Select Board, or the appropriate Commissioners or Trustees in the case of departments outside the jurisdiction of the Select Board.

Retroactive salary increases voted by the Personnel Board shall not be compensated beyond July 1 of that fiscal year, regardless of the funding mechanism.

Unless specifically exempted by Personnel Board policy, requests for salary increases must be accompanied by a certification from an employee's manager that the employee's performance has been "satisfactory" or better and that a written employee performance appraisal, on a form approved by the Personnel Board, has been completed. The

form of this certification will be prescribed by Personnel Board policy promulgated hereunder. Upon receiving such documentation, the Personnel Board shall have final review and approval of all adjustments.

An employee may appear before the Personnel Board prior to its action on any request for an increase. Any employee denied such an increase may appeal, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Select Board or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter.

b. Special Non-Continuous Part-Time employees and employees in Schedule B classifications shall be eligible for consideration for salary increases upon the recommendation of the appropriate department manager or Board and approval of the Personnel Board.

c. Probationary Employees

1. During the probationary period, benefit eligible employee(s) will earn vacation, sick and personal time in accordance with Section 11(b-d) hereof.

2. During the probationary period, paid leave accruals shall be based on the Start Date.

SECTION 8. TRANSFERS AND PROMOTIONS

a. An employee who is promoted to a job with a higher range or rate of pay shall enter it at the rate recommended by the Department Head with the approval of the Personnel Board, provided the maximum for the job is not exceeded. This is contingent upon the Department Head's recommendation that qualifications and performance warrant it.

b. An employee transferred to a job with a lower range or rate of pay shall enter it at the rate paid for the previous position or at the maximum rate for the job, whichever is the lower, provided the Personnel Board approves. The employee shall have a right to appeal this decision, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Select Board or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter.

SECTION 9. NEW PERSONNEL HIRING; DEPARTURES

a. Pre-employment physical examinations will be required of newly-hired employees consistent with the Town's policies.

b. Probationary period: For new hires, the first six months of employment shall be a probationary period. The probationary period does not apply to Town employees who change positions within the Town. The probationary period is a time during which an employee will be evaluated to ensure that the employee has the requisite knowledge, skills, and abilities to perform the position (with or without reasonable accommodations). Completing the probationary period does not change the employee's relationship with the Town, which will remain one in which either the employee or the Town may terminate the relationship at will. The probationary period may be extended by a Department Head [or Appointing Authority] when deemed necessary.

c. A new employee's hiring rate shall be the minimum of the rate range of the job, unless otherwise authorized by the Personnel Board or Personnel Director. The Personnel Board is cognizant of the need to make timely decisions during the recruitment process, therefore, the Personnel Director is empowered to set starting salaries for new employees with comparable experience up to Step 8 for the appropriate job grade as set forth in Schedule A of the Salary Administration Plan.

d. The Personnel Director or his/her delegatee shall notify the Personnel Board in writing of the hiring of all personnel and their hiring rates. The Personnel Director or his/her delegatee shall also notify the Personnel Board in writing of the departure of any employee.

SECTION 10. DEPARTMENT BUDGETS

Each Department Head shall include in the annual departmental budget a pay adjustment section to provide funds for anticipated pay adjustments, with expenditures to be made only in accordance with this Salary Administration Plan and with the approval of the Personnel Board. Degree bonus [Sec 11i(1)] funds shall also be budgeted in the departmental budget.

SECTION 11. EMPLOYEE BENEFITS

Employee benefits are a cost to the Town and a form of "indirect pay" to employees. The benefits listed below are not intended to supersede what State or Federal law may otherwise require. The benefits set forth in this section are applicable to Full-Time employees only, except where noted.

All forms of paid leave set forth in this section are based on a 40 hour work week; in the event an employee works less than 40 hours per week but more than 20 hours per week, the indicated benefit shall be pro-rated reflective of the approved hours per week for that position.

a. Holidays with Pay

Full-Time employees shall receive one day's pay at their regular rate for the following:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents' Day	Veteran's Day
Patriot's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Juneteenth	Christmas Day
Independence Day	Day before or after Christmas Day (as set by the Town annually

To be eligible for holiday pay, an employee must work (or be duly excused from working) their regular scheduled days preceding and following the holiday. Employees who do not work 20 hours or more per week on a regular basis shall not be compensated for holidays.

Employees whose regular day off falls on a holiday may have one day off with pay within the ensuing thirty days in lieu of holiday pay, with the specific choice of day subject to Department Head approval**.** Furthermore, the day granted in lieu of holiday pay shall not cross fiscal years.

All administrative policies and practices relative to holidays with pay shall be prepared and established under the direction of the Personnel Board.

b. Vacations with Pay

(1) Full-Time employees who have been in the continuous employ of the Town shall earn paid vacation in accordance with the following schedule:

Years of Employment	Hours Earned Per Month	Vacation Earned Per Year (Pro-rata)
0 - 2	6.666	Two weeks
2+ - 7	10.0	Three weeks
7+ - 15	13.333	Four weeks
15+ - or more	16.666	Five weeks

Employees hired prior to July 1, 2005, shall be eligible to earn twenty hours per month after serving twenty years of full-time employment with the Town.

(2) At the recommendation of the hiring authority and upon the approval of the Personnel Board, new employees entering into a position with the Town of Southborough from a similar position will be allowed to enter into the vacation schedule using their years of service from their prior employment, up to a maximum of four weeks' vacation [pro-rated] for the first year of employment with the Town.

Vacation shall be granted by Department Heads at their discretion subject to the regular work needs of the Department. An employee shall be permitted to carry over to the following year one year's worth of earned vacation. Employees hired on or after July 1, 2023, shall be permitted to carry over a maximum of two weeks to the following fiscal year. The employee must have the Department Head's approval to take any portion of a prior year's unused vacation in addition to the days earned in the current fiscal year. Employees commencing employment with three weeks per year will be required to complete two years of service before ascending to the next band (four weeks) in the vacation schedule chart and seven years of service before ascending to the following band. Awarding four weeks should be the exception based on evidence that the employee is leaving another position that already provides this benefit. Employees commencing employment with four weeks per year will be required to complete five years of service before ascending to the next band (five weeks).

(3) If in the opinion of the Department Head there are unusual work-related circumstances that warrant it, a department head may seek approval from the Town Administrator or his/her delegatee to allow the employee to continue to work and receive vacation pay in lieu of taking vacation. Approval granted in this section may not exceed ten days per fiscal year.

(4) In the event of termination of employment the employee shall be paid, or be entitled to time off with pay, for any accumulated vacation time. Personal and sick leave shall not be compensated at termination.

(5) Vacation administrative policies and practices shall be prepared and established under the direction of the Personnel Board.

c. Sick Leave

(1) Full-Time employees shall be entitled to accrue 10 sick hours per month, equaling 120 hours annually (15 sick days); employees working less than 40 hours in a weekly pay period will accrue ratably based on hours worked per week. Pay for each day of sick leave shall be at the regular rate. Absences on account of sickness in excess of that authorized shall be charged to vacation or other available paid leave. Sick leave shall be payable only in cases of genuine illness, non-work connected accident, or work connected accidents not covered by Massachusetts General Laws Chapter 152 (Workers' Compensation).

(2) Unused sick leave may be accumulated without limitation for employees hired before July 1, 2007. Employees of the Town of Southborough hired on or after July 1, 2007 may only accrue 120 sick days at any one time. At retirement [or death] only, the Town will pay the employee twenty percent (20%) of the employee's then-accumulated sick leave. Employees of the Town of Southborough hired on or after July 1, 2023, will not be subject to any payout of accumulated sick leave.

(3) Employees who because of genuine illness or a non-work connected accident are absent for a period of more than three days shall be required to present a doctor's certificate to their Department Head before returning to work stating the reason, the period of time the employee was absent and whether there are any physical restrictions or required outpatient services the employee must adhere to in the workplace.

(4) Annually, an employee may use up to seven of the allowed fifteen days of sick leave for the care of a sick family member.

(5) Sick leave administrative policies and practices shall be prepared and established under the direction of the Personnel Board.

d. Personal Days

Full-Time employees shall be entitled to three personal days per year, to be granted annually on the anniversary of the employee's Start Date. New employees shall be granted three personal days which shall be pro-rated based on hours worked per pay period. Requests for personal days shall be approved by the Department Head. Personal days shall not accumulate from year to year.

e. Military Leave

(1) Reserve Duty: An employee in full-time employment in the military reserve shall be paid the difference between compensation received while on reserve duty and regular compensation rates paid the employee by the Town. Such payment by the Town shall be limited to a period not to exceed two weeks in any twelve-month period.

(2) Active Duty: Pursuant to Article 8 of the April 11, 2005 Annual Town Meeting, an employee in the federal military reserve or a state National Guard who is called to active service shall be entitled to their regular base salary and shall not lose any seniority or paid leave benefits while on military leave; *provided*, however, that such base pay shall be reduced by any amount received from the United States as pay or allowance for military service performed.

f. Jury Duty

Any employee who is called to jury duty shall be paid the difference between their normal compensation and the amount (excluding any travel allowance) received from the court, upon presentation of evidence of the amount paid by the court.

g. Miscellaneous Paid Time Off

Working time lost from regularly scheduled work days for reasons listed below shall be without loss of pay, provided such lost time is authorized by the Department Head. Sections (1) – (3) are applicable to Full-Time employees only; Section (4) is applicable to both Full-Time and Part-Time employees.

(1) Bereavement leave – In the event of the death of a spouse, father, mother, child, father-in-law, mother-in-law, brother, sister, grandparent, or of any other person then residing with the employee, such employee shall be entitled to receive three days' leave for the purpose of the funeral and services of the deceased. If out-of-state travel is required, the Department Head may authorize up to two additional days of travel time.

(2) Medical examination or inoculation required by the Town.

(3) Blood donation authorized by the Department Head.

(4) Attendance at professional and/or educational programs authorized by the Department Head.

h. Court Time Pay

If the Town requires that an employee appear in Court as a witness or in any other capacity arising from the performance of the employee's duty, or on behalf of the Commonwealth or the Town in any civil or criminal case pending in any Court or other official governmental board or agency, such appearance and related travel time shall constitute work time for purposes of calculating weekly hours worked. If such appearance or related travel time causes a non-exempt employee to exceed forty hours of work in any given work week, the employee shall be eligible for overtime pay in accordance with Section 6(b). This section does not apply to exempt employees.

i. Employee Educational Support/Professional Development

(1) Degree Bonus: All Part-Time and Full-Time employees who, while an employee of the Town, earns a degree in a field applicable to their position from an accredited college or university, shall receive a one-time bonus subject to appropriation, according to the following schedule:

Associates Degree... $ 800.00
Bachelors Degree.. $1,200.00
Masters Degree..... $1,500.00

A copy of the completed transcript, diploma or other appropriate evidence of the completed degree must be presented to the Department Head and the Personnel Board, and shall be submitted as documentation for accounts payable.

(2) Tuition reimbursement: the Town may offer tuition reimbursement to eligible Full-Time and Part-Time employees as prescribed by Personnel Board policy enacted under this Bylaw.

j. Group Medical Insurance

Starting July 1, 2009, the Town will contribute fifty percent (50%) of the cost of a medical indemnity plan or seventy-five percent [75%] of the cost of a Health Maintenance Organization plan for Full-Time employees only.

SECTION 12. UNPAID LEAVES OF ABSENCE

a. A leave of absence without compensation may be granted by the Personnel Board.

b. Leaves of absence of over three months' duration (except Military Leave) shall be deemed a break in employment, and on return to work the employee shall have the status of a new employee unless an extension of leave beyond three months was authorized by the Personnel Board.

SECTION 13. PART-TIME EMPLOYEES WORKING FULL-TIME HOURS TEMPORARILY

a. A Part-Time employee may work 20 hours or more per week for no longer than two bi-weekly pay periods, or four bi-weekly pay periods in the case of an Election Worker during an election cycle, if requested by their Department Head due to exigent circumstances, or for longer if recommended by the appointing authority or the Personnel Director, with the authorization of the Finance Director and approval of the Personnel Board. In such cases, the employee will remain a Part-Time employee with no change in status.

b. Department Heads may submit requests for additional compensation for Part-Time employees temporarily working Full-Time hours, subject to available funding as authorized by the Finance Director and approved by the Personnel Board.

SECTION 14. APPOINTMENT OF “ACTING” DEPARTMENT HEADS

a. In the absence or retirement of a Department Head for three consecutive weeks, the Select Board or appropriate board or commission may appoint an “Acting” Department Head to serve for a period of not more than three months. Such three-month period may be extended for up to three additional three-month periods, upon the approval of the Select Board or other appropriate board or commission for each such extension. In no case shall an appointment of an “Acting” Department Head exceed one year.

b. Duly appointed “Acting” employees shall be compensated at an additional 10% per week, payable retroactively only upon the conclusion of three consecutive weeks of service by the “Acting” employee. Such employees shall still be eligible for overtime pay when fulfilling regular duties from the previous job beyond normal working hours.

SECTION 15. PERSONNEL BOARD

a. There shall be a Personnel Board to administer the Salary Administration Plan. Said Board is to be appointed by the Town Moderator. The Board shall consist of five voters other than employees of the Town or those regularly serving the Town in any elective capacity. They shall serve without compensation.

b. Other than as may be needed to fill unexpected vacancies, appointments shall be for three years. The Moderator shall fill any vacancies. The Personnel Board may employ assistance and incur expenses as it deems

necessary, subject to appropriation of funds therefor.

SECTION 16. DUTIES OF THE PERSONNEL BOARD

a. The Personnel Board shall administer the Salary Administration Plan and shall establish such policies, procedures and regulations as it deems necessary for the administration of the Plan.

b. The Town Administrator serves as the Town's Personnel Director under the Town Administrator Bylaw [Ch. 27, Art. IX]. As such, the Personnel Director is invested with personnel authority and responsibilities as set forth therein. From time to time, and as may be necessary, the Personnel Board will consult and/or act in concert with the Personnel Director or his/her delegatee on matters of joint responsibility and concern. The Personnel Board shall provide oversight and guidance to the Personnel Director in the development and maintenance of personnel policies and regulations.

c. The Board shall meet annually in July and organize by the choice of a Chair and Vice-Chair. The Board shall meet at least monthly, except when there is no business before the Board. A majority of the Board shall constitute a quorum for the transaction of business. The votes of the majority of all the members of the Board shall be necessary on any matter upon which it is authorized to or required to pass under the Salary Administration Plan.

d. The Personnel Board shall maintain records of all employees subject to this Plan as it deems desirable, including personnel evaluations. Such records are to be kept by the Personnel Director or his/her delegatee, under the direction of the Personnel Board. Department Heads shall furnish such information as requested by the Board.

e. The Personnel Board shall from time to time, but no less often than every federal Election Year, review the Classification Schedule, Salary Schedules, and administration policies of the Salary Administration Plan. It shall keep informed as to pay rates and policies outside the Town, and shall recommend to the Town any action that the Board deems desirable in that regard. The Personnel Board may tentatively add a new class to the Classification Schedule or reallocate an existing class to a different compensation grade, either higher or lower, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan at the next Annual Town Meeting.

f. The Personnel Board may vote an annual adjustment (but shall reserve the right to vote no adjustment) to the Classification Schedule and establish the effective rate for employees of each grade for the next fiscal year, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan at the next Annual Town Meeting. The Personnel Board shall base any annual adjustments upon available relevant information. Approval of the rate for any given employee is not guaranteed and is driven by the annual performance evaluation.

g. Matters of concern by SAP employees that are communicated in writing to the Chair of the Personnel Board will be scheduled on an agenda at the next available meeting providing all necessary and requested information has been submitted in time to be part of the meeting packet. In addition, notice in writing shall be forwarded to the concerned employee and respective Department Head within seven days of the Board's decision. Notwithstanding the foregoing, if the Personnel Board shall so request and the concerned employee and Department Head shall agree, a reasonable extension of these time periods may be granted.

h. Upon recommendation of a Department Head, supported by evidence in writing of special reasons and exceptional circumstances satisfactory to the Personnel Board, the Board may authorize variances in the Salary Administration Plan as it may deem necessary for the proper functioning of the services of the Town, and to effectuate the basic intent of the Plan.

SECTION 17. EMPLOYEES AND THE PERSONNEL BOARD

a. All employees covered by this Salary Administration Plan shall have the right to request an appointment to confer with the Personnel Board on any matter of interest or concern to them that is covered by the Salary Administration Plan. The employee shall notify the Department Head in writing in advance of the desire to discuss the matter with the Board. One of the duties of the Board shall be to foster mutual understanding and good will with the personnel of the Town.

b. To facilitate this, if any employee should feel aggrieved by the operation of any provision of the Plan, the employee shall first discuss the matter with the Department Head, in a mutual effort to clear up any problems or misunderstanding.

c. If two weeks after such a conference a satisfactory understanding and solution of the problem has not been reached, then either the Department Head or the employee may take the matter to the Personnel Board, and the Board shall hear the parties not later than at its next regular meeting. There shall be no discrimination or prejudice by a Department Head against any employee who may take a matter to the Board.

SECTION 18. AMENDMENT OF THE PLAN

The Salary Administration Plan may be amended in the same manner that Town Bylaws may be amended. However, no amendment to the Plan shall be made until it has been presented to the Personnel Board and the Personnel Board has the opportunity to act on it. The Board of its own motion may propose an amendment to the Plan.

SECTION 19. SEVERABILITY PROVISION

In the event that any provision of this bylaw, or application thereof, shall be held to be invalid by the proper authorities, this shall not be construed to affect the validity of any other provision, or application thereof, of this bylaw.

SECTION 20: CLASSIFICATION SCHEDULE

SCHEDULE A: GRADED POSITIONS

Title	Grade
Library Page	1
Library Technician	1
Administrative Assistant	2
Library Assistant	2
Administrative Assistant	3
Library Associate	3
Business Administrator I	4
Library Supervisor	4
Maintenance Technician	4
Police Dispatcher**	4
Assistant Town Accountant	5
Business Administrator II	5
Clinician	5
EDC Coordinator	5
Executive Assistant to Select Board	5
Program Coordinator	5
Youth Services Librarian	5
Assistant Library Director	6
Assistant Director, Youth & Family Services	6
Civil Engineer	6
Deputy Assessor	6
Deputy Town Clerk	6
Deputy Treasurer/Collector	6
Electrician	6
Local Inspector	6
Nurse	6
Outreach Coordinator	6
Police Business Administrator	6
Program Manager	6
Assistant Director/Nurse/Outreach	7
Conservation Agent	7
Recreation Director	7
Senior IT Specialist	7
Town Planner	7
Youth & Family Services Director	7
Assistant Town Administrator	8
Building Commissioner	8
Council on Aging Director	8

Director of Facilities	8
IT Manager	8
Library Director	8
Police Lieutenant	8
Principal Assessor*	8
Town Accountant	8
Finance Director/Treasurer-Collector*	9
Superintendent of Public Works*	9

*when not under contract
**effective March 25, 2024

SCHEDULE A

GRADE	MINIMUM	2	3	4	5	6	7	8	9	10	11	12	13	14	15
A-1	$15.38	$15.68	$15.99	$16.31	$16.64	$16.97	$17.31	$17.66	$18.01	$18.37	$18.74	$19.11	$19.49	$19.88	$20.28
A-2	$19.22	$19.60	$19.99	$20.39	$20.80	$21.22	$21.64	$22.07	$22.51	$22.96	$23.42	$23.89	$24.37	$24.86	$25.36
A-3	$23.06	$23.52	$23.99	$24.47	$24.96	$25.46	$25.97	$26.49	$27.02	$27.56	$28.11	$28.67	$29.24	$29.82	$30.42
A-4	$26.53	$27.06	$27.60	$28.15	$28.71	$29.28	$29.87	$30.47	$31.08	$31.70	$32.33	$32.98	$33.64	$34.31	$35.00
A-5	$29.18	$29.77	$30.37	$30.98	$31.60	$32.23	$32.87	$33.53	$34.20	$34.88	$35.58	$36.29	$37.02	$37.76	$38.52
A-6	$32.10	$32.75	$33.41	$34.08	$34.76	$35.46	$36.17	$36.89	$37.63	$38.38	$39.15	$39.93	$40.73	$41.54	$42.37
A-7	$40.13	$40.93	$41.75	$42.59	$43.44	$44.31	$45.20	$46.10	$47.02	$47.96	$48.92	$49.90	$50.90	$51.92	$52.96
A-8	$48.15	$49.12	$50.10	$51.10	$52.12	$53.16	$54.22	$55.30	$56.41	$57.54	$58.69	$59.86	$61.06	$62.28	$63.53
A-9	$52.97	$54.03	$55.11	$56.21	$57.33	$58.48	$59.65	$60.84	$62.06	$63.30	$64.57	$65.86	$67.18	$68.52	$69.89

SCHEDULE B: MISCELLANEOUS ANNUAL COMPENSATION SCHEDULE

Cemetery Agent.....$8,000
Clerk, Board of Registrars.....$1,638.33
Deputy Emergency Management Director.....$2,000
Energy Management Stipend.....$6,000
Registrar of Voters.....$205.66
Tree Warden.....$4,000
Veterans' Agent and Director of Veterans' Services.....$15,000

SCHEDULE C: FEE BASED COMPENSATION (Recreation Seasonal Personnel)

Positions
Grade 1
Camp Counselor
Program Aide (1:1)
Program Supervisor (i.e. RAP Monitor)
Grade 2
Camp Assistant Supervisor
Grade 3
Camp Supervisor
Assistant Coach
Head Coach
Grade 4
Program Instructor

Rates for Recreation Seasonal Personnel

Grade	Minimum		Midpoint		Maximum	
	Hourly	Annual	Hourly	Annual	Hourly	Annual
1	$ 15.00	$ 31,200.00	$ 16.00	$ 33,280.00	$ 17.00	$ 35,360.00
2	$ 19.00	$ 39,520.00	$ 20.00	$ 41,600.00	$ 21.00	$ 43,680.00
3	$ 23.00	$ 47,840.00	$ 24.00	$ 49,920.00	$ 25.00	$ 52,000.00
4	$ 30.00	$ 62,400.00	$ 31.00	$ 64,480.00	$ 32.00	$ 66,560.00

SCHEDULE D: SPECIAL ADMINISTRATIVE AND SUPERVISORY POSITIONS

Police Lieutenant:

In addition to all the benefits provided employees under the SAP, he/she would be eligible for some additional benefits as provided members of Mass COP Local 167, the police union collective bargaining agreement.

As a result, a separate policy is adopted by the Southborough Select Board and enforced by the Southborough Police Department subject to change in conjunction with future collective bargaining agreements.

*Increases in salary for long term employees will be considered case by case by Personnel Board.

SCHEDULE E: LONGEVITY SCHEDULE: Full-Time Employees of Town of Southborough – Compensated annually on the anniversary of the employee's Start Date

After 5 years $400
After 10 years $600
After 15 years $700
After 20 years $850
After 25 years $1,000
After 30 years $1,200
After 40 years $1,500

, or do or act anything in relation thereto.

Proposed by: PERSONNEL BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: At Town Meeting
Summary: *The Personnel By-Law governs policies and pay structures for non-union employees.*

ARTICLE 5: To see if the Town will vote to raise or transfer a sum of money as may be necessary for the Town's use for Fiscal Year 2025, and make appropriations of the same, as detailed following, or do or act anything in relation thereto.

SEE BUDGETS ON THE FOLLOWING PAGES

Proposed by: SELECT BOARD

Select Board Recommendation:
Advisory Committee Recommendation: At Town Meeting
Summary: *The article includes recommendations from both the Select Board and the Advisory Committee for the FY25 budget. Funding recommendations are noted in the individual recommendation columns for each department.*

ARTICLE 6: To see if the Town of Southborough will vote to raise and appropriate or transfer from available funds a sum of $289,414.00 to the Police Department Budget, #210 for the purpose of hiring four full-time dispatchers to provide coverage 24/7, or do or act anything in relation thereto.

Proposed by: BONNIE PHANEUF, ET AL.
Select Board Recommendation:
Advisory Committee Recommendation: Not Support
Summary: *Over the past two and a half years the Town has been exploring joining a Regional Emergency Communications Center (RECC). Now is the time to address the immediate need. This is NOT a clerical job. Dispatchers provide critical emergency communication services to Police, Fire, EMS, Public Health, DPW, School Departments, Building Departments, Youth and Family Services, Senior Services, Recreation, State Police, Court, Commonwealth of Mass. Properties, Dam, MBTA Station,9-11 Field, Reservoir trails, Businesses and private non-profits.*Select Board Packet, March 7, 2023, Office of the Select Board, the original intent of looking at Regional Emergency Communications Center (RECC) was not for financial purposes for Southborough. There has been consensus that maintaining 1 dispatcher per shift is not acceptable. However, there have been questions raised about the costs. Three different scenarios of future dispatch costs with assumptions outlined in memo. * Select Board Meeting Minutes, December 19, 2023, III.i.ii. Chief Achilles & Chief Newell recommendation for maintaining current model Chief Newell and Chief Achilles shared their findings on enhancing the current dispatch operation system. "The Chiefs state that whether or not the Town chooses to regionalize, the immediate need is to add four full-time dispatchers to provide coverage 24/7."*

ARTICLE 7: To see if the Town of Southborough will vote to raise and appropriate, or transfer from available funds a sum of $119,372.00 for the purpose of covering the Employee Benefits for the additional four full-time dispatchers, or do or act anything in relation thereto.

Proposed by: BONNIE PHANEUF, ET AL.
Select Board Recommendation:
Advisory Committee Recommendation: Not Support
Summary: *These Employee Benefits funds for the additional four full-time dispatchers will be applied to the Employee Benefits Budget, #910, as standard practice in Southborough.*

ARTICLE 8: To see if the Town will vote to raise a sum of money as may be necessary for the Water Enterprise Fund's use for Fiscal Year 2025, and make appropriations of the same, as detailed following, or do or act anything in relation thereto.

DRAFT

WATER ENTERPRISE	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY2025 REQUEST	PERCENT (+) or (-)
DIRECT COSTS					
51000-51990 Total Personal Services	319,953	387,136	399,116	427,159	
52000-58990 Other Charge & Expense	1,705,388	1,425,664	1,660,150	1,562,556	
59100 Principal Long Term Debt Water	344,408	345,000	342,000	380,000	
59150 Interest Long Term Debt Water	111,526	97,890	82,515	102,028	
59250 Interest on Notes	0	10,027	35,819	0	
CAPITAL EQUIPMENT - LEASE					
DPW DIESEL YEAR 4 OF 7	10,622	10,622	10,622	10,622	
DPW HOOK TRUCK YEAR 4 OF 7	9,103	9,264	9,105	9,105	
CAPITAL EQUIPMENT					
FY23 MINI EXCAVATOR - WTR PORTION		20,000			
FY24- PICKUP TRUCK - WTR PORTION			15,000	0	
FY25- ENGINEERING				250,000	
INDIRECT COSTS					
59510 Indirect Costs	204,695	216,133	249,770	387,187	
TOTAL WATER FUND	2,705,695	2,521,736	2,804,097	3,128,657	11.57%

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation: Support
Summary: *The Water budget is funded through an Enterprise Fund that is supported entirely through the water rates and the fund's retained earnings, which supports all aspects of the department's operation. The funding for those capital items that are being leased/purchased for use by the Water Department, in whole or in part, are included in this budget.*

ARTICLE 9: To see if the Town will vote to transfer $100,000 from Water Retained Earnings for use in the FY24 Water Enterprise Fund budget, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation: Support
Summary: *This article is intended to supplement the water revenue for the current fiscal year in the Water Enterprise Fund. FY24 has seen lower than expected water usage, and the use of retained earnings will complement the revenue from water rates and provide sufficient support for the Water Enterprise Fund.*

ARTICLE 10: To see if the Town will vote to raise and appropriate, or transfer from available funds a sum of money for General Government capital items for the following purposes:

	Description	Request	Levy	Receipts Reserved Ambulance/Other
A.	ROAD MAINT. & MISC STREET REPAIR	$472,500	$472,500	
B.	MOWER ATTACHMENT J DEERE TRACTOR	$ 20,630	$ 20,630	
C.	POLICE CRUISERS (2)	$150,000		$150,000
D.	DEFIBRILLATORS - PARAMEDIC	$ 50,000	$ 50,000	

, or do or act anything in relation thereto.

Proposed by: SELECT BOARD

DRAFT

Select Board Recommendation:
Advisory Committee Recommendation: Support
Summary:
A.
B.
C.
D.

ARTICLE 11: To see if the Town will vote to apply for, accept, and expend Massachusetts Public Library Construction Program ("MPLCP") grant funds if approved, and vote to raise and appropriate or transfer from available funds the sum of $150,000, or any other sum if said MPLCP grant is approved, said sum to be expended by the Town for library assessment, planning, feasibility and/or design, or act in any manner relating thereto, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary:

ARTICLE 12: To see if the Town will appropriate $2,186,000, or any other amount, to pay costs of purchasing the following items of capital equipment, including the payment of all costs incidental and related thereto:

Fire Tower Demo Truck	$1,300,000
Ambulance A28	551,000
Trash Trailer	125,000
Sidewalk Tractor w/Attachments	210,000

and to determine whether this amount shall be raised by borrowing or otherwise, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation: Support
Summary:

ARTICLE 13: To see if the Town will vote to appropriate a sum of money for the payments under existing capital lease agreements as described below:

	Equipment	Authorized Department	Source of Appropriation	FY25 Amount
A.	1 - Horton Type Ambulance	Fire Department	FY25 Capital Budget - Ambulance Fund	$57,191
B.	1 - Swaploader Hook Lift Truck	Dept. of Public Works	FY25 Capital Budget - General Fund	$25,037
C.	1 - Pick Up Diesel F-350	Dept. of Public Works	FY25 Capital Budget - General Fund	$10,622
D.	1 - Fire Dept Chief Vehicle	Fire Department	FY25 Capital Budget - Ambulance Fund	$8,422
E.	Police Taser Program	Police Department	FY25 Capital Budget - General Fund	$19,455

, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *The lease agreements for these vehicles were authorized by Town Meeting in 2021, and these are the fourth year of the lease payments. With the exception of the Fire Ambulance (5-year lease) and Police Taser (3-year lease), all of the leases are for 7 years.*

ARTICLE 14: To see if the Town will vote to authorize payment from Fund 2261 – 9-11 Field Maintenance Revolving the sum of $45,000 for the FY24 principal and interest payment, and $45,000 for the FY25 principal and interest payment, for the May 2018 bond issuance for the resurfacing of 9-11 Field; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary*:*

ARTICLE 15: To see if the Town will vote to transfer from Free Cash the sum of $5,000 for the purpose of hiring consultants, engineers, water quality specialists, and/or environmental consultants by various Town departments, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article allows town departments, with the approval of the Select Board, to hire outside expertise when the need arises.*

ARTICLE 16: To see if the Town will vote to raise and appropriate or transfer from available funds, the sum of $250,000 into the Other Post-Employment Benefits Liability Trust Fund (OPEB Fund) as authorized by General Laws, Chapter 32B, Section 20, in order to offset the anticipated future cost of providing post-retirement health and life insurance benefits to current and future retired Town employees, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This is an annual appropriation into the Town's OPEB Trust Fund that began back in 2014. The appropriation was previously done as part of the operating budget, but further guidance from the Dept. of Revenue has recommended that it be done in a separate article.*

ARTICLE 17: To see if the Town will vote to transfer from Free Cash the sum of $10,000 for the purpose of paying the Town's share of casualty and other losses incurred to Town property and equipment which are not covered by insurance policies, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article will provide funds to be used to pay the deductible for property damage which is not covered by insurance.*

DRAFT

ARTICLE 18: To see if the Town will modify the purpose of funds appropriated under Article 18 passed at the Annual Town Meeting on April 9, 2018 which stated "Lundblad Field design & specialty consultant" to re-purpose such funds for "Lundblad Field construction and upgrades", or do or act anything in relation thereto.

Proposed by: SELECT BOARD/RECREATION COMMISSION
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary*:* *The original article was to "fund research and design work including investigation of the membrane and other aspects of the property." As a balance of $46,411.00 remains the Town would like to utilize the residual funds for the construction of facility improvements, including, but not limited to, a community dog park.*

ARTICLE 19: To see if the Town will vote to raise and appropriate, or transfer from available funds the sum of $150,000 for the ongoing maintenance of capital equipment and systems associated with town buildings and facilities. The Town Facilities Manager shall recommend appropriate projects to the Town Administrator. The Town Administrator shall approve all expenditures under this article. The Town Facilities Manager shall report all funded projects to the Capital Improvement and Planning Committee as requested, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article will provide for the maintenance and repair of capital equipment and systems associated with the Town's buildings and facilities.*

ARTICLE 20: To see if the Town will vote to raise and appropriate or transfer from available funds the sum of $25,000 for the ongoing maintenance of capital investments associated with outdoor recreational facilities. The Town's Director of Recreation shall recommend appropriate projects to the Recreation Commission. The Recreation Commission shall approve all expenditures under this article, or do or act anything in relation thereto.

Proposed by: SELECT BOARD/RECREATION COMMISSION
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary*:*

ARTICLE 21: To see if the Town will vote pursuant to Massachusetts General Laws, Chapter 44 § 53E ½ to authorize the following spending limits for existing revolving funds for Fiscal Year 2025, as follows:

1. Immunization/Emergency Dispensing Clinic; $15,000.
2. Inspectional Services; $140,000.
3. 9-11 Field Maintenance; $100,000.
4. Wetland Protection; $30,000.
5. Hazardous Materials; $75,000.
6. CPR Classes; $6,500.
7. Community Garden; $3,000.
8. Recreation Programs; $500,000.
9. Tobacco Control Program; $4,000.
10. Golf Course Maintenance; $75,000.

, or do or act anything in relation thereto.

Proposed by: BOARD OF HEALTH, SELECT BOARD, RECREATION COMMISSION, AND CONSERVATION COMMISSION
Select Board Recommendation: Support

Advisory Committee Recommendation: Support
Summary: *This article approves the annual spending limits for revolving funds that are now authorized by Town by-law.*

ARTICLE 22: To see if the Town will vote to accept provisions of the fourth paragraph of Massachusetts General Law Ch. 40, Section 3 to allow the Southborough School District to keep monies received from the rental of space in its schools. These monies may be expended by the Southborough School Committee for the purpose of upkeep and maintenance of any and all Southborough Public Schools with no further legislative body approval. The monies may accumulate from year to year, and shall not be considered to be part of the general funds unassigned balance, or do or act anything in relation thereto.

Proposed by: SOUTHBOROUGH SCHOOL COMMITTEE
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary*:*

ARTICLE 23: To see if the Town will vote to accept the provisions of G.L. c. 40, §13E and authorize the Southborough School District to establish a Special Education Stabilization Fund that can be used in future years for unanticipated or unbudgeted costs of special education, out of district tuition, transportation, and recovery high school tuition, or do or act anything in relation thereto.

Proposed by: SOUTHBOROUGH SCHOOL COMMITTEE
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary*:*

ARTICLE 24: To see if the Town will authorize the Select Board to lease all or a portion of the roof of Trottier Middle School located at 49 Parkerville Road for a term of 10-20 years, upon such terms and conditions as are acceptable to the Select Board, to a solar energy provider to construct, maintain, and operate a solar facility on the property and to enter into a power purchase agreement with the solar energy provider; and further, to authorize the Select Board to grant an easement as may be necessary to install, maintain, operate, repair, reinstall, or replace any utilities required for interconnection to the solar facility project., or do or act anything in relation thereto.

Proposed by: SOUTHBOROUGH SCHOOL COMMITTEE
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary*:*

ARTICLE 25: To see if the Town will vote to authorize the Northborough-Southborough Regional School District to establish a Stabilization Fund according to Chapter 71, Section 16G 1/2 of the General Laws for the purposes of funding capital items as identified in the Northborough-Southborough Regional School District Capital Plan, or do or act anything in relation thereto.

Proposed by: REGIONAL SCHOOL COMMITTEE
Select Board Recommendation:
Advisory Committee Recommendation: Not Support
Summary*:*

ARTICLE 26: To act on the recommendation of the Community Preservation Committee on the Fiscal Year 2025 Community Preservation Budget and to appropriate or reserve for later appropriation monies from Community Preservation Fund annual revenues or available funds for the administrative expenses of the Community Preservation

Committee, the payment of debt service, the undertaking of Community Preservation projects and all other necessary and proper expenses for the year, or take any other action relative thereto.

PROPOSED FISCAL YEAR 2025 COMMUNITY PRESERVATION BUDGET

Estimated Surcharge Receipts (Based on Town Treasurer's Projections) ……..….	$ 447,844
State Match (Projected FY2024 State Match) ……...…….……	$ 64,905
Total Projected Revenue…… ……	$ 512,749

The Community Preservation Committee recommends that the following amounts be appropriated or reserved from Fiscal Year 2025 Community Preservation Fund revenues with each item considered a separate appropriation.

Set Aside- Open Space
$51,275 to be set aside, held in the Community Preservation Open Space Reserve Account, and spent in FY2025 or later years for acquisition, creation, or preservation of open space, and for the rehabilitation and/or restoration of open space acquired under the Community Preservation Act.

Historic Preservation
No set aside required as spent in FY2025 on bonds for historic projects for the acquisition, preservation, rehabilitation, and restoration of historic resources.

Set Aside – Community Housing
$51,275 to be set aside, held in the Community Preservation Housing Reserve Account, and spent in FY2025 or later years for the creation, preservation, and support of community housing, and for the rehabilitation and/or restoration of community housing acquired under the Community Preservation Act.
Set Aside Administrative Costs – Community Preservation Committee
$25,637 to defray the administrative and operating expenses of the Community Preservation Committee in FY2025 for the Community Preservation Administration Account

Set Aside – CPA Budgeted Reserve/Discretionary
$106,274.00 Reserved for FY25 Budgeted Reserve/Discretionary Account

Annual Debt Service: $75,438 to be applied towards the bond for the perpetual Preservation Restriction on 84 Main Street also known as the Burnett House for the purpose of historic preservation as approved at ATM 2016

Annual Debt Service: $61,00.00 to be applied towards the bond for the renovation and restoration of the historic Southborough Library building for the purpose of historic preservation as approved at ATM 2018

Annual Debt Service: $141,850 to be applied towards the bond for the historic restoration of the Southborough Town House for the purpose of historic preservation as approved at ATM 2021
FY24 Annual Debt Service: $52,842 from the CPA FY24 Budgeted Reserve Fund Balance to be applied towards the bond for the historic restoration of the Southborough Town House for the purpose of historic preservation as approved at ATM 2021

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *The budget and set-asides are an annual requirement under the Community Preservation Act.*

ARTICLE 27: To see if the Town will vote to accept the report of the Community Preservation Committee for the FY2024 State Match Adjustment and act upon the recommendations of the Community Preservation Committee and to set aside for later expenditure, certain sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the General Laws, as follows:

Actual FY24 State Match Receipts…… $86,561
ATM2023 Projected FY24 State Match …… $82,596
FY24 State Match Adjustment …… $ 4,035

Set Aside- Open Space
$403 to be set aside, held in the Community Preservation Open Space Reserve Account, and spent in FY2025 or later years for acquisition, creation, or preservation of open space, and for the rehabilitation and/or restoration of open space acquired under the Community Preservation Act.

Set Aside – Historic Preservation
$403 to be set aside, held in the Community Preservation Historic Reserve Account, and spent in FY2025 or later years for the acquisition, preservation, rehabilitation, and restoration of historic resources.

Set Aside – Community Housing
$403 to be set aside, held in the Community Preservation Housing Reserve Account, and spent in FY2025 or later years for the creation, preservation, and support of community housing, and for the rehabilitation and/or restoration of community housing acquired under the Community Preservation Act.

Set Aside Administrative Costs
$201– Community Preservation Fund to defray the administrative and operating expenses of the Community Preservation Committee in FY2024 in the FY2024 Community Preservation Administration Account.

$2,625.00 Reserved for FY24 Community Preservation Budgeted Reserve/Discretionary)
Summary: This article is to account for an adjustment to the state match from what was budgeted at 2023 ATM and the FY24 State Match received.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *Summary: This article is to account for an adjustment to the state match from what was budgeted at 2023 ATM and the FY24 State Match received.*

ARTICLE 28: To see if the Town will vote to appropriate $46,046 for the rehabilitation and restoration of historic Town records for historic purposes as requested by Southborough Town Clerk Jim Hegarty, with $21,005.43 from the Historic Reserve Account and $25,040.57 from the Budgeted Reserve Account. This consists of $45,046 in project costs and an additional $1,000 in contingency funding. Contingency funds only available after approval of the Community Preservation Committee for unexpected costs unforeseen at the time of application.
Funding is contingent on a project start of July 1, 2024, and to be completed by June 30, 2027 or funds to be returned to the Southborough Community Preservation Fund Balance as directed by the Southborough Community Preservation Committee. Project to be completed in conformance with details as presented to the members of the Community Preservation Committee and to be documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the
Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *Under the direction of Town Clerk Jim Hegarty said funds will be used for the restoration of historic Town documents dating back to the 1700's.*

ARTICLE 29: To see if the Town will vote to appropriate $211,232 from the CPA Fund Budgeted Reserve for the construction of the final segment of Peninsula Trail requested by the Southborough Trails Committee for recreational purposes. This consists of $183,680 in project costs and an additional $27,552 in contingency funding. Contingency

funds only available after approval of the Community Preservation Committee for unexpected costs unforeseen at the time of application. Funding is contingent on a project start date of July 1, 2024, and to be completed by December 1, 2026, or funds to be returned to the Southborough Community Preservation Fund Balance as directed by the Community Preservation Committee. Project to be completed in conformance with details as presented to the members of the Community Preservation Committee and to be documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *Under the direction of the Southborough Trials Committee (STC), and with Recreation Director Tim Davis as an advisor, said funds will be used for the installation of the boardwalk, footbridge, and other trail construction related tasks for "Bridging the Gap" Phase II of the STC Peninsula Trail Project.*

ARTICLE 30: To see if the Town will vote to appropriate $553,750 for the installation of a new irrigation system in accordance with the standards of Audubon International, at the Southborough Golf Club from the CPA Fund Balance, as requested by the Southborough Golf Committee for the purpose of recreation. This consists of $475,000 in project costs and an additional $78,750 in contingency funding. Contingency funds only available after approval of the Community Preservation Committee for unexpected costs unforeseen at the time of application. Funding is contingent on project completion by December 1, 2026, or funds to be returned to the CPA Fund Balance as directed by the Community Preservation Committee. Project to be completed in conformance with details as presented to the members of the Community Preservation Committee and to be documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation: Support
Advisory Committee Recommendation: At Town Meeting
Summary: *Under the direction the Southborough Golf Committee (STC), and with the golf course management company - New England Golf, overseeing the installation, said funds will be used for the installation of the new irrigation system to replace the existing 50+ year old system which is leaky, prone to failure requiring frequent repair, and time consuming to operate. This article is the Community Preservation Act share of a total project amount of $603,750 offset by a $50,000 contribution from the Golf Course Revolving Fund.*

ARTICLE 31: To see if the Town will vote to appropriate the sum of $96,115.13 for the use of the Board of Health to provide for substance abuse abatement activities following the Town's participation in the Statewide Opioid Settlements negotiated by the Massachusetts Attorney General, and to meet said appropriation the sum of $96,115.13 be transferred from Free Cash, or do or act anything in relation thereto.

Proposed by: BOARD OF HEALTH
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary*:*

ARTICLE 32: To see if the Town will vote to authorize the Select Board under Clause (1) of Section 8 of Article 2, as amended, of the Amendments to the Constitution of the Commonwealth of Massachusetts to submit to the General Court a Home Rule Petition, accompanied by a proposed Special Act relating to the Town of Southborough public works. The General Court may make clerical or editorial changes of form only to the proposed, unless after a public hearing the Select Board approves amendments to the bill before enactment by the General Court. The Select Board is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this

petition. Said submission shall be accompanied by an attested copy of the motion and vote of the Town Meeting on this article.

Said proposed Special Act shall make the following modifications to Ch. 447 of the acts of 1991: (a) Re-establish the office of Tree Warden as an appointee of the Select Board, supervised by the DPW superintendent; (b) dissolve the Public Works Planning Board of the town of Southborough; and (c) replace "board of selectmen" with "select board" throughout.
The form and wording of said submission shall be determined by the Select Board in consultation with Town Counsel and the Town's representatives to General court, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary*: The Public Works Planning Board was created in 1991, and does not meet current expectations. The Select Board is officially the town's Tree Warden by the Special Act which has proven inefficient. The office of Tree Warden would be reinstated as an appointed officer of the Town.*

ARTICLE 32: To see if the Town will vote to establish a Public Works Advisory Committee by deleting Article I ("Solid Waste Disposal Committee") of the Town Code in its entirety and inserting the following into the Town Code:

Article XIII Public Works Advisory Committee

§9-52 Purpose
Because the Department of Public Works ("DPW") is a complex organization that consumes a significant portion of the Town's budget and directly impacts the life of every resident: planning, prioritization, coordination and communications with the residents is essential. The Public Works Advisory Committee provides a focal point for and assistance with this complex function.
§9-52-A Establishment; Membership; Qualifications
Effective upon the dissolution of the Southborough Public Works Planning Board, there shall be a Public Works Advisory Committee ("PWAC"), which shall consist of five voting members and the non-voting ex-officio members identified below.
Each voting member shall be a resident of the Town and shall not be a Town officer or employee. Preferably at least 3 voting members should have significant relevant work experience and knowledge of activities undertaken by the DPW.
The voting members shall be appointed by the Select Board.
§9-52-B Appointments; Terms; Vacancies; Removal
Voting members shall be appointed for three-year terms. The initial appointments shall be two members for three years, two members for two years, and one member for one year, so as to establish overlapping terms.
Any voting member who shall remove from the Town, establish residency in another town, resign, or die shall cease to be a member. When notified that any voting member has failed to faithfully discharge his duties, or has failed without good cause to attend at least three quarters of the PWAC meetings held in any six-month interval: the Select Board may promptly give notice, hold a hearing and determine whether such member shall be removed from the PWAC. In any case of a vacancy in the voting membership, the Select Board shall make every effort to, within thirty days, appoint a replacement for the balance of the unexpired term.
The ex-officio (non-voting) members have terms coincident with their employment and shall be: the Superintendent of Public Works and the Town Planner.
§9-52-C Organization; Meetings
The members shall select, from among themselves, a Chair, vice-Chair, and a Secretary.
The PWAC shall establish a regular schedule of meetings sufficient to complete its duties, but shall meet at least quarterly.
The PWAC shall ordinarily and preferentially meet in the Town, but may conduct meetings, investigations or inspections within the scope of its duties and authority anywhere, subject to the Open Meeting Law and standard Town travel budgets and policies.
The PWAC may appoint from its own membership subcommittees and delegate to them such of its powers as it deems expedient.

All reports and recommendations of the PWAC made to the Town shall be voted by a majority of the voting members of the PWAC, but this shall not be construed to prevent recommendations by a minority nor to discourage full participation by the non-voting members.

§9-52-D Funding

Subject to appropriation, the PWAC may incur expenses for consultants, communications, minute-takers and other purposes. Such expenses shall be from a separate line item under the DPW's budget, established by the Town's regular budget process. Any expenditures from its budget shall require a majority vote of the PWAC or a designated member thereof, as permitted by law, and be subject to the Town's policies for such expenditures.

§9-53 Functions and Definitions

The duty of the PWAC shall be to respond to requests for support from the Superintendent of Public Works, the Select Board, the Planning Board, the Advisory Committee, the Capital Improvement Planning Committee, and such other Town Entities as may be appropriate.

Further, PWAC shall also proactively evaluate, study, recommend, propose, and/or report on significant projects to be undertaken by the DPW.

The PWAC shall assume the functions of the former Green Technology and Recycling Committee that were assigned to the former Public Works Planning Board.

In this Article XIII, the phase "Town Entities" includes any Town board, committee, or agency of Town government, or subsidiary organization of any of these, whether statutory, elected or appointed.

In this Article XIII, the phase "Public Works Projects" includes projects conducted or planned to be conducted by the DPW, including but not limited to: road and sidewalk construction and maintenance; solid waste disposal (including operation of the transfer station, recycling and fees); cemetery operation; construction and maintenance of the water system (including conservation and fees); tree maintenance, removal, and replacement; public stormwater, and traffic management.

§9-54 Mission and Authority

The PWAC shall assist with establishing priorities and long-term planning for significant Public Works Projects. The PWAC may evaluate and/or develop options to be considered for Public Works Projects that significantly deviate from their plans in scope, expense, and/or schedule. The PWAC may assist in locating and/or evaluating the desirability of external (e.g., grant) funding for Public Works Projects.

The PWAC shall coordinate its work with the Select Board, Advisory Committee, Capital Improvement Planning Committee, Planning Board, Trails Committee, and Recreation Commission as reasonably necessary.

The PWAC shall not manage or direct the Superintendent of Public Works, DPW employees, or projects.

The PWAC shall assist the Superintendent of Public Works to communicate plans for Public Works Projects and the status of such projects to residents (especially neighbors) at the earliest feasible time. It shall serve as a focal point for citizen concerns with Public Works Projects, and may conduct public hearings.

§9-54-A Other Agencies

The PWAC may meet with other governmental agencies to discuss opportunities for interoperation, efficiencies or other synergies. However, the PWAC does not have the authority to commit the Town to pursue such opportunities, which authority rests with the Superintendent of Public Works, other Town Entities, and/or their designees.

§9-55 Reporting

From time to time, as may be necessary, the PWAC shall report to the Superintendent of Public Works and/or the Select Board on its activities and such reports, studies, evaluations, recommendations, and/or proposals as it has initiated or have been requested of it.

From time to time, as may be necessary, the PWAC shall report to the Town Meeting.

§9-56 Interpretation

The section headings and numbering of this Article XIII are for convenience and shall not be construed to modify the interpretation of the article.

In this Article XIII, terms are defined in quotation marks within parenthesis, and their uses are indicated by capitalization. The definition of each such term applies to its use in the entirety of this Article XIII, whether or not the definition appears before such use.

In this Article XIII, the word "will" is to be interpreted as descriptive of an outcome or process and not as an imperative; the word "shall" is to be interpreted in the imperative sense of "must" or "is required to"; while the word "may" is to be interpreted in the permissive sense of "optionally", or "has discretion whether or not to".

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD

DRAFT

Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *Replaces the Special Act-chartered Public Works Planning Board with a Town standing committee when the PWPB dissolves as initiated by the previous article.*

ARTICLE 33: To see if the Town will vote to amend Article XI, Capital Improvement and Planning Committee, of the Town Code by deleting § 9-43(A) in its entirety, and replacing it with the following:

A. There shall be a Capital Improvement and Planning Committee ("CIPC"), which shall consist of five voting members and the two nonvoting ex-officio members identified below.

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *The Capital Improvement and Planning Committee is seeking to reduce its membership from 7 to 5 members to alleviate issues with getting quorums for meetings.*

ARTICLE 34: To see if the Town will vote to add a new **§ 174-10.3** to the Town of Southborough's Zoning Bylaws, amend the zoning map, amend certain other sections to integrate the new section into the current zoning bylaw, and make any minor modifications to the text required for consistency with the existing format of the bylaws.

Add the following definitions to § 174-2. Definitions.
B. Definitions
Add definitions here if the Town would prefer them to be in the main section rather than the MCMOD zoning. The current definition of Lot is similar, so I retained the Town's. The Town's definitions of Dwelling, Multifamily, Dwelling Unit, and Open Space were sufficiently different, so I left those in. See § 174-10.3.C.

Add the following text to: § 174-3. Districts enumerated.
N. MBTA Communities Multi-family Overlay District, referred to as MCMOD.

Add the following text to:§ 174-10. Site plan approval
A. The purpose of the site plan review procedure is to encourage a desirable and compatible character of development within the Town of Southborough and to assure safety, promote logic, imagination and innovation in the design process while complying with all zoning requirements. The requirements of this section shall be applicable to the following:

(6) All multi-family development with more than 10 units within the MCMOD (§174-10.3).
Add the following text to:§ 174-12.1. Outdoor illumination
(3) LZ-2: moderate ambient lighting
(a) Areas of human activity where the vision of human residents and users is adapted to moderate light levels. Lighting may typically be used for safety and convenience, but it is not necessarily uniform or continuous. After curfew, lighting may be extinguished or reduced as activity levels decline.
(b) Zoning District: Business Village, **MCMOD**

Add the following section:
§ 174-10.3: MBTA Communities Multi-family Overlay District
A. Purpose

The purpose of the MBTA Communities Multi-family Overlay District (MCMOD) is to allow multi- family housing as of right in accordance with Section 3A of the Zoning Act (Massachusetts General Laws Chapter 40A). This zoning provides for as of right multi-family housing to accomplish the following purposes:

(1) Encourage the production of a variety of housing sizes and typologies to provide equal access to new housing throughout the community for people with a variety of needs and income levels;

(2) Support vibrant neighborhoods by encouraging an appropriate mix and intensity of uses to support an active public space that provides equal access to housing, jobs, gathering spaces, recreational opportunities, goods, and services within a half-mile of a transit station.

(3) Locate housing within walking distance of public transit [and downtowns or town centers] to promote general public health, reduce the number of vehicular miles travelled, support economic development, and meet community-based environmental goals, including reducing greenhouse gases and improving air quality.

(4) Preserve open space in a community by locating new housing within or adjacent to existing developed areas and infrastructure.

(5) Support public investment in public transit and pedestrian- and bike-friendly infrastructure.

(6) Increase the municipal tax base through private investment in new residential developments.

B. Establishment and Applicability
This MCMOD is an overlay district having a land area of approximately 53.9 acres in size that is superimposed over the underlying zoning district (s) and is shown on the Zoning Map.
(1) **Applicability of MCMOD.** An applicant may develop multi-family housing located within a MCMOD in accordance with the provisions of this § 174-10.3.

(2) **Underlying Zoning.** The MCMOD is an overlay district superimposed on underlying zoning districts. The regulations for use, dimensions, and all other provisions of the Town of Southborough's Zoning Bylaw governing the respective underlying zoning district(s) shall remain in full force, except for uses allowed as of right or by special permit in the MCMOD. Uses that are not identified in § 174-10.3 are governed by the requirements of the underlying zoning district(s).

(a) The requirements of § 174-10.13.2 Major residential development do not apply to the MCMOD.

(b) The requirements of § 174-10.13.3 Lower impact development may be used as a component of site plan review under § 174-10.3.J, but the Planning Board may not require a separate special permit for a multifamily use within the MCMOD.

(c) The requirements of § 174-10.13.4 Water resource protection may be used as a component of site plan review under § 174-10.3.J, but the Planning Board may not require a separate special permit for a multifamily use within the MCMOD.

(3) **Sub-districts.** The MCMOD contains the following sub-districts, all of which are shown on the MCMOD Boundary Map: Subdistrict A and Subdistrict B.

C. **Definitions.**
For purposes of this § 174-10.3, the following definitions shall apply.
(1) **Affordable unit.** A multi-family housing unit that is subject to a use restriction recorded in its chain of title limiting the sale price or rent or limiting occupancy to an individual or household of a specified income, or both.

(2) **Affordable housing.** Housing that contains Affordable Units as defined by this § 174-10.3.

(3) **Applicant.** A person, business, or organization that applies for a building permit, Site Plan Review, or Special Permit.

(4) **Area Median Income (AMI).** The median family income for the metropolitan statistical region that includes the Town] of Southborough, as defined by the U.S. Department of Housing and Urban Development (HUD).

(5) **As of right.** Development that may proceed under the Zoning in place at time of application without the need for a special permit, variance, zoning amendment, waiver, or other discretionary zoning approval.

(6) **Development standards.** Provisions of § 174-10.3: G. General Development Standards made applicable to projects within the MCMOD.

(7) **EOHLC.** The Massachusetts Executive Office of Housing and Livable Communities, DHCD's successor agency.

(8) **Multi-family housing.** A building with three or more residential dwelling units or two or more buildings on the same lot with more than one residential dwelling unit in each building.

(9) **Multi-family zoning district.** A zoning district, either a base district or an overlay district, in which multi-family housing is allowed as of right.

(10) **Open space.** Contiguous undeveloped land within a parcel boundary.

(11) **Parking, structured.** A structure in which vehicle parking is accommodated on multiple stories; a vehicle parking area that is underneath all or part of any story of a structure; or a vehicle parking area that is not underneath a structure, but is entirely covered, and has a parking surface at least eight feet below grade. Structured Parking does not include surface parking or carports, including solar carports.

(12) **Parking, surface.** One or more parking spaces without a built structure above the space. A solar panel designed to be installed above a surface parking space does not count as a built structure for the purposes of this definition.

(13) **Residential dwelling unit.** A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking. and sanitation.

(14) **Site plan review authority.** Town of Southborough Planning Board.

(15) **Sub-district.** An area within the MCMOD that is geographically smaller than the MCMOD district and differentiated from the rest of the district by use, dimensional standards, or development standards.

(16) **Subsidized Housing Inventory (SHI).** A list of qualified Affordable Housing Units maintained by EOHLC used to measure a community's stock of low-or moderate- income housing for the purposes of M.G.L. Chapter 40B, the Comprehensive Permit Law.

D. Permitted Uses

(1) **Permitted Uses are as follows:** The following uses are permitted as of right within the MCMOD. (a) Multi-family housing.

(2) **Accessory Uses.** The following uses are considered accessory as of right to any of the permitted uses in Section D.1. (a) Parking, including surface parking and parking within a structure such as an above ground or underground parking garage or other building on the same lot as the principal use.

(b) Customary home occupation.

(3) **Prohibited uses.** All uses which are not listed above, legally nonconforming or otherwise allowable by the provisions of the zoning regulations, are prohibited.

E. Development standards are as follows:

Table of Dimensional Standards. Notwithstanding anything to the contrary in this Zoning, the dimensional requirements applicable in the MCMOD are as follows:	**Subdistrict A** *Area 6A* *Area 6B* *Area 6C*	**Subdistrict B** *Area 7* *Area 21*
Standards		
(a) Minimum lot area	25,000	43,560
(b) Minimum frontage	125	200
(c) Minimum setbacks		
(i) Front	30	Area 7 75*	Area 21 50*
	35	50

(ii) Rear	15	50
(iii) Side	2.5 stories or 35 feet	3 stories of 45 feet
(d) Maximum height	0.3	0.6
(e) Maximum floor area ratio	15.0	15.0
(f) Maximum dwelling units per acre		

; or do or act anything in relation thereto.

Proposed by: PLANNING BOARD
Select Board Recommendation:
Advisory Committee Recommendation: At Town Meeting
Summary:

ARTICLE 35: To see if the Town will vote to amend the Town Code to add Downtown District to Chapter 174 - Zoning as follows:

- ➢ Schedule of use regulations – 174-8.C(5) after Business Village District.
- ➢ Signs – 174-11 (D) – sign regulations next to Business Village
- ➢ Signs-174-11.E [1] [a] after Business Village District.
- ➢ Signs-174-11.E [1] [b] after Business Village District.
- ➢ Signs-174-11.E [2] [a] after Business Village District.
- ➢ Signs-174-11.E [2] [b] after Business Village District.
- ➢ Signs-174-11.E (d) [1] after Business Village District.
- ➢ Signs-174-11.E (d) [2] after Business Village District.
- ➢ Outdoor Illumination – 174-12.1.E (3) (b), and Table 1 under LZ-2 add Downtown District below Business Village
- ➢ Landscaping – 174-13.A(3) as follows:

  (3) Exceptions.
  The requirements of this section do not apply to developments or renovations in the Business Village District and the Downtown District. However, the Planning Board may require landscaping as part of the site plan or special permit application within the Business Village District and Downtown District.

And anywhere else in the code where the Business Village District is referenced and appropriate.

; or do or act anything in relation thereto.

Proposed by: PLANNING BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary:

DRAFT

ARTICLE 36: To see if the Town will vote to amend Chapter 174 of the Town Code to include an expiration for special permits as required by MGL c. 40A Section 9 as follows:

In Chapter 174 Section 9 – Special Permit Requirements, to add after the sentence ending with "...or destructive of property values therein." the following clause: "Unless otherwise designated by this chapter, if the rights authorized by a special permit are not exercised within two years from the date of grant thereof, they shall lapse, and a new petition, notice, and hearing will be required for their reestablishment. The applicant may be granted a single one-year extension by applying in writing to the special permit granting authority at least 30 days prior to the date when the special permit is due to lapse. An extension will only be granted for good cause and/or at the discretion of the special permit granting authority."

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD/ZONING BOARD OF APPEALS
Select Board Recommendation:
Advisory Committee Recommendation: Support
Summary*: This article would amend the Zoning Bylaw to comply with MGL c. 40A Section 9, which requires bylaws to provide a specified period of time after which special permits will lapse.*

ARTICLE 37: To see if the Town will vote to delete in its entirety Chapter § 9-2 of the town code "Meetings prohibited on Election Day, or when Town offices are closed due to weather or other emergency" and replace it with:

§ 9-2 Meetings prohibited on Election Day, or when Town offices are closed due to a weather or other emergency

A. If the Select Board or their designee announce that all Town offices are closed due to a weather or other emergency, any scheduled public meeting shall be cancelled. However, public meetings may be held if the meeting is properly noticed for and held in an online format where the public may observe the meeting. A previously scheduled in-person only meeting may be changed to an online format by submitting a revised agenda to the Town Clerk in a timely fashion. If a meeting is cancelled, the Town Clerk shall post notice of the cancellation on the Town website.

B. This prohibition will not apply to emergency meetings held to address weather or other emergencies as defined by the Attorney General.

C. No board, committee or commission shall schedule a meeting on the day of any Town, state or federal election.

; or do or act anything in relation thereto.

Proposed by: TOWN CLERK
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary*: This Article modifies the existing town code to allow meetings to be held when town buildings are closed to the public due to a weather or other emergency, if the meeting is held in an online format where the public may observe the meeting.*

ARTICLE 38: To see if the Town will vote to accept MGL Ch 41 §19 K which states as follows:

"In any town, that accepts this section, a town clerk who has completed the necessary courses of study and training, and has been awarded a certificate by the Massachusetts Town Clerks' Association as a certified Massachusetts municipal clerk, shall receive as compensation from such town, in addition to the regular annual compensation paid by such town for services in such office, an amount equal to 10 per cent of such regular annual compensation, but not more than $1,000 per year. In order to qualify for such additional compensation, a town clerk shall submit to the board of selectmen of such town proof of the award of such certificate. The additional compensation provided in this section shall be prorated for any 12 month period in which an eligible person does not hold the office of town clerk for 12 consecutive months. Such additional compensation shall discontinue when certification is discontinued or withdrawn."

; or do or act anything in relation thereto.

Proposed by: TOWN CLERK
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary*: This Article accepts the Massachusetts General Law that provides an annual $1,000 stipend to a town clerk who obtains certification as a Massachusetts Municipal Clerk. Only 31% of Massachusetts town clerks have the required experience, have taken the required continuing education courses and passed the 250 - question examination required to earn this certification.*

ARTICLE 39: To see if the Town will vote to amend Town Code § 9-25 Meeting minutes, by deleting it in its entirety and replacing it with:

Each board, committee, or commission shall provide minutes for each of its meetings to the Town Clerk within 45 days of the meeting. Minutes shall be kept by the Town Clerk for a period as required by applicable state law. This requirement shall not apply to Executive Session Minutes, which shall only be provided to the Town Clerk within 45 days from the date that they are released for public disclosure.

A. Minutes shall indicate whether they have or have not been approved by the board, committee or commission when submitted to the Town Clerk.
(1) Minutes that have not been approved at the time of their receipt shall be labeled "Draft."
(2) The Town Clerk shall log the receipt of all minutes and the Town Clerk shall post minutes on the Town website.

B. Minutes shall be submitted in a manner consistent with the Open Meeting Law (MGL c. 30A, § 22), and the Attorney General's Open Meeting Law Guide, and must include:
- the date, time and place of the meeting;
- the members present or absent;
- the decisions made and actions taken, including a record of all votes;
- a summary of the discussions on each subject;
- a list of all documents and exhibits used at the meeting; and
- the name of any member who participated in the meeting remotely.

C. Minutes submitted to the Town Clerk shall include, as reasonably possible, copies of all documents, exhibits, and electronic files of any audio or video presentations used at the meeting, including items created by the board members, or by others allowed to make presentations at the meeting.
(1) The term "used at the meeting" shall mean a document, exhibit, audio or video presentation that was (1) identified by name, or (2) presented at the meeting, and (3) discussed at the meeting.
(2) If copies of documents or other exhibits used at the meeting cannot be provided due to the physical nature of the exhibit (e.g., size of the exhibit, etc.), the specific filing location of the document or exhibit shall be identified.

D. The last page of the minutes shall include a section labelled Documents Used at This Meeting and shall list the names of each document that was used at the meeting.

; or do or act anything in relation thereto.

Proposed by: TOWN CLERK
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary*: This Article clarifies the existing requirements for board, committee, or commission ("the board') meetings to maintain minutes and documents used at meetings. This Article adds the requirement that any audio or video presentation that a board allows to be displayed at a meeting be retained, regardless of who created the presentation. This Article also adds the requirement that the last page of the minutes includes a section labelled "Documents Used at This Meeting" with a list the names of each document that was used at the meeting. A recent*

review of minutes submitted to the town clerk revealed several instances where no documents were submitted by the board.

ARTICLE 40: To see if the Town will vote to petition the General Court for the passage of special enabling legislation authorizing the Town to authorize, issue and sell pension obligation bonds to finance the Town's unfunded pension liability to the Worcester Regional Retirement System, fund any necessary reserves, and all other costs associated therewith, which special enabling legislation shall be in such form as the Select Board shall approve, and provided further that the Select Board may accept and approve any amendments required in such special act as required by the General Court, provided that such amendments do not materially impact the purpose of the Special Act, as may be approved hereunder; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary*:*

ARTICLE 41: To see if the Town will vote to establish a Tricentennial Committee Fund as provided for in MGL Ch. 44, §53I for the purpose of receiving funds appropriated by Town Meeting, generated from the sale of merchandise, tickets, or donations, and authorizing the Tricentennial Committee to expend said funds for the purpose of special events or other associated costs related to the 300th Anniversary of the Town of Southborough's incorporation, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary*:* *State law allows a Town to establish this type of special fund to offset expenses related to incorporation celebrations. This will ensure that the funds are properly accounted for and included in the Town's independent audit.*

ARTICLE 42: To see if the Town will vote to transfer from Free Cash the sum of Thirty Thousand Dollars ($30,000) or such other amount as Town Meeting may approve for the purpose of funding events [i.e. fireworks, parade, public art, etc.] as authorized by the Tricentennial Committee celebrating the Town of Southborough's incorporation, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This funding will serve as seed money to support the work of the Tricentennial Committee. Expenditures will be approved by the Committee Chair [subject to approval by the Committee] and may include items like patriotic bunting, memorabilia, assistance with digital media or deposits on events such as fireworks, etc.*

ARTICLE 43: To see if the Town will vote to approve the Assabet Valley Regional Vocational Technical School Committee's vote on January 9, 2024, to establish a Stabilization Fund for the Assabet Valley Regional Vocational Technical School District, pursuant to Section 16G ½ of Chapter 71 of the Massachusetts General Laws, said Stabilization Fund, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Not Support
Summary*:*

ARTICLE 44: To see if the Town will vote to authorize the Select Board to transfer a certain parcel located at XX Atwood Street to the Southborough Affordable Housing Trust, said property to be used for affordable housing purposes, and to authorize the Select Board to execute any and all documents and agreements as may be necessary to effectuate such transfer; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation: At Town Meeting
Summary*:*

ARTICLE 45: To see if the Town will vote to transfer the sum of $524,826 from the Community Housing Reserve of the Community Preservation Fund to the Affordable Housing Trust Fund; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary*:*

ARTICLE 46: To see if the Town will vote to accept the provisions of M.G.L. c. 59 §5, Clause Twenty-two H (inserted by Chapter 218 of the Acts of 2018, known as An Act Relative to Veterans' Benefits, Rights, Appreciation, Validation, and Enforcement ("BRAVE Act")), signed into law August 28, 2018, which provides for a property tax exemption for real estate as follows: to the full amount of the taxable valuation of the real property of the surviving parents or guardians of soldiers and sailors, members of the National Guard and veterans who: (i) during active duty service, suffered an injury or illness documented by the United States Department of Veterans Affairs or a branch of the armed forces that was a proximate cause of their death; (ii) are missing in action with a presumptive finding of death as a result of active duty service as members of the Armed Forces of the United States; provided, however, that the real estate shall be occupied by the surviving parents or guardians as the surviving parents' or guardians' domicile; and provided further that the surviving parents or guardians shall have been domiciled in the Commonwealth for the 5 consecutive years immediately before the date of filing for an exemption pursuant to this clause or the soldier or sailor, member of the National Guard or veteran was domiciled in the Commonwealth for not less than 6 months before entering service. Surviving parents or guardians eligible for an exemption pursuant to this clause shall be eligible regardless of when the soldier or sailor, member of the National Guard or veteran died or became missing in action with a presumptive finding of death; provided, however, that the exemption shall only apply to tax years beginning on or after January 1, 2019. Such exemption shall be available until such time as the surviving parents or guardians are deceased. No real estate shall be so exempt which has been conveyed to the surviving parents or guardians to evade taxation. To be effective for exemptions granted for any fiscal year beginning on or after, July 1, 2024; or do or act anything in relation thereto.

Proposed by: BOARD of ASSESSORS
Select Board Recommendation: Support
Advisory Committee Recommendation: At Town Meeting
Summary*:* *The local adoption of clause 22H will expand the real estate exemption benefits for Gold Star parents or guardians. Gold Star families are those that have lost an immediate family member serving in the United States armed forces during any period of war or hostilities in which the armed forces of the United States were engaged.*

ARTICLE 47: To see if the Town will vote that the Town hereby resolves not to seek to sell, agree to sell, or enter into a sale of the 21 Highland St. property until January 1, 2028. It is agreed that the sale or transference of the property could be detrimental to the town until the following factors are resolved: There is currently a new school project being contemplated with an unspecified school price tag that could range as high as 60-100 Million dollars at his moment. The process of planning and building a new school could take another 3 or more years to complete. There is currently 300 408 housing units likely to be built in the next 3-5 years, and the MBTA community Act currently threatens the town with another potential 750 units of multifamily zoning by right, so in the next 3+ years to come the town could lose control of housing development in many areas of the town (there are 3800 housing units in the town currently, the

total new burden could add a possible 26% population increase). Although it is unrealistic to expect the full number of units, the current school estimates do not take all of these factors into account, nor can we accurately project numbers with confidence having no control over the zoning, unit type, or building process. There is no current organizational model or plan to mitigate the possible cost or space need effects upon town departments, and no current plan for town space needs if this rapid population growth occurs. The current space need plans are dependent upon the premise of building a new school, a historically neutral residential development plan, and turning over one of the current schools to general town use for multiple departments currently inhabiting other buildings, including Recreation, Family and Youth services (both in the 21 Highland property), Building Permit departments, senior center, and Facilities (all in the Cordaville hall building), who have all have been recommended in the space needs plan to vacate their current locations (and to move to Finn currently). If there is a problem with the plan (example: No new school, or other factors as high population growth), selling the 21 Highland St. property could leave the town with little recourse except to sign commercial leases for homeless departments, potentially making the town long term dependent upon the private real estate market fluctuations, and/or possibly build space, adding to town costs. A new school is currently not approved, but selling these properties could be used as financial incentive and space need leverage to coerce support for one, knowing the sale could instigate leases and costs created by a premature property sale and vacating actions by those departments. There is minimal financial risk to delaying a sale of the property for several years. There is a greater financial risk to selling the property prematurely if the building could better serve the short, middle, or long term interests of the town given the current factors facing the town. A vote for this Article shall supersede any prior decision made or entered into by the town without regard to, or for, the legal and financial consequences of violating any and all other agreements and contracts with private parties.

; or do or act anything in relation thereto.

Proposed by: JOSEPH PALMER, et al.
Select Board Recommendation: Not Support
Advisory Committee Recommendation: At Town Meeting
Summary*: This is a citizen's petition.*

ARTICLE 48: To see if the Town will vote that the Town hereby resolves to own and rehab the current 21 Highland St. property for town, community, and/or rental use, using CPC and other bond allocations to fund the project when needed. The surrounding property will remain open for community use regardless of building use. It is required that the Select Board carry out the will of this resolution, and have a plan in place by the next town Meeting with the understanding that the citizenry will not entertain a proposal to dispose of the property till the year 2033. A vote for this Article shall supersede any prior decision made or entered into by the town without regard to, or for, the legal and financial consequences of violating any and all other agreements and contracts with private parties.

; or do or act anything in relation thereto.

Proposed by: JOSEPH PALMER, et al.
Select Board Recommendation: Not Support
Advisory Committee Recommendation: At Town Meeting
Summary*: This is a citizen's petition.*

ARTICLE 49: To see if the Town will vote that the Town hereby resolves not to seek to sell, agree to sell, or enter into a sale the 21 Highland St. property until January 1, 2030. It is agreed that the citizenry prefers to tastefully retire use of the building at 21 Highland St., and keep the building at 21 Highland St. property owned by the town if or when departments housed wherein should move to other locations and there is no reason to keep the building in use. At such time, the 21 Highland St. building interior will be "Mothballed", the exterior of the windows protected with tasteful covers, the roof and exterior sealed, so the building will keep in a relatively preserved state til it should be desired for future use again, remodeling or demolition by the town. A vote for this Article shall supersede any prior decision made or entered into by the town without regard to, or for, the legal and financial consequences of violating any and all other agreements and contracts with private parties.

; or do or act anything in relation thereto.

DRAFT

Proposed by: JOSEPH PALMER, et al.
Select Board Recommendation: Not Support
Advisory Committee Recommendation: At Town Meeting
Summary*: This is a citizen's petition.*

ARTICLE 50: The Citizens of Southborough hereby resolve that, any petition to the CPC for funding for a project, asset, or service on private land, or for private benefit and use, being not town owned or operated, should require a 2/3 majority passing vote tally for approval at Town Meeting; or do or act anything in relation thereto.

Proposed by: JOSEPH PALMER, et al.
Select Board Recommendation: Not Support
Advisory Committee Recommendation: At Town Meeting
Summary*: This is a citizen's petition.*

ARTICLE 51: To see if the Town of Southborough will vote to

1. Restate the request, approved at Annual Town Meeting 2023, that the Select Board, not enter into any IMA for Regional Dispatch without first presenting the principal terms thereof to Town Meeting for its recommendation thereupon
2. Request that the Select Board not enter into any IMA containing annual budgetary, or debt, approval terms that substantially circumvent, or fail to include, Town Meeting's financial approval requirements as contained in the provisions of the longstanding Regional School Agreement.
3. Request that the Select Board not enter into any IMA for Regional Dispatch before the Technology Committee has reported to Select Board and Town Meeting regarding the feasibility of creating virtual dispatch regions to provide similar coverage redundancy using substantially existing technology, while maintaining a 24 hour per day seven day per week physical presence at the Public Safety Building at no additional cost to the Town.
4. Recommend that Select Board recognize the necessity of full cooperation between Town governing bodies for successful operation of the Town. Advise the Select Board that, while the foregoing are merely requests, and Select Board is not bound to observe these requests, it is noted that the Select Board's annual request for its budget is similarly not binding on Town Meeting, further that Select Board disrespect for recommendation 2, circumventing centuries of taxation control by Town Meeting, may provoke a similar reaction by Town Meeting toward subsequent budgetary requests for Select Board, and that cooperation is far better if observed in both directions.

; or do or act anything in relation thereto.

Proposed by: BONNIE PHANEUF and JOHN BUTLER
Select Board Recommendation: Not Support
Advisory Committee Recommendation: Not Support
Summary*: This is a citizen's petition.*

DRAFT

And you are to give notice hereby by posting true and attested copies of the Warrant on the Town website, the Southborough Town House, 17 Common Street, Southborough Senior Center, 9 Cordaville Road, Southborough Library, 25 Main Street, and Southborough Transfer Station, 147 Cordaville Road; seven (7) days at least before the time appointed for such meeting.

Given under our hand this 4th day of March, 2024

_____

Andrew R. Dennington II, Chair

_____

Kathryn M. Cook, Vice-Chair

_____

Sam Stivers

_____

Marguerite Landry

_____

Alfred Hamilton

SELECT BOARD OF THE TOWN OF SOUTHBOROUGH

DRAFT

RECEIVED
By Town Clerk/ksb at 12:38 pm, Mar 21, 2024

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Monday, March 4, 2024 6:30 PM
Location: McAuliffe Hearing Room, Town House, 17 Common Street, Southborough, MA
Present: Andrew Dennington, Kathryn Cook, Al Hamilton, Marguerite Landry, Sam Stivers, Town Manager Mark Purple and Assistant Town Administrator Vanessa Hale.

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Mr. Dennington called the meeting to order at 6:30 PM and turned the meeting over to Vice Chair Cook to run.

II. Public Comment

There was no public comment.

III. Scheduled Appointments *(Board may vote)*

a. Discussion of FY25 Water Rates; Bill Cundiff, DPW Superintendent; Matt Abrahams, Consultant

DPW Superintendent Bill Cundiff and Mr. Matt Abrahams, Water Consultant from the Abrahams Group, appeared before the Board on the matter. Mr. Cundiff noted that the rate structure was changed last year. He stated that the new system has a base fee, charged to all users, that covers the fixed/operating costs for water. He stated that user consumption fees are based on a tiered rate system. Mr. Cundiff stated that capital projects associated with the Hopkinton Water Project have been put on hold and are not part of this rate analysis. He stated there is a looping project to improve circulation between Presidential Estates and Fisher Road that is scheduled to begin this summer and he anticipates the cost of the project at approximately $600,000. Mr. Abrahams shared the water rate the presentation, using last year's adopted methodology, with the Board. He stated that there is an approximate 25% increase in the service charge this year, largely due to the increase in indirect costs, specifically OPEB costs. He noted that the summer had been a wet one, which contributed to a reduction in usage. The Board discussed the rate increase and water consumption relative to conservation. Mr. Dennington asked about the increase in OPEB costs. Mr. Abrahams stated that the increase represents the inclusion of costs for additional employees that were calculated in the most recent actuarial study of the Town that had been previously excluded. Ms. Cook stated that the increase is a more accurate representation of the current situation and she does not expect the number to decline. The Board discussed timing for the approval of rates and notification to residents. Mr. Cundiff stated that he would return to the Board on March 19th for rate approval and stated the current bill would reference the water rate increase information, available on the Town's website and effective April 1st. Mr. Abrahams stated the decision before the Board is to continue with the same methodology used last year or increase the service charge. He stated that continuing with the same methodology results in a 3% rate increase with an impact to the average resident of approximately $12.50/qtr. He stated that if the service charge is increased, it results in a 4.5% increase in the service charge, a 5% rate increase with an impact to the average resident of approximately $6.50/qtr. Mr. Abrahams stated that, along with the looping project described above, the following capital expenditures were included in the analysis: $250,000 in FY25, $100,000 in FY26 and one piece of equipment costing $80,000 and another piece of equipment costing $55,000. He stated that when the Retained Earnings balance increases, he recommends pursuing additional

capital projects. The Board, Mr. Cundiff and Mr. Abrahams discussed future capital projects. Ms. Cook moved to continue the path pursued last year to cover fixed costs with the base charge and set the variable rate to keep Retained Earnings at 20% of cost. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Mr. Hamilton suggested that the rate increase information be shared in Mr. Purple's weekly update.

IV. Reports

a. Chair's Report

Mr. Dennington stated there was no Chair's Report.

b. Member's Report

i. Atwood Street update

Mr. Hamilton updated the Board on the Atwood matter and stated that additional soil testing would take place to determine the path forward for remediation. He stated he would meet with Mr. Cundiff, Mr. Purple and Mr. Ballantine to discuss next steps and how to pay for any remediation. Mr. Hamilton stated the Board is committed to keeping abutters informed of progress in the matter.

c. Town Administrator's Report

i. David Joyner's resignation from Youth Commission

Mr. Purple reported that David Joyner had submitted his resignation from the Youth Commission. Ms. Cook read a portion of Mr. Joyner's resignation letter into the public record.

ii. Details of pre-town meeting – 3/13 at 6 PM – Senior Center

Mr. Purple reported that Town Moderator Cimino would hold a pre-Town Meeting discussion on Wednesday, March 13th, at 6 PM at the Senior Center. He noted this is not a public meeting. He stated that he has suggested approximately 24 articles to Mr. Cimino for inclusion in the Consent Agenda for Town Meeting. Mr. Purple stated that Mr. Tim Davis, Recreation Director, has informed him that Spring/Summer camp registration opened on Saturday, March 2, with priority given to residents. Mr. Purple reported that 723 registrations were received over the weekend and camps are filling up. He stated that camps include options for STEM, the arts and sports-specific offerings. Mr. Purple stated that registration has opened to non-residents and that registrations are up by 24% from the same period last year. Mr. Purple stated there is an appeal to a fine issued by the DPW at the Transfer Station. The Board agreed to continue the process of hearing appeals and Mr. Dennington agreed to hear the appeal on behalf of the Board.

V. Consent Agenda

a. Signing of final Annual Town Meeting warrant for posting

Ms. Cook stated that the Planning Board has voted tonight to remove the MBTA Communities bylaw article from the Town Meeting warrant, due to issues with the density modeling. The Board agreed to execute a signature page for the warrant and attach it to the final printed warrant, once the MBTA Communities article has been removed. Mr. Hamilton informed the Board of a conflict with parking during Town Meeting and agreed to speak to organizers of the other event for a potential resolution.

b. Approve Community Center Exploration Committee Meeting Minutes: January 22, 2024

Mr. Stivers moved to approve Consent Agenda item "b." Mr. Dennington seconded the motion. The motion was unanimously approved (5-0-0).

VI. Other Matters *(Board may vote)*

a. Assignment of Warrant articles to Board members

The Board agreed to wait until it has been decided which articles would be placed on the Consent Agenda before determining this matter.

b. Review of any outstanding issues with any Warrant Articles

Ms. Cook reported that the Board and the Advisory Committee had come to agreement on the budget, which includes the Town Engineer position for the DPW, no new additions to the Police

Department budget and support for the golf course project. She stated that the Advisory Committee had voted not to support the creation of the Assabet Stabilization Fund, while the Board had voted to support it.

c. Discussion of the legality of Article 48 (proposing a 2/3 threshold for CPA projects)

Ms. Cook reported that Town Counsel has opined that this Citizen's Petition is not legal, as it is in conflict with State law. She stated Town Counsel confirmed that, if approved at Town Meeting, the Attorney General would reject the change. Mr. Joseph Palmer, sponsor of the Citizen's Petition, stated he would like Town Meeting to discuss and vote on the article, rather than remove it from the warrant. Ms. Cook moved to keep Article 48 on the warrant. Mr. Dennington seconded the motion. The motion was approved (4-1-0). Mr. Stivers voted against the motion.

d. Review of Article 36 (proposed MBTA zoning bylaw): may join Planning Board to discuss jointly

The Board agreed not to join the Planning Board meeting since the Planning Board had voted in favor of removing the MBTA Communities article from the warrant. The Board discussed the decision timeline for a Special Town Meeting to address the MBTA Communities bylaw and agreed to schedule a meeting with the Planning Board in the near future to discuss the matter. The Board addressed scrivener's changes to the warrant.

VII. Public Comment

There was no public comment.

VII. Adjournment

Ms. Cook moved to adjourn the meeting at 7:43 PM. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

Upcoming Meetings	
March 19, 2024	*April 2, 2024*

Respectfully submitted,

Bridgid Rubin, Recording Secretary

List of Documents referred to at the March 4, 2024 SB Meeting:

- Letter from David Joyner, dated February 3, 2024, RE: Resignation
- Annual Town Meeting Warrant, dated March 23, 2024
- Open Session Meeting Minutes for the Community Center Exploration Committee, dated January 22, 2024
- Memorandum from Bill Cundiff, dated February 29, 2024, RE: FY25 Water Rates
- Town of Southborough Water Study prepared by the Abrahams Group, dated March 2024
- Draft Letter from Town Counsel, RE: Citizen's Petition re: CPC funds

Town of Southborough, MA
Meeting of the Select Board
March 4, 2024 6:30 PM
McAuliffe Hearing Room
Town House, 17 Common Street, Southborough, MA

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughma.gov/674/Virtual-Meetings

I. **Call Meeting to Order**

II. **Public Comment**

III. **Scheduled Appointments** ***(Board may vote)***
   a. Discussion of FY25 Water Rates; Bill Cundiff, DPW Superintendent; Matt Abrahams, Consultant

IV. **Reports**
   a. Chair's Report
   b. Members' Reports
      i. Atwood Street update
   c. Town Administrator Report
      i. David Joyner's resignation from Youth Commission
      ii. Details of pre-town meeting- 3/13 at 6pm- Senior Center

V. **Consent Agenda**
   a. Signing of final Annual Town Meeting warrant for posting
   b. Approve Community Center Exploration Committee Meeting Minutes: January 22, 2024

VI. **Other Matters** ***(Board may vote)***
   a. Assignment of Warrant articles to Board members
   b. Review of any outstanding issues with any Warrant Articles
   c. Discussion of the legality of Article 48 [proposing a 2/3 threshold for CPA projects].
   d. Review of Article 36 [proposed MBTA zoning bylaw]: may join Planning Board to discuss jointly

VII. **Public Comment**

VIII. **Adjournment**

Andrew R. Dennington, II, Chair

UPCOMING MEETINGS	
March 19, 2024	*April 2, 2024*

David M. Joyner
15 Skylar Drive
Southborough, MA 01772

February 3, 2024

Lauren Richey, Committee Chair
Town of Southborough, MA Youth Commission

Dear Lauren,

It is with regret that I send you my letter of resignation from the Youth Commission/Youth and Family Services Committee for the Town of Southborough, Massachusetts effective as soon as practicable. As we have discussed, I have experienced a profound shift in life priorities and am devoting more of my time to choir singing/rehearsals. As a result, I could not maintain my duties and meeting attendance with the Youth Commission. My term on the Commission expires on June 30, 2024. I appreciated my time with the YFS team and have been fortunate to see firsthand the valuable support that this group provides for the town under great leadership. I wish the commission continued success in its mission and objectives.

Sincerely,

David M. Joyner

David M. Joyner

ANNUAL TOWN MEETING WARRANT

of the

TOWN OF SOUTHBOROUGH

MASSACHUSETTS

For the Annual Town Meeting
on

March 23, 2024
10:00 a.m.

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Town Finance Terminology

The following terms are frequently used in the Advisory Committee Report and at Town Meeting. For your convenience, we provide the following definitions:

Surplus Revenue: (Often referred to as "Excess and Deficiency")
The fund represents the amount by which the Cash, Accounts Receivable and other floating assets exceed the liabilities and reserves.

Available Funds: (Often referred to as "Free Cash")
The amount of the Unreserved Fund Balance (Surplus Revenue) account over and above uncollected taxes of prior years constitutes "free cash" or "available funds".

Overlay:
The Overlay is the amount raised by the Assessors in excess of appropriations and other charges for the purpose of creating a fund to cover abatements and exemptions as granted.

Overlay Reserve:
This is the accumulated amount of the Overlay for various years not used or required to be held in the specific Overlay account for a given year, and may be used by vote of the town for extraordinary or unforeseen purposes or voted into the Reserve Fund.

Stabilization Fund:
An outside section of Chapter 138 of the Acts of 1991 (the FY92 State budget) modifies limitations on the Stabilization Fund appropriation process by enabling communities to appropriate from this fund for any non-capital, lawful purpose without Emergency Finance Board approval (section 333). Beginning in FY92, the Stabilization Fund will thus become a source of revenue for general operating expenses for communities.

The Stabilization Fund is a mechanism for setting aside money for capital projects. It equalizes the effect of capital expenditures over time, as capital appropriations can change considerably from year to year. The balance in the fund will build up during years when expenditures for capital items are low. During years with high capital expenditures, the community will transfer money from the fund to reduce the project's impact on the tax rate or the amount of borrowing required for the project.

A community may appropriate up to 10% of its tax levy each year, as long as the balance in the Stabilization Fund does not exceed 10% of the community's equalized valuation. Interest earned on any fund balance is retained as part of the fund.

Appropriations into a Stabilization Fund can be made at either an annual or special town or district meeting. Chapter 94 of the Acts of 1985 permits appropriations to be made from a Stabilization fund at a special town or district meeting, not just at the annual meeting. Regardless of the timing, appropriations from the Stabilization Fund require a two-thirds vote by the appropriating authority. Until the FY92 state budget, a community could only appropriate from the Stabilization Fund for a non-capital purpose with the approval of the Emergency Finance Board.

Reserve Fund:
This fund is established by the voters at the Annual Town Meeting only and may be composed of (a) an appropriation (not exceeding 5% of the tax levy of the preceding year), (b) money transferred from Overlay Reserve, or (c) both. Transfers from the Reserve fund may be made only by the Advisory Committee and are for "extraordinary or unforeseen expenditures" only.

Conservation Fund:
For land purchases and any other conservation use.

Introduction to the Rules of Town Meeting

Southborough's Town Meeting is an open town meeting in which all registered voters may participate. Town Meeting is a deliberative assembly, conducted via a defined process, charged with considering a maximum number of questions of varying complexity in a minimum amount of time and with full regard to the rights of the majority, strong minority, individuals, absentees and all of these together. In other words, we gather for the purpose of conducting the Town's business thoughtfully and efficiently.

AUTHORITY

The three elements of authority at Town Meeting are a quorum of one hundred (100) registered voters or more, the Clerk and the Moderator. Of these three, the quorum is the most important.

The Town Clerk is responsible for voter registration, certification of a quorum, setting up the hall and keeping the record of the proceedings. He may also officiate Town Meeting in the absence of a Moderator.

The Moderator presides at and regulates the proceedings, decides all questions of order, and makes declarations of all votes. No one may speak on an issue without being recognized by the Moderator. It is the Moderator's responsibility to approve the distribution of materials, and persons wishing to do so must seek his permission. The Moderator appoints Tellers and alternates for the purpose of counting votes of the meeting.

THE WARRANT

All matters to be considered at Town Meeting must be published in the Town Meeting Warrant, which is the responsibility of the Select Board. The primary and most important purpose of the Warrant is to notify voters in advance the nature of the business to be taken up at Town Meeting. By state law, Town by-law or custom, several business articles (such as budget appropriations) must be presented in the Town Warrant each year for consideration. Other items are added by warrant articles proposed by Town officials, committees, boards, or groups of ten or more registered voters. The Advisory Committee reviews the Warrant, making recommendations on all the items of business to be presented. In accordance with the Town by-laws, all articles in the Warrant are considered in the order in which they appear in the Warrant, unless the Town Meeting votes to change the order for reasons that reasonable people would entertain.

PARTICIPATION

Any voter wishing to participate in Town Meeting must go to one of the floor microphones and wait to be recognized by the Moderator. Upon recognition by the Moderator, first state your name and address, and then state your business.

Anyone whose name is not on the list of registered voters requires the approval of either the Moderator or a majority of the Meeting to sit in the voting area.

All remarks shall be limited to the subject then under discussion. It is improper to indulge in references to personalities, and all expressions of approval or disapproval, such as applause or booing, are out of order. The Moderator may request any person to keep silent. If after warning from the Moderator, a person refuses to be silent or persists in other disorderly behavior, the Moderator may order a person to withdraw and if he fails to withdraw, may order a police officer to remove such person from Town Meeting.

Individuals who have a personal or financial interest with respect to a matter may speak or vote thereon but should frankly disclose their interest. However, no Town Meeting voter should accept compensation for participating without disclosing that fact.

There is no fixed time limit to the debate of any question. However, out of consideration for the others in attendance and the need to give adequate time to all matters coming before Town Meeting, each individual who speaks should make an effort to be as brief as possible and avoid repeating facts, views or opinions already expressed by others.

Anyone wishing to make a presentation with respect to any article must, prior to Town Meeting, obtain the Moderator's approval.

In order to give all a fair opportunity to speak, no one who has addressed any particular motion shall speak again, except to answer questions, until all others wishing to speak to the motion have done so.

HOW ARE MOTIONS CLASSIFIED?

Main Motions
Motions of this group are for the bringing of questions, or propositions, before Town Meeting for consideration. Only one main motion can be considered at a given time, and once introduced such a motion excludes all other main motions until it has been disposed.

Subsidiary Motions
Motions of this group are for the modification or disposition of the main motion that is being considered. Their existence as motions depends entirely upon the principal motion to which they are subordinate. Since they relate to the question then under consideration, it is in order to propose them when a main motion is pending and to vote upon them before voting upon the main motion.

Privileged Motions
Motions of this group have no connection whatsoever with any main motion, but are motions of such importance that they are entitled to immediate consideration. These motions have the privilege of temporarily setting aside the main business then before Town Meeting.

Incidental Motions
Motions of this group have few characteristics in common, but for convenience have been grouped into one class. The name "incidental" applies because they arise only incidentally out of the business of Town Meeting.

RULES RELATIVE TO MOTIONS

A motion is the means of bringing a proposal or question for consideration by Town Meeting. When first put forward it is a motion; after it is seconded and acknowledged by the Moderator, it becomes the question or proposal. Except for complimentary resolutions (the presentation of which must be approved in advance by the Moderator), no main motion shall be entertained unless its substance is contained within the scope of a Warrant article. Upon completion of debate, articles will be voted upon.

The Moderator shall determine whether a motion, or any discussion relative to a motion, is within the scope of the Warrant article under consideration. That is, the motion and the debate must be relevant to the article as written in the Warrant, since the purpose of the Warrant is to apprise voters of the actions to be taken at Town Meeting.

Articles only give notice to the voters and do not initiate action; motions do. Motions may be withdrawn; articles may not be withdrawn – articles must be acted upon by Town Meeting.

There are four types of amendments: striking out, inserting, striking out and inserting, and substitution. Motions to amend may be hostile as long as they are germane. An amendment to a motion is an amendment of the first rank; an amendment to an amendment is of the second rank; there can be no amendment beyond that of the second rank.

Some motions do not lead to a final determination by Town Meeting. A motion to commit or to refer sends the matter to an existing board or committee or one to be established. The motion to postpone indefinitely disposes of the question without bringing it to a direct vote. The motion to postpone indefinitely should not be confused with the motion to table which only temporarily delays a vote. As previously stated, articles may not be withdrawn; so when the Meeting does not wish to act on a particular article, the proper motion is to postpone consideration indefinitely.

Motions to reconsider shall be entertained when new information is available that is materially different than was presented (or could have been presented) at the time of the original vote on the article. Articles may be reconsidered only once. If a motion to reconsider is passed by the necessary 2/3 vote, it brings the original article back to the floor (which requires a new motion and additional debate); if the motion to reconsider is defeated, then the original article stands as previously voted and may not be reconsidered again. Actions to reconsider can be taken at the same session or any subsequent session of Town Meeting. A notice of reconsideration may be filed in advance with the Town Clerk stating that, at a specific point during the current Town Meeting, a voter will move for reconsideration on a particular article, and the Moderator will inform the hall of said action. Note that such a motion so noticed in advance must still be in order (i.e., must comply with all conditions required of any reconsideration motion).

All motions other than purely procedural motions must be in writing and signed by the sponsor.

CHART OF PRECEDENCE OF MOTIONS AND SUMMARY OF GOVERNING RULES

	May interrupt a speaker	Req. a sec.	Debatable	Vote Required	Motions that may apply
PRIVILEGED MOTIONS					
1. To dissolve	no	yes	no	majority	none
2. To adjourn	no	yes	limited	majority	amend
3. Point of no quorum	no	no	no	none	none
4. Recess	no	yes	limited	majority	amend
5. Question of privilege	yes	no	no	chair rules	none
SUBSIDIARY MOTIONS					
6. To lay on the table	no	yes	no	2/3	none
7. Previous question	no	yes	no	2/3	none
8. Limit or extend debate	no	yes	no	2/3	amend, reconsider
9. To postpone to time certain	no	yes	limited	majority	amend, reconsider
10. To commit or refer	no	yes	limited	majority	amend, reconsider
11. To amend	no	yes	yes	majority	amend, reconsider
12. To postpone indefinitely	no	yes	yes	majority	reconsider
MAIN MOTIONS					
Main Motions	no	yes	yes	majority*	all
To reconsider or rescind	no	yes	yes	2/3	table previous question postpone definitely
To take from the table	no	yes	no	majority	none
To advance an article	no	yes	yes	majority	amend, reconsider
INCIDENTAL MOTIONS					
Point of order	yes	no	no	chair rules	none
Division of a question	no	yes	no	majority	none
Separate consideration	no	yes	no	majority	none
To withdraw a motion	no	no	no	majority	reconsider
To suspend rules	no	yes	no	2/3	none
Orders of the day	yes	no	no	none	none

*The vote required to pass an affirmative main motion is a matter of substantive law, but is usually a majority.

FORM USED IN MAKING MOTIONS

1. Main Motion	Mr. Moderator, I move that..(statement of the proposal)
2. Adjourn	Mr. Moderator, I move to adjourn to...(state time)
3. Amend	Mr. Moderator, I move to amend by adding...
	Mr. Moderator, I move to amend by inserting...before...
	Mr. Moderator, I move to amend by stroking out...
	Mr. Moderator, I move to amend by striking out...and inserting...
	Mr. Moderator, I move to substitute...for...
4. Amend an Amendment	Mr. Moderator, I move to amend the pending amendment by (see above)
5. Amend Something Previously Adopted	Mr. Moderator, I move to amend the resolution under Article...by...
6. Commit or Refer	Mr. Moderator, I move that the proposal be referred to a committee of...
8. Division of a Question	Mr. Moderator, I move to divide the question.
9. Lay on the Table	Mr. Moderator, I move that the proposal be laid on the table.
10. Point of Order	Mr. Moderator, I rise to a point of order.
11. Postpone to a time certain	Mr. Moderator, I move to postpone the question to...
12. Postpone Indefinitely	Mr. Moderator, I move that the question be postponed indefinitely.
13. Previous Question	Mr. Moderator, I move the previous question.
14. Question of Privilege	Mr. Moderator, I rise to a question of privilege.
15. Recess	Mr. Moderator, I move to recess for...
16. Reconsider	Mr. Moderator, I move to reconsider the vote under Article...
	Mr. Moderator, I move to reconsider the vote on the amendment to...
17. Separate Consideration	Mr. Moderator, I move for separate consideration.
18. Suspend the Rules	Mr. Moderator, I move to suspend the rules which interfere with...
19. Take from the Table	Mr. Moderator, I move to take from the table the motion relating to...

INTERRUPTING A SPEAKER

No one may interrupt a speaker except for a point of order or a question of privilege.

POINT OF ORDER

A point of order if a question of the Moderator about whether the speaker is entitled to be speaking, or whether the current subject under discussion (or what the speaker is saying) is irrelevant, illegal or contrary to proper procedure. No other “point of order” is proper.

PREVIOUS QUESTION

To call or move the question is a request to stop discussion and to take an immediate vote. This requires a 2/3 vote.

VOTING

At the Moderator’s discretion, voting may be via electronic devices for some or all of the articles. Instructions and procedures will be made available for all voters attending Town Meeting. If electronic voting is not employed, voting is by hand vote and the Moderator declares the result of such votes. If seven or more voters immediately question the declared result, the Moderator shall determine the result by a standing count of votes by the Tellers. After the vote counted by the Tellers is presented to the Moderator and announced to the floor, any further motions for recount are out of order.

ADJOURNMENT AND DISSOLUTION

Sessions of Town Meeting normally adjourn at eleven o’clock in the evening but may adjourn at such earlier or later time as vote of the majority may determine. Town Meeting shall not dissolve until all articles in the warrant have been properly considered.

T O W N W A R R A N T
C O M M O N W E A L T H O F M A S S A C H U S E T T S

ANNUAL TOWN MEETING

Worcester, ss. February 27, 2024

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the Inhabitants of the Town of Southborough qualified to vote in town affairs, to meet in the Trottier School Auditorium, 49 Parkerville Road, in Southborough, MA, on

Saturday, March 23, 2024

at ***10:00 a.m.***, then and there to take action on the following Articles:

ARTICLE 1: To see if the Town will vote to endorse the acceptance of any sum of money from St. Mark's School, Fay School, Harvard Medical School, L'Abri Fellowship, The New England Center for Children, and any other contributor and deposit same amount in the Town's treasury for use as directed by any such donor, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *To allow the Select Board to accept donations from Tax Exempt organizations and determine the disposition of funds.*

ARTICLE 2: To see if the Town will vote to authorize the Town Treasurer, with the approval of the Select Board, to borrow from time to time in anticipation of revenue of the financial year beginning July 1, 2024 in accordance with the provisions of Massachusetts General Laws, Chapter 44, and to issue a note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17 as amended, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article allows the Town Treasurer to short-term borrow in anticipation of revenue.*

ARTICLE 3: To see if the Town will vote in accordance with the provisions of Massachusetts General Laws Chapter 30B, Section 12(b), to authorize the Select Board or the Superintendent of Schools to solicit and award contracts for terms exceeding three years, but no longer than seven years, including any renewal, extension or option, provided in each instance the longer term is determined to be in the best interest of the Town by a vote of the Select Board or the School Committee, as appropriate, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Board Recommendation: Support
Summary: *This article allows the Select Board and/or the School Committee to enter into contracts in excess of three years, if deemed in the best interest of the Town to do so. This has been an annual article, and the exemption has been limited to contracts of no more than seven years.*

ARTICLE 4: To see if the Town will vote to accept the Personnel Salary Administration Plan, as specified in Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL.

PERSONNEL BYLAW
ENTITLED "THE SALARY ADMINISTRATION PLAN"
[revised at March 23, 2024 Annual Town Meeting]

Effective July 1, 2024, this bylaw establishes a Salary Administration Plan for the Town of Southborough that (i) groups position classifications in Town services, (ii) establishes salary schedules and employee benefits and (iii) establishes and authorizes the Personnel Board to administer the bylaw to provide oversight and guidance to the Town Administrator in the development and maintenance of personnel policies and regulations, and to represent the interest of both the taxpayers and the Town employees.

This Salary Administration Plan applies to the positions of all officers and employees in the service of the Town, whether full-time, part-time, temporary, seasonal, special or any other, except those positions filled by popular election, under the direction and control of the School Committee, performed pursuant to a contract approved by the Town, encompassed in any officially recognized labor union and/or association, or exempted by statute. The positions covered by this Salary Administration Plan are hereby classified by titles in the groups listed in Schedule A through E ("Classification Schedule") as set forth in Section 20 of this bylaw.

The classification of positions subject to the Massachusetts Welfare Compensation Plan (as amended) and the scheduled rates therefor, as well as the applicable provisions of the Massachusetts General Laws relating to the application of rates set forth in the aforementioned Welfare Compensation Plan are hereby incorporated by reference.

SECTION 1. DEFINITIONS

As used in this bylaw, the following words and phrases shall have the following meanings:

"Administrative Authority" means the elected or appointed official or board having jurisdiction over a function or activity.

"Base Pay" means the compensation paid by the Town of Southborough for the purposes of determining retirement credits and contributions for Town employees.

The Town shall contribute funds as required for each eligible employee in accordance with the procedures and formula established by the Worcester Regional Retirement System and the bylaws of the Town of Southborough. Contributions shall include (i) wages earned during the first eight hours worked in any one day (no contributions shall be made for hours worked in excess of 40 per week,**)** (ii) any lump sum bonus that is guaranteed by the Salary Administration Plan or the Bylaws of the Town, (e.g., longevity pay); (iii) vacation pay, except when paid in lieu of taking vacation; (iv) sick pay; and (v) holiday pay.

"Class" means a group of positions in the Town service sufficiently similar with respect to duties and responsibilities such that for each position the same (i) descriptive title may be used, (ii) qualifications shall be required, (iii) tests of fitness may be used to choose qualified employees and (iv) scale of compensation can be equitably applied.

"Classification Schedule" means any of Schedules A, B, C, D and E of Section 20 hereof.

"Compensation Grade" means a range of salary/wage rates as may appear in the Classification Schedules.

"Continuous Full-Time Service" means employment requiring a predetermined minimum work period that is uninterrupted except for authorized leaves (e.g., vacation, sick, etc.).

"Continuous Employment" means full-time or part-time employment that is uninterrupted except for authorized leaves (e.g., vacation, sick, etc.).

"Department" means a functional unit of Town government.

"Department Head" means the person appointed and responsible to carry out the duties of a Department.

“Exempt employee” means an employee who is not entitled to overtime pay under the Fair Labor Standards Act (FLSA).

“Full-Time Employment” means employment for not less than 20 hours per week for fifty-two weeks per annum, excepting authorized holidays and leave periods.

“Group” means a group of classes as may appear in the Classification Schedules.

“Maximum Rate” means the highest compensation rate to which an Employee is entitled.

“Minimum Rate” means the lowest rate in a Range, and is normally the hiring rate of a new employee.

“Non-exempt employee” means an employee who is entitled to overtime pay under the Fair Labor Standards Act (FLSA).

“On-Call Compensation” refers to additional money paid to an employee who is available to work when the need requires oftentimes in an evening or weekend capacity.

“Part-Time Employment” means employment less than 20 hours per week.

“Position” means an office or post of employment in the Town service with duties and responsibilities calling for the Full-Time or Part-Time employment of one person in the performance and exercise thereof (or of more than one person sharing the same position).

“Position Class” means the same as “Class” (note that a class may include only one position, in which event it is defined as a “single position class”).

“Probationary Employee” means a first-time Town employee within his/her first six months of employment, or longer if extended.

“Promotion” means a change from one position to another position in a higher class and/or compensation grade.

“Range” means the difference between minimum and maximum rates of an assigned grade.

“Rate” means the measure of compensation for personal services on an hourly, weekly, monthly, annual or other basis.

“Salary Administration Plan” means the Personnel Bylaw Entitled “The Salary Administration Plan.”

“Single Rate” means a rate for a specific position class that is not in a designated range

“Start Date” means the first day of employment with the Town.

SECTION 2. POSITION TITLES

No person shall be appointed, employed or paid in any position under any title other than those of the Classification Schedule for which the duties are actually performed. The position title in the Classification Schedule shall be the official title for all purposes, including payrolls, budgeting and official reports.

SECTION 3. NEW OR CHANGED POSITIONS

No new position shall be established, nor the duties of an existing position so changed that a new level or work demand exists, unless upon presentation of substantiating data satisfactory to the Personnel Board, the Board shall (a) approve an appropriate job description, (b) rate such new or changed position, and (c) allocate it to its appropriate classification grade and establish the rate thereof.

SECTION 4. RECLASSIFICATION OF EMPLOYEES

No position may be reclassified to another grade, whether higher or lower, unless the Personnel Board shall have determined such reclassification is consistent with this Salary Administration Plan.

SECTION 5. JOB DESCRIPTIONS

The Personnel Board shall maintain such criteria as it deems appropriate for the positions and classes in the schedules. Each department or public body (board, committee, commission) with SAP employees shall maintain current job descriptions for such employees. All such job descriptions and any revisions thereto must be submitted to the Personnel Board for approval following review and approval by the Select Board or appropriate public body. The criteria for any class shall not be deemed to limit the duties or responsibilities of any position as set forth in the job description, nor to affect in any way the power of any administrative authority to appoint, to assign duties to, or to direct and control the work of any employee under the jurisdiction of such authority.

SECTION 6. COMPENSATION

a. The bi-weekly pay period shall begin at 12:00 a.m. Thursday and shall end at 11:59 p.m. on the following second Wednesday.

b. Non-exempt employees subject to this Salary Administration Plan shall be paid for one and one-half hours worked for any hour worked in the excess of forty in their weekly pay period, provided such extra hours were authorized by the Department Head.

c. The salary schedules set forth in Schedules A, B, C, D and E of Section 20 hereof reflect the maximum and minimum salaries for each grade.

d. The annual salary set forth in Schedule A represents a 40-hour work week and in the event an employee works less than 40 hours per week but more than 20 hours per week, the indicated annual salary is pro-rated reflective of the posted salary schedule in Schedule A.

e. Amounts paid to employees in reimbursement for expenses incurred in the performance of their duties (e.g., mileage, meals, dues, etc.) shall be paid in addition to their compensation. Reimbursement shall be based upon the actual documented expenditure made by the employee, or at rates established by the Internal Revenue Service, supported by that agency's requirements for documentation.

f. On-Call Compensation: The on-call member of the Facilities Department shall be eligible to earn a weekly stipend for on-call service if the department head has required them to be available to respond to situations outside of their normal work schedule. This weekly stipend shall be equal to a set rate of $300 per week. If the on-call staff member must report to work outside of their normal work schedule, compensation for this time shall be based on the standard SAP overtime practices. Additionally, if the on-call staff member is faced with a situation that renders them unable to serve as the on-call individual on a particular day that they are scheduled to be on call, said employee may request that another eligible staff member cover their on-call time, with the approval of the department head. In such an event, the regularly scheduled employee's weekly stipend will be reduced by $45.00 per day that they are unable to be on call; this stipend amount will instead be paid to the covering employee per day of coverage. There is no provision to accrue compensation time in lieu of payment for on-call time.

SECTION 7. SALARY ADJUSTMENT & COMPENSATION POLICIES

a. Every employee that is in Continuous Full-Time or Part-Time service of the Town, as computed from the date of their latest employment, shall be eligible for consideration of a salary increase annually on July 1. Employees hired between April 1 and June 30 will be eligible for a salary increase the July 1st following their twelve-month anniversary. Except as may be authorized by the Personnel Board in exceptional circumstances, such increase is not to exceed one increase in any single twelve-month period until the maximum of the grade is obtained, and such increase shall be subject to the recommendation of the Department Head, with the approval of the Select Board or their designated appointee in the case of departments within the jurisdiction of the Select Board, or the appropriate Commissioners or Trustees in the case of departments outside the jurisdiction of the Select Board.

Retroactive salary increases voted by the Personnel Board shall not be compensated beyond July 1 of that fiscal year, regardless of the funding mechanism.

Unless specifically exempted by Personnel Board policy, requests for salary increases must be accompanied by a certification from an employee's manager that the employee's performance has been "satisfactory" or better and that a written employee performance appraisal, on a form approved by the Personnel Board, has been completed. The form of this certification will be prescribed by Personnel Board policy promulgated hereunder. Upon receiving such documentation, the Personnel Board shall have final review and approval of all adjustments.

An employee may appear before the Personnel Board prior to its action on any request for an increase. Any employee denied such an increase may appeal, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Select Board or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter.

b. Special Non-Continuous Part-Time employees and employees in Schedule B classifications shall be eligible for consideration for salary increases upon the recommendation of the appropriate department manager or Board and approval of the Personnel Board.

c. Probationary Employees

1. During the probationary period, benefit eligible employee(s) will earn vacation, sick and personal time in accordance with Section 11(b-d) hereof.

2. During the probationary period, paid leave accruals shall be based on the Start Date.

SECTION 8. TRANSFERS AND PROMOTIONS

a. An employee who is promoted to a job with a higher range or rate of pay shall enter it at the rate recommended by the Department Head with the approval of the Personnel Board, provided the maximum for the job is not exceeded. This is contingent upon the Department Head's recommendation that qualifications and performance warrant it.

b. An employee transferred to a job with a lower range or rate of pay shall enter it at the rate paid for the previous position or at the maximum rate for the job, whichever is the lower, provided the Personnel Board approves. The employee shall have a right to appeal this decision, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Select Board or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter.

SECTION 9. NEW PERSONNEL HIRING; DEPARTURES

a. Pre-employment physical examinations will be required of newly-hired employees consistent with the Town's policies.

b. Probationary period: For new hires, the first six months of employment shall be a probationary period. The probationary period does not apply to Town employees who change positions within the Town. The probationary period is a time during which an employee will be evaluated to ensure that the employee has the requisite knowledge, skills, and abilities to perform the position (with or without reasonable accommodations). Completing the probationary period does not change the employee's relationship with the Town, which will remain one in which either the employee or the Town may terminate the relationship at will. The probationary period may be extended by a Department Head [or Appointing Authority] when deemed necessary.

c. A new employee's hiring rate shall be the minimum of the rate range of the job, unless otherwise authorized by the Personnel Board or Personnel Director. The Personnel Board is cognizant of the need to make timely decisions during the recruitment process, therefore, the Personnel Director is empowered to set starting salaries for new employees with comparable experience up to Step 8 for the appropriate job grade as set forth in Schedule A of the Salary Administration Plan.

d. The Personnel Director or his/her delegatee shall notify the Personnel Board in writing of the hiring of all personnel and their hiring rates. The Personnel Director or his/her delegatee shall also notify the Personnel Board in writing of the departure of any employee.

SECTION 10. DEPARTMENT BUDGETS

Each Department Head shall include in the annual departmental budget a pay adjustment section to provide funds for anticipated pay adjustments, with expenditures to be made only in accordance with this Salary Administration Plan and with the approval of the Personnel Board. Degree bonus [Sec 11i(1)] funds shall also be budgeted in the departmental budget.

SECTION 11. EMPLOYEE BENEFITS

Employee benefits are a cost to the Town and a form of "indirect pay" to employees. The benefits listed below are not intended to supersede what State or Federal law may otherwise require. The benefits set forth in this section are applicable to Full-Time employees only, except where noted.

All forms of paid leave set forth in this section are based on a 40 hour work week; in the event an employee works less than 40 hours per week but more than 20 hours per week, the indicated benefit shall be pro-rated reflective of the approved hours per week for that position.

a. Holidays with Pay

Full-Time employees shall receive one day's pay at their regular rate for the following:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents' Day	Veteran's Day
Patriot's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Juneteenth	Christmas Day
Independence Day	Day before or after Christmas Day (as set by the Town annually

To be eligible for holiday pay, an employee must work (or be duly excused from working) their regular scheduled days preceding and following the holiday. Employees who do not work 20 hours or more per week on a regular basis shall not be compensated for holidays.

Employees whose regular day off falls on a holiday may have one day off with pay within the ensuing thirty days in lieu of holiday pay, with the specific choice of day subject to Department Head approval**.** Furthermore, the day granted in lieu of holiday pay shall not cross fiscal years.

All administrative policies and practices relative to holidays with pay shall be prepared and established under the direction of the Personnel Board.

b. Vacations with Pay

(1) Full-Time employees who have been in the continuous employ of the Town shall earn paid vacation in accordance with the following schedule:

Years of Employment	Hours Earned Per Month	Vacation Earned Per Year (Pro-rata)
0 - 2	6.666	Two weeks
2+ - 7	10.0	Three weeks
7+ - 15	13.333	Four weeks
15+ - or more	16.666	Five weeks

Employees hired prior to July 1, 2005, shall be eligible to earn twenty hours per month after serving twenty years of full-time employment with the Town.

(2) At the recommendation of the hiring authority and upon the approval of the Personnel Board, new employees entering into a position with the Town of Southborough from a similar position will be allowed to enter into the vacation schedule using their years of service from their prior employment, up to a maximum of four weeks' vacation [pro-rated] for the first year of employment with the Town.

Vacation shall be granted by Department Heads at their discretion subject to the regular work needs of the Department. An employee shall be permitted to carry over to the following year one year's worth of earned vacation. Employees hired on or after July 1, 2023, shall be permitted to carry over a maximum of two weeks to the following fiscal year. The employee must have the Department Head's approval to take any portion of a prior year's unused vacation in addition to the days earned in the current fiscal year. Employees commencing employment with three weeks per year will be required to complete two years of service before ascending to the next band (four weeks) in the vacation schedule chart and seven years of service before ascending to the following band. Awarding four weeks should be the exception based on evidence that the employee is leaving another position that already provides this benefit. Employees commencing employment with four weeks per year will be required to complete five years of service before ascending to the next band (five weeks).

(3) If in the opinion of the Department Head there are unusual work-related circumstances that warrant it, a department head may seek approval from the Town Administrator or his/her delegatee to allow the employee to continue to work and receive vacation pay in lieu of taking vacation. Approval granted in this section may not exceed ten days per fiscal year.

(4) In the event of termination of employment the employee shall be paid, or be entitled to time off with pay, for any accumulated vacation time. Personal and sick leave shall not be compensated at termination.

(5) Vacation administrative policies and practices shall be prepared and established under the direction of the Personnel Board.

c. Sick Leave

(1) Full-Time employees shall be entitled to accrue 10 sick hours per month, equaling 120 hours annually (15 sick days); employees working less than 40 hours in a weekly pay period will accrue ratably based on hours worked per week. Pay for each day of sick leave shall be at the regular rate. Absences on account of sickness in excess of that authorized shall be charged to vacation or other available paid leave. Sick leave shall be payable only in cases of genuine illness, non-work connected accident, or work connected accidents not covered by Massachusetts General Laws Chapter 152 (Workers' Compensation).

(2) Unused sick leave may be accumulated without limitation for employees hired before July 1, 2007. Employees of the Town of Southborough hired on or after July 1, 2007 may only accrue 120 sick days at any one time. At retirement [or death] only, the Town will pay the employee twenty percent (20%) of the employee's then-accumulated sick leave. Employees of the Town of Southborough hired on or after July 1, 2023, will not be subject to any payout of accumulated sick leave.

(3) Employees who because of genuine illness or a non-work connected accident are absent for a period of more than three days shall be required to present a doctor's certificate to their Department Head before returning to work stating the reason, the period of time the employee was absent and whether there are any physical restrictions or required outpatient services the employee must adhere to in the workplace.

(4) Annually, an employee may use up to seven of the allowed fifteen days of sick leave for the care of a sick family member.

(5) Sick leave administrative policies and practices shall be prepared and established under the direction of the Personnel Board.

d. Personal Days

Full-Time employees shall be entitled to three personal days per year, to be granted annually on the anniversary of the employee's Start Date. New employees shall be granted three personal days which shall be pro-rated based on hours worked per pay period. Requests for personal days shall be approved by the Department Head. Personal days shall not accumulate from year to year.

e. Military Leave

(1) Reserve Duty: An employee in full-time employment in the military reserve shall be paid the difference between compensation received while on reserve duty and regular compensation rates paid the employee by the Town. Such payment by the Town shall be limited to a period not to exceed two weeks in any twelve-month period.

(2) Active Duty: Pursuant to Article 8 of the April 11, 2005 Annual Town Meeting, an employee in the federal military reserve or a state National Guard who is called to active service shall be entitled to their regular base salary and shall not lose any seniority or paid leave benefits while on military leave; *provided*, however, that such base pay shall be reduced by any amount received from the United States as pay or allowance for military service performed.

f. Jury Duty

Any employee who is called to jury duty shall be paid the difference between their normal compensation and the amount (excluding any travel allowance) received from the court, upon presentation of evidence of the amount paid by the court.

g. Miscellaneous Paid Time Off

Working time lost from regularly scheduled work days for reasons listed below shall be without loss of pay, provided such lost time is authorized by the Department Head. Sections (1) – (3) are applicable to Full-Time employees only; Section (4) is applicable to both Full-Time and Part-Time employees.

(1) Bereavement leave – In the event of the death of a spouse, father, mother, child, father-in-law, mother-in-law, brother, sister, grandparent, or of any other person then residing with the employee, such employee shall be entitled to receive three days' leave for the purpose of the funeral and services of the deceased. If out-of-state travel is required, the Department Head may authorize up to two additional days of travel time.

(2) Medical examination or inoculation required by the Town.

(3) Blood donation authorized by the Department Head.

(4) Attendance at professional and/or educational programs authorized by the Department Head.

h. Court Time Pay

If the Town requires that an employee appear in Court as a witness or in any other capacity arising from the performance of the employee's duty, or on behalf of the Commonwealth or the Town in any civil or criminal case pending in any Court or other official governmental board or agency, such appearance and related travel time shall constitute work time for purposes of calculating weekly hours worked. If such appearance or related travel time causes a non-exempt employee to exceed forty hours of work in any given work week, the employee shall be eligible for overtime pay in accordance with Section 6(b). This section does not apply to exempt employees.

i. Employee Educational Support/Professional Development

(1) Degree Bonus: All Part-Time and Full-Time employees who, while an employee of the Town, earns a degree in a field applicable to their position from an accredited college or university, shall receive a one-time bonus subject to appropriation, according to the following schedule:

Associates Degree... $ 800.00

Bachelors Degree.. $1,200.00
Masters Degree..... $1,500.00

A copy of the completed transcript, diploma or other appropriate evidence of the completed degree must be presented to the Department Head and the Personnel Board, and shall be submitted as documentation for accounts payable.

(2) Tuition reimbursement: the Town may offer tuition reimbursement to eligible Full-Time and Part-Time employees as prescribed by Personnel Board policy enacted under this Bylaw.

j. Group Medical Insurance

Starting July 1, 2009, the Town will contribute fifty percent (50%) of the cost of a medical indemnity plan or seventy-five percent [75%] of the cost of a Health Maintenance Organization plan for Full-Time employees only.

SECTION 12. UNPAID LEAVES OF ABSENCE

a. A leave of absence without compensation may be granted by the Personnel Board.

b. Leaves of absence of over three months' duration (except Military Leave) shall be deemed a break in employment, and on return to work the employee shall have the status of a new employee unless an extension of leave beyond three months was authorized by the Personnel Board.

SECTION 13. PART-TIME EMPLOYEES WORKING FULL-TIME HOURS TEMPORARILY

a. A Part-Time employee may work 20 hours or more per week for no longer than two bi-weekly pay periods, or four bi-weekly pay periods in the case of an Election Worker during an election cycle, if requested by their Department Head due to exigent circumstances, or for longer if recommended by the appointing authority or the Personnel Director, with the authorization of the Finance Director and approval of the Personnel Board. In such cases, the employee will remain a Part-Time employee with no change in status.

b. Department Heads may submit requests for additional compensation for Part-Time employees temporarily working Full-Time hours, subject to available funding as authorized by the Finance Director and approved by the Personnel Board.

SECTION 14. APPOINTMENT OF “ACTING” DEPARTMENT HEADS

a. In the absence or retirement of a Department Head for three consecutive weeks, the Select Board or appropriate board or commission may appoint an “Acting” Department Head to serve for a period of not more than three months. Such three-month period may be extended for up to three additional three-month periods, upon the approval of the Select Board or other appropriate board or commission for each such extension. In no case shall an appointment of an “Acting” Department Head exceed one year.

b. Duly appointed “Acting” employees shall be compensated at an additional 10% per week, payable retroactively only upon the conclusion of three consecutive weeks of service by the “Acting” employee. Such employees shall still be eligible for overtime pay when fulfilling regular duties from the previous job beyond normal working hours.

SECTION 15. PERSONNEL BOARD

a. There shall be a Personnel Board to administer the Salary Administration Plan. Said Board is to be appointed by the Town Moderator. The Board shall consist of five voters other than employees of the Town or those regularly serving the Town in any elective capacity. They shall serve without compensation.

b. Other than as may be needed to fill unexpected vacancies, appointments shall be for three years. The Moderator shall fill any vacancies. The Personnel Board may employ assistance and incur expenses as it deems necessary, subject to appropriation of funds therefor.

SECTION 16. DUTIES OF THE PERSONNEL BOARD

a. The Personnel Board shall administer the Salary Administration Plan and shall establish such policies, procedures and regulations as it deems necessary for the administration of the Plan.

b. The Town Administrator serves as the Town's Personnel Director under the Town Administrator Bylaw [Ch. 27, Art. IX]. As such, the Personnel Director is invested with personnel authority and responsibilities as set forth therein. From time to time, and as may be necessary, the Personnel Board will consult and/or act in concert with the Personnel Director or his/her delegatee on matters of joint responsibility and concern. The Personnel Board shall provide oversight and guidance to the Personnel Director in the development and maintenance of personnel policies and regulations.

c. The Board shall meet annually in July and organize by the choice of a Chair and Vice-Chair. The Board shall meet at least monthly, except when there is no business before the Board. A majority of the Board shall constitute a quorum for the transaction of business. The votes of the majority of all the members of the Board shall be necessary on any matter upon which it is authorized to or required to pass under the Salary Administration Plan.

d. The Personnel Board shall maintain records of all employees subject to this Plan as it deems desirable, including personnel evaluations. Such records are to be kept by the Personnel Director or his/her delegatee, under the direction of the Personnel Board. Department Heads shall furnish such information as requested by the Board.

e. The Personnel Board shall from time to time, but no less often than every federal Election Year, review the Classification Schedule, Salary Schedules, and administration policies of the Salary Administration Plan. It shall keep informed as to pay rates and policies outside the Town, and shall recommend to the Town any action that the Board deems desirable in that regard. The Personnel Board may tentatively add a new class to the Classification Schedule or reallocate an existing class to a different compensation grade, either higher or lower, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan at the next Annual Town Meeting.

f. The Personnel Board may vote an annual adjustment (but shall reserve the right to vote no adjustment) to the Classification Schedule and establish the effective rate for employees of each grade for the next fiscal year, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan at the next Annual Town Meeting. The Personnel Board shall base any annual adjustments upon available relevant information. Approval of the rate for any given employee is not guaranteed and is driven by the annual performance evaluation.

g. Matters of concern by SAP employees that are communicated in writing to the Chair of the Personnel Board will be scheduled on an agenda at the next available meeting providing all necessary and requested information has been submitted in time to be part of the meeting packet. In addition, notice in writing shall be forwarded to the concerned employee and respective Department Head within seven days of the Board's decision. Notwithstanding the foregoing, if the Personnel Board shall so request and the concerned employee and Department Head shall agree, a reasonable extension of these time periods may be granted.

h. Upon recommendation of a Department Head, supported by evidence in writing of special reasons and exceptional circumstances satisfactory to the Personnel Board, the Board may authorize variances in the Salary Administration Plan as it may deem necessary for the proper functioning of the services of the Town, and to effectuate the basic intent of the Plan.

SECTION 17. EMPLOYEES AND THE PERSONNEL BOARD

a. All employees covered by this Salary Administration Plan shall have the right to request an appointment to confer with the Personnel Board on any matter of interest or concern to them that is covered by the

Salary Administration Plan. The employee shall notify the Department Head in writing in advance of the desire to discuss the matter with the Board. One of the duties of the Board shall be to foster mutual understanding and good will with the personnel of the Town.

b. To facilitate this, if any employee should feel aggrieved by the operation of any provision of the Plan, the employee shall first discuss the matter with the Department Head, in a mutual effort to clear up any problems or misunderstanding.

c. If two weeks after such a conference a satisfactory understanding and solution of the problem has not been reached, then either the Department Head or the employee may take the matter to the Personnel Board, and the Board shall hear the parties not later than at its next regular meeting. There shall be no discrimination or prejudice by a Department Head against any employee who may take a matter to the Board.

SECTION 18. AMENDMENT OF THE PLAN

The Salary Administration Plan may be amended in the same manner that Town Bylaws may be amended. However, no amendment to the Plan shall be made until it has been presented to the Personnel Board and the Personnel Board has the opportunity to act on it. The Board of its own motion may propose an amendment to the Plan.

SECTION 19. SEVERABILITY PROVISION

In the event that any provision of this bylaw, or application thereof, shall be held to be invalid by the proper authorities, this shall not be construed to affect the validity of any other provision, or application thereof, of this bylaw.

SECTION 20: CLASSIFICATION SCHEDULE

SCHEDULE A: GRADED POSITIONS

Title	Grade
Library Page	1
Library Technician	1
Administrative Assistant	2
Library Assistant	2
Administrative Assistant	3
Library Associate	3
Business Administrator I	4
Library Supervisor	4
Maintenance Technician	4
Police Dispatcher**	4
Assistant Town Accountant	5
Business Administrator II	5
Clinician	5
EDC Coordinator	5
Executive Assistant to Select Board	5
Program Coordinator	5
Youth Services Librarian	5
Assistant Library Director	6
Assistant Director, Youth & Family Services	6
Civil Engineer	6
Deputy Assessor	6
Deputy Town Clerk	6
Deputy Treasurer/Collector	6
Electrician	6
Local Inspector	6
Nurse	6
Outreach Coordinator	6
Police Business Administrator	6
Program Manager	6
Assistant Director/Nurse/Outreach	7
Conservation Agent	7
Recreation Director	7
Senior IT Specialist	7
Town Planner	7
Youth & Family Services Director	7
Assistant Town Administrator	8
Building Commissioner	8
Council on Aging Director	8
Director of Facilities	8

IT Manager	8
Library Director	8
Police Lieutenant	8
Principal Assessor*	8
Town Accountant	8
Finance Director/Treasurer-Collector*	9
Superintendent of Public Works*	9

*when not under contract
**effective March 25, 2024

SCHEDULE A

GRADE	MINIMUM	2	3	4	5	6	7	8	9	10	11	12	13	14	15
A-1	$15.38	$15.68	$15.99	$16.31	$16.64	$16.97	$17.31	$17.66	$18.01	$18.37	$18.74	$19.11	$19.49	$19.88	$20.28
A-2	$19.22	$19.60	$19.99	$20.39	$20.80	$21.22	$21.64	$22.07	$22.51	$22.96	$23.42	$23.89	$24.37	$24.86	$25.36
A-3	$23.06	$23.52	$23.99	$24.47	$24.96	$25.46	$25.97	$26.49	$27.02	$27.56	$28.11	$28.67	$29.24	$29.82	$30.42
A-4	$26.53	$27.06	$27.60	$28.15	$28.71	$29.28	$29.87	$30.47	$31.08	$31.70	$32.33	$32.98	$33.64	$34.31	$35.00
A-5	$29.18	$29.77	$30.37	$30.98	$31.60	$32.23	$32.87	$33.53	$34.20	$34.88	$35.58	$36.29	$37.02	$37.76	$38.52
A-6	$32.10	$32.75	$33.41	$34.08	$34.76	$35.46	$36.17	$36.89	$37.63	$38.38	$39.15	$39.93	$40.73	$41.54	$42.37
A-7	$40.13	$40.93	$41.75	$42.59	$43.44	$44.31	$45.20	$46.10	$47.02	$47.96	$48.92	$49.90	$50.90	$51.92	$52.96
A-8	$48.15	$49.12	$50.10	$51.10	$52.12	$53.16	$54.22	$55.30	$56.41	$57.54	$58.69	$59.86	$61.06	$62.28	$63.53
A-9	$52.97	$54.03	$55.11	$56.21	$57.33	$58.48	$59.65	$60.84	$62.06	$63.30	$64.57	$65.86	$67.18	$68.52	$69.89

SCHEDULE B: MISCELLANEOUS ANNUAL COMPENSATION SCHEDULE

Cemetery Agent.....$8,000
Clerk, Board of Registrars.....$1,638.33
Deputy Emergency Management Director.....$2,000
Energy Management Stipend.....$6,000
Registrar of Voters.....$205.66
Tree Warden.....$4,000
Veterans' Agent and Director of Veterans' Services.....$15,000

SCHEDULE C: FEE BASED COMPENSATION (Recreation Seasonal Personnel)

Positions
Grade 1
Camp Counselor
Program Aide (1:1)
Program Supervisor (i.e. RAP Monitor)
Grade 2
Camp Assistant Supervisor
Grade 3
Camp Supervisor
Assistant Coach
Head Coach
Grade 4
Program Instructor

Rates for Recreation Seasonal Personnel

Grade	Minimum		Midpoint		Maximum	
	Hourly	Annual	Hourly	Annual	Hourly	Annual
1	$ 15.00	$ 31,200.00	$ 16.00	$ 33,280.00	$ 17.00	$ 35,360.00
2	$ 19.00	$ 39,520.00	$ 20.00	$ 41,600.00	$ 21.00	$ 43,680.00
3	$ 23.00	$ 47,840.00	$ 24.00	$ 49,920.00	$ 25.00	$ 52,000.00
4	$ 30.00	$ 62,400.00	$ 31.00	$ 64,480.00	$ 32.00	$ 66,560.00

SCHEDULE D: SPECIAL ADMINISTRATIVE AND SUPERVISORY POSITIONS

Police Lieutenant:

In addition to all the benefits provided employees under the SAP, he/she would be eligible for some additional benefits as provided members of Mass COP Local 167, the police union collective bargaining agreement.

As a result, a separate policy is adopted by the Southborough Select Board and enforced by the Southborough Police Department subject to change in conjunction with future collective bargaining agreements.

*Increases in salary for long term employees will be considered case by case by Personnel Board.

SCHEDULE E: LONGEVITY SCHEDULE: Full-Time Employees of Town of Southborough – Compensated annually on the anniversary of the employee's Start Date

After 5 years $400
After 10 years $600
After 15 years $700
After 20 years $850
After 25 years $1,000
After 30 years $1,200
After 40 years $1,500

, or do or act anything in relation thereto.

Proposed by: PERSONNEL BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *The Personnel By-Law governs policies and pay structures for non-union employees.*

ARTICLE 5: To see if the Town will vote to raise or transfer a sum of money as may be necessary for the Town's use for Fiscal Year 2025, and make appropriations of the same, as detailed following, or do or act anything in relation thereto.

SEE BUDGETS ON THE FOLLOWING PAGES

100-199 GENERAL GOVERNMENT						
	FY2023	**FY2024**	**FY2025**	**Percent**	**SB**	**ADV**
	ACTUAL	**BUDGET**	**REQUEST**	**Inc./Decr.**	**RECOMM**	**RECOMM**
114 MODERATOR						
51000-51990 Personnel Services	50	50	50		50	50
52000-58990 Other Charges and Expenses	0	50	50		50	50
MODERATOR TOTAL	50	100	100	0.00%	100	100

	FY2023	**FY2024**	**FY2025**	**Percent**	**SB**	**ADV**
	ACTUAL	**BUDGET**	**REQUEST**	**Inc./Decr.**	**RECOMM**	**RECOMM**
121 ELECTED SELECT BOARD						
51000-51990 Personnel Services	3,200	4,000	4,000		4,000	4,000
ELECTED SELECT BOARD TOTAL	3,200	4,000	4,000	0.00%	4,000	4,000

	FY2023	**FY2024**	**FY2025**	**Percent**	**SB**	**ADV**
	ACTUAL	**BUDGET**	**REQUEST**	**Inc./Decr.**	**RECOMM**	**RECOMM**
122 SELECT BOARD						
51000-51990 Personnel Services	405,922	424,564	421,404		421,404	421,404
52000-58990 Other Charges and Expenses	56,690	57,699	68,727		68,727	68,727
SELECT BOARD TOTAL	462,612	482,263	490,131	1.63%	490,131	490,131

	FY2023	**FY2024**	**FY2025**	**Percent**	**SB**	**ADV**
	ACTUAL	**BUDGET**	**REQUEST**	**Inc./Decr.**	**RECOMM**	**RECOMM**
131 ADVISORY COMMITTEE						
52000-58990 Other Charges and Expenses	1,584	5,250	5,250		5,250	5,250
ADVISORY COMMITTEE TOTAL	1,584	5,250	5,250	0.00%	5,250	5,250

	FY2023	**FY2024**	**FY2025**	**Percent**	**SB**	**ADV**
	ACTUAL	**BUDGET**	**REQUEST**	**Inc./Decr.**	**RECOMM**	**RECOMM**
132 RESERVE FUND						
52000-58990 Other Charges and Expenses	0	180,000	180,000		180,000	180,000
RESERVE FUND TOTAL	0	180,000	180,000	0.00%	180,000	180,000

	FY2023	**FY2024**	**FY2025**	**Percent**	**SB**	**ADV**
	ACTUAL	**BUDGET**	**REQUEST**	**Inc./Decr.**	**RECOMM**	**RECOMM**
135 TOWN ACCOUNTANT						
51000-51990 Personnel Services	162,356	168,649	172,719		172,719	172,719
52000-58990 Other Charges and Expenses	2,873	3,515	4,495		4,495	4,495
TOWN ACCOUNTANT TOTAL	165,229	172,164	177,214	2.93%	177,214	177,214

	FY2023	**FY2024**	**FY2025**	**Percent**	**SB**	**ADV**
	ACTUAL	**BUDGET**	**REQUEST**	**Inc./Decr.**	**RECOMM**	**RECOMM**
136 AUDIT						
52000-58990 Other Charges and Expenses	30,500	46,000	45,550		45,550	45,550
AUDIT TOTAL	30,500	46,000	45,550	-0.98%	45,550	45,550

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
140 ELECTED BOARD OF ASSESSORS						
51000-51990 Personnel Services	2,250	2,250	2,250		2,250	2,250
ELECTED BOARD OF ASSESSORS TOTAL	2,250	2,250	2,250	0.00%	2,250	2,250

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
141 ASSESSORS						
51000-51990 Personnel Services	197,502	205,166	214,868		214,868	214,868
52000-58990 Other Charges and Expenses	51,521	54,695	60,270		60,270	60,270
ASSESSORS TOTAL	249,024	259,861	275,138	5.88%	275,138	275,138

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
145 TREASURER/COLLECTOR						
51000-51990 Personnel Services	232,753	247,604	285,096		285,096	285,096
52000-58990 Other Charges and Expenses	10,869	11,930	11,680		11,680	11,680
TREASURER/COLLECTOR TOTAL	243,623	259,534	296,776	14.35%	296,776	296,776

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
151 LEGAL						
52000-58990 Other Charges and Expenses	149,319	135,000	147,375		147,375	147,375
LEGAL TOTAL	149,319	135,000	147,375	9.17%	147,375	147,375
Legal budget (151) and Special Legal (153) are now combined in Legal budget (151)						

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
152 PERSONNEL BOARD						
51000-51990 Personnel Services	0	5,000	5,000		5,000	5,000
52000-58990 Other Charges and Expenses	8,161	9,875	9,875		9,875	9,875
PERSONNEL BOARD TOTAL	8,161	14,875	14,875	0.00%	14,875	14,875

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
154 MUNICIPAL TECHNOLOGY COMMITTEE						
52000-58990 Other Charges and Expenses	384	1,500	1,500		1,500	1,500
MUNICIPAL TECHNOLOGY COMMITTEE TOTAL	384	1,500	1,500	0.00%	1,500	1,500

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
155 INFORMATION TECHNOLOGY						
51000-51990 Personnel Services	175,665	189,181	198,721		198,721	198,721
52000-58990 Other Charges and Expenses	309,835	379,828	422,548		422,548	422,548
INFORMATION TECHNOLOGY TOTAL	485,500	569,009	621,269	9.18%	621,269	621,269

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
159 OTHER OPERATION SUPPORT						
52000-58990 Other Charges and Expenses	442,173	541,531	524,253		524,253	524,253
OTHER OPERATION SUPPORT TOTAL	442,173	541,531	524,253	-3.19%	524,253	524,253

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
160 ELECTED TOWN CLERK						
51000-51990 Personnel Services	92,856	96,570	101,916		101,916	101,916
ELECTED TOWN CLERK TOTAL	92,856	96,570	101,916	5.54%	101,916	101,916

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
161 TOWN CLERK						
51000-51990 Personnel Services	143,637	139,365	179,442		179,442	179,442
52000-58990 Other Charges and Expenses	70,841	84,932	143,610		143,610	143,610
TOWN CLERK TOTAL	214,478	224,297	323,052	44.03%	323,052	323,052

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
171 CONSERVATION COMMISSION						
51000-51990 Personnel Services	86,155	97,407	104,459		104,459	104,459
52000-58990 Other Charges and Expenses	31,362	41,420	38,710		38,710	38,710
CONSERVATION COMMISSION TOTAL	117,516	138,827	143,169	3.13%	143,169	143,169

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
175 PLANNING BOARD						
51000-51990 Personnel Services	154,970	160,851	169,559		169,559	169,559
52000-58990 Other Charges and Expenses	22,000	27,060	28,325		28,325	28,325
PLANNING BOARD TOTAL	176,970	187,911	197,884	5.31%	197,884	197,884

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
176 ZONING BOARD OF APPEALS						
51000-51990 Personnel Services	6,984	11,146	27,731		27,731	27,731
52000-58990 Other Charges and Expenses	922	1,750	2,000		2,000	2,000
ZONING BOARD OF APPEALS TOTAL	7,906	12,896	29,731	130.54%	29,731	29,731

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
177 OPEN SPACE						
52000-58990 Other Charges and Expenses	1,571	5,000	5,000		5,000	5,000
OPEN SPACE TOTAL	1,571	5,000	5,000	0.00%	5,000	5,000

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
182 ECONOMIC DEVELOPMENT COMMITTEE						
51000-51990 Personnel Services	0	28,240	30,306		30,306	30,306
52000-58990 Other Charges and Expenses	18,929	13,341	12,950		12,950	12,950
ECONOMIC DEVELOPMENT COMMITTEE TOTAL	18,929	41,581	43,256	4.03%	43,256	43,256

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
192 PUBLIC BUILDINGS AND PROPERTIES MAINTENANCE						
51000-51990 Personnel Services	366,352	412,873	426,397		426,397	426,397
52000-58990 Other Charges and Expenses	234,049	247,235	265,636		265,636	265,636
PUBLIC BLDGS. & PROPERTY MAINT. TOTAL	600,401	660,108	692,033	4.84%	692,033	692,033

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
193 PUBLIC ACCESSIBILITY COMMITTEE						
51000-51990 Personnel Services	0	0	0		0	0
52000-58990 Other Charges and Expenses	2,500	2,500	2,500		2,500	2,500
PUBLIC ACCESSIBILITY COMMITTEE TOTAL	2,500	2,500	2,500	0.00%	2,500	2,500

200-299 PUBLIC SAFETY

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
210 POLICE DEPARTMENT						
51000-51990 Personnel Services	1,969,893	2,269,720	2,331,894		2,331,894	2,331,894
52000-58990 Other Charges and Expenses	187,252	152,614	166,141		166,141	166,141
POLICE DEPARTMENT TOTAL	2,157,145	2,422,334	2,498,035	3.13%	2,498,035	2,498,035

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
218 PUBLIC SAFETY COMMUNICATIONS						
51000-51990 Personnel Services	319,149	385,678	410,771		410,771	410,771
52000-58990 Other Charges and Expenses	10,327	10,125	12,240		12,240	12,240
PUBLIC SAFETY COMMUNICATIONS TOTAL	329,476	395,803	423,011	6.87%	423,011	423,011

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
220 FIRE DEPARTMENT						
51000-51990 Personnel Services	2,147,681	2,243,435	2,333,989		2,333,989	2,333,989
52000-58990 Other Charges and Expenses	246,855	295,305	307,040		307,040	307,040
FIRE DEPARTMENT TOTAL	2,394,535	2,538,740	2,641,029	4.03%	2,641,029	2,641,029

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
241 BUILDING DEPARTMENT						
51000-51990 Personnel Services	143,718	164,873	175,559		175,559	175,559
52000-58990 Other Charges and Expenses	5,956	14,200	12,500		12,500	12,500
BUILDING DEPARTMENT TOTAL	149,675	179,073	188,059	5.02%	188,059	188,059

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
291 EMERGENCY MANAGEMENT						
51000-51990 Personnel Services	3,744	7,000	5,000		5,000	5,000
52000-58990 Other Charges and Expenses	7,023	7,560	11,060		11,060	11,060
EMERGENCY MANAGEMENT TOTAL	10,767	14,560	16,060	10.30%	16,060	16,060

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
292 ANIMAL CONTROL OFFICER						
AND ANIMAL INSPECTOR						
52000-58990 Other Charges and Expenses	27,556	30,359	30,359		30,359	30,359
ANIMAL CONTROL OFF. & ANIMAL INSP. TOTAL	27,556	30,359	30,359	0.00%	30,359	30,359

400-499 PUBLIC WORKS & FACILITIES

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
400, 420 DEPT. OF PUBLIC WORKS						
(Highway, Cemetery, Tree)						
51000-51990 Personnel Services	964,762	1,088,241	1,141,159		1,141,159	1,141,159
52000-58990 Other Charges and Expenses	1,505,333	1,617,950	1,706,950		1,706,950	1,706,950
DEPT. OF PUBLIC WORKS TOTAL	2,470,095	2,706,191	2,848,109	5.24%	2,848,109	2,848,109

500-599 HUMAN SERVICES

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
510 ELECTED BOARD OF HEALTH						
51000-51990 Personnel Services	0	450	450		450	450
ELECTED BOARD OF HEALTH TOTAL	0	450	450	0.00%	450	450

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
512 BOARD OF HEALTH						
51000-51990 Personnel Services	187,519	204,600	213,594		213,594	213,594
52000-58990 Other Charges and Expenses	54,156	70,624	70,624		70,624	70,624
BOARD OF HEALTH TOTAL	241,675	275,224	284,218	3.27%	284,218	284,218

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
541 COUNCIL ON AGING						
51000-51990 Personnel Services	289,147	323,836	340,804		340,804	340,804
52000-58990 Other Charges and Expenses	59,246	64,655	72,435		72,435	72,435
COUNCIL ON AGING TOTAL	348,394	388,491	413,239	6.37%	413,239	413,239

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
542 YOUTH COMMISSION						
51000-51990 Personnel Services	244,444	259,890	284,610		284,610	284,610
52000-58990 Other Charges and Expenses	17,505	23,596	49,664		49,664	49,664
YOUTH COMMISSION TOTAL	261,949	283,486	334,274	17.92%	334,274	334,274

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
543 VETERANS' SERVICES						
51000-51990 Personnel Services	15,000	15,000	16,000		16,000	16,000
52000-58990 Other Charges and Expenses	14,257	23,950	23,700		23,700	23,700
VETERANS' SERVICES TOTAL	29,257	38,950	39,700	1.93%	39,700	39,700
Veterans (543) and Memorial Day (692) are now combined in Veterans Budget (543)						

600-699 CULTURE & RECREATION

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
610 LIBRARY						
51000-51990 Personnel Services	431,366	477,540	501,402		501,402	501,402
52000-58990 Other Charges and Expenses	142,645	146,907	153,549		153,549	153,549
LIBRARY TOTAL	574,011	624,447	654,951	4.88%	654,951	654,951

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
630 RECREATION COMMISSION						
51000-51990 Personnel Services	144,901	152,199	162,029		162,029	162,029
52000-58990 Other Charges and Expenses	14,054	14,069	16,994		16,994	16,994
RECREATION COMMISSION TOTAL	158,955	166,268	179,023	7.67%	179,023	179,023

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
691 HISTORICAL COMMISSION						
52000-58990 Other Charges and Expenses	0	1,000	1,000		1,000	1,000
HISTORICAL COMMISSION TOTAL	0	1,000	1,000	0.00%	1,000	1,000

700-799 DEBT SERVICE

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
DEBT PRINCIPAL AND DEBT INTEREST						
0100-710-59100 Principal General Fund	2,230,097	1,015,116	1,246,464		1,246,464	1,246,464
0100-751-59150 Interest General Fund	851,376	866,929	870,987		870,987	870,987
0100-751-57880 Bond Disclosure	500	2,550	1,000		1,000	1,000
DEBT PRINCIPAL AND DEBT INTEREST TOTAL	3,081,973	1,884,595	2,118,451	12.41%	2,118,451	2,118,451

900-999 UNCLASSIFIED

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
910 EMPLOYEE BENEFITS						
51700 Police/Fire Accident and Workers' Comp.	293,630	326,783	282,837		282,837	282,837
51710 Unemployment Payments	1,314	30,000	30,000		30,000	30,000
51720 Health Insurance	5,245,751	5,570,300	6,066,598		6,066,598	6,066,598
51730 Retirement Fund	2,558,308	2,808,872	3,114,808		3,114,808	3,114,808
51740 Life Insurance	5,388	5,311	5,498		5,498	5,498
51750 Flexible Spending Account	6,445	7,250	7,470		7,470	7,470
51770 Medicare	415,496	406,621	441,824		441,824	441,824
51780 Dental Insurance	252,116	261,662	271,993		271,993	271,993
51785 Medicare B Penalty	17,525	17,250	17,600		17,600	17,600
EMPLOYEE BENEFITS TOTAL	8,795,973	9,434,049	10,238,628	8.53%	10,238,628	10,238,628

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
941 COURT JUDGMENTS						
57600 Court Judgments	232,965	0	0		0	0
COURT JUDGMENTS TOTAL	232,965	0	0	0.00%	0	0

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
945 LIABILITY INSURANCE						
52000-58990 Other Charges and Expenses	342,442	384,426	439,002		439,002	439,002
LIABILITY INSURANCE TOTAL	342,442	384,426	439,002	14.20%	439,002	439,002

300-399 EDUCATION

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
300 ELECTED SCHOOL COMMITTEE						
51000-51990 Personnel Services	50	500	500		500	500
ELECTED SCHOOL COMMITTEE TOTAL	50	500	500	0.00%	500	500

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
301 SOUTHBOROUGH SCHOOLS						
REGULAR DAY PROGRAMS						
Administration	638,555	647,536	643,697		643,697	643,697
Instruction	12,223,764	12,096,032	12,990,266		12,990,266	12,990,266
Other Student Services	884,217	902,088	982,954		982,954	982,954
Operation and Maintenance Buildings	1,904,485	1,869,135	1,915,810		1,915,810	1,915,810
Fixed Charges	300	300	53,217		53,217	53,217
Contractual Obligation	0	796,772	0		0	0
REGULAR DAY PROGRAMS TOTAL	15,651,321	16,311,863	16,585,944		16,585,944	16,585,944
SPECIAL EDUCATION PROGRAMS						
Administration	19,000	22,700	23,100		23,100	23,100
Instruction	5,556,661	5,511,233	6,058,346		6,058,346	6,058,346
Other Student Services	508,223	661,313	880,056		880,056	880,056
Operation and Maintenance Buildings	4,000	4,000	7,000		7,000	7,000
Fixed Charges	2,775	2,775	2,775		2,775	2,775
Programs, Other Systems in Massachusetts	467,630	375,646	542,826		542,826	542,826
Programs, Member of Collaborative	73,833	174,888	158,917		158,917	158,917
SPECIAL EDUCATION TOTAL	6,632,122	6,752,555	7,673,020		7,673,020	7,673,020
GRAND TOTAL OPERATING ACTUAL	22,283,443	23,064,418	24,258,964	5.18%	24,258,964	24,258,964

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
302 ALGONQUIN REGIONAL HIGH SCHOOL						
REGULAR DAY PROGRAMS						
Administration	712,689	717,195	722,561		722,561	722,561
Instruction	12,174,498	12,117,922	12,747,011		12,747,011	12,747,011
Other Student Services	2,187,175	2,218,446	2,356,517		2,356,517	2,356,517
Operation and Maintenance Buildings	1,988,471	2,161,116	2,193,835		2,193,835	2,193,835
Fixed Charges	4,367,478	4,825,018	4,919,604		4,919,604	4,919,604
New Equipment	0	0	0		0	0
Tuition, Other Public Schools	200,000	200,000	250,000		250,000	250,000
Contractual Obligation	0	574,602	0		0	0
REGULAR DAY PROGRAMS TOTAL	21,630,311	22,814,299	23,189,528		23,189,528	23,189,528
SPECIAL EDUCATION PROGRAMS						
Administration	19,000	15,000	15,500		15,500	15,500
Instruction	2,968,858	3,017,142	3,412,017		3,412,017	3,412,017
Other Student Services	334,767	483,508	612,517		612,517	612,517
Operation and Maintenance Buildings	2,100	2,100	5,600		5,600	5,600
Fixed Charges	1,595	1,595	1,595		1,595	1,595
Programs, Other Systems in Massachusetts	485,237	41,470	502,465		502,465	502,465
Programs, Member of Collaborative	285,213	215,232	132,204		132,204	132,204
SPECIAL EDUCATION TOTAL	4,096,770	3,776,047	4,681,898		4,681,898	4,681,898
GRAND TOTAL OPERATING ACTUAL	25,727,081	26,590,346	27,871,426	4.82%	27,871,426	27,871,426

	NON EXEMPT	EXEMPT	TOTAL	Percent Inc./Decr.		
FY 2022 SOUTHBOROUGH ASSESSMENT	9,118,929	396,969	9,515,898	6.89%		

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
304 ASSABET VALLEY REGIONAL TECH HIGH SCHOOL						
Southborough Operating Assessment	409,450	403,066	485,516		485,516	485,516
Renovation Project - Capital Assessment	34,369	33,357	32,345		32,345	32,345
SOUTHBOROUGH ASSESSMENT TOTAL	443,819	436,423	517,861	18.66%	517,861	517,861

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
305 NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL						
Tuition/Transportation Assessment	39,058	44,875	45,534		45,534	45,534
NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL TOTAL	39,058	44,875	45,534	1.47%	45,534	45,534

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *The article includes recommendations from both the Select Board and the Advisory Committee for the FY25 budget. Funding recommendations are noted in the individual recommendation columns for each department.*

ARTICLE 6: To see if the Town of Southborough will vote to raise and appropriate or transfer from available funds a sum of $289,414.00 to the Police Department Budget, #210 for the purpose of hiring four full-time dispatchers to provide coverage 24/7, or do or act anything in relation thereto.

Proposed by: BONNIE PHANEUF, ET AL.
Select Board Recommendation: At Town Meeting
Advisory Committee Recommendation: Not Support
Summary: *Over the past two and a half years the Town has been exploring joining a Regional Emergency Communications Center (RECC). Now is the time to address the immediate need. This is NOT a clerical job. Dispatchers provide critical emergency communication services to Police, Fire, EMS, Public Health, DPW, School Departments, Building Departments, Youth and Family Services, Senior Services, Recreation, State Police, Court, Commonwealth of Mass. Properties, Dam, MBTA Station,9-11 Field, Reservoir trails, Businesses and private non-profits.*Select Board Packet, March 7, 2023, Office of the Select Board, the original intent of looking at Regional Emergency Communications Center (RECC) was not for financial purposes for Southborough. There has been consensus that maintaining 1 dispatcher per shift is not acceptable. However, there have been questions raised about the costs. Three different scenarios of future dispatch costs with assumptions outlined in memo. * Select Board Meeting Minutes, December 19, 2023, III.i.ii. Chief Achilles & Chief Newell recommendation for maintaining current model Chief Newell and Chief Achilles shared their findings on enhancing the current dispatch operation system. "The Chiefs state that whether or not the Town chooses to regionalize, the immediate need is to add four full-time dispatchers to provide coverage 24/7."*

ARTICLE 7: To see if the Town of Southborough will vote to raise and appropriate, or transfer from available funds a sum of $119,372.00 for the purpose of covering the Employee Benefits for the additional four full-time dispatchers, or do or act anything in relation thereto.

Proposed by: BONNIE PHANEUF, ET AL.
Select Board Recommendation: At Town Meeting
Advisory Committee Recommendation: Not Support
Summary: *These Employee Benefits funds for the additional four full-time dispatchers will be applied to the Employee Benefits Budget, #910, as standard practice in Southborough.*

ARTICLE 8: To see if the Town of Southborough will vote to

1. Restate the request, approved at Annual Town Meeting 2023, that the Select Board, not enter into any IMA for Regional Dispatch without first presenting the principal terms thereof to Town Meeting for its recommendation thereupon
2. Request that the Select Board not enter into any IMA containing annual budgetary, or debt, approval terms that substantially circumvent, or fail to include, Town Meeting's financial approval requirements as contained in the provisions of the longstanding Regional School Agreement.
3. Request that the Select Board not enter into any IMA for Regional Dispatch before the Technology Committee has reported to Select Board and Town Meeting regarding the feasibility of creating virtual dispatch regions to provide similar coverage redundancy using substantially existing technology, while maintaining a 24 hour per day seven day per week physical presence at the Public Safety Building at no additional cost to the Town.
4. Recommend that Select Board recognize the necessity of full cooperation between Town governing bodies for successful operation of the Town. Advise the Select Board that, while the foregoing are merely requests, and Select Board is not bound to observe these requests, it is noted that the Select Board's annual request for its budget is similarly not binding on Town Meeting, further that Select Board disrespect for recommendation 2, circumventing centuries of taxation control by Town Meeting, may provoke a similar reaction by Town Meeting toward subsequent budgetary requests for Select Board, and that cooperation is far better if observed in both directions.

; or do or act anything in relation thereto.

Proposed by: BONNIE PHANEUF and JOHN BUTLER
Select Board Recommendation: At Town Meeting
Advisory Committee Recommendation: Not Support
Summary: *This is a citizen's petition.*

ARTICLE 9: To see if the Town will vote to raise a sum of money as may be necessary for the Water Enterprise Fund's use for Fiscal Year 2025, and make appropriations of the same, as detailed following, or do or act anything in relation thereto.

WATER ENTERPRISE	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY2025 REQUEST	PERCENT (+) or (-)
DIRECT COSTS					
51000-51990 Total Personal Services	319,953	387,136	399,116	435,159	
52000-58990 Other Charge & Expense	1,705,388	1,425,664	1,660,150	1,562,556	
59100 Principal Long Term Debt Water	344,408	345,000	342,000	380,000	
59150 Interest Long Term Debt Water	111,526	97,890	82,515	102,028	
59250 Interest on Notes	0	10,027	35,819	0	
CAPITAL EQUIPMENT - LEASE					
DPW DIESEL YEAR 4 OF 7	10,622	10,622	10,622	10,622	
DPW HOOK TRUCK YEAR 4 OF 7	9,103	9,264	9,105	9,105	
CAPITAL EQUIPMENT					
FY23 MINI EXCAVATOR - WTR PORTION		20,000			
FY24- PICKUP TRUCK - WTR PORTION			15,000	0	
FY25- ENGINEERING				250,000	
INDIRECT COSTS					
59510 Indirect Costs	204,695	216,133	249,770	372,387	
TOTAL WATER FUND	2,705,695	2,521,736	2,804,097	3,121,857	11.33%

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *The Water budget is funded through an Enterprise Fund that is supported entirely through the water rates and the fund's retained earnings, which supports all aspects of the department's operation. The funding for those capital items that are being leased/purchased for use by the Water Department, in whole or in part, are included in this budget.*

ARTICLE 10: To see if the Town will vote to transfer $100,000 from Water Retained Earnings for use in the FY24 Water Enterprise Fund budget, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article is intended to supplement the water revenue for the current fiscal year in the Water Enterprise Fund. FY24 has seen lower than expected water usage, and the use of retained earnings will complement the revenue from water rates and provide sufficient support for the Water Enterprise Fund.*

ARTICLE 11: To see if the Town will vote to raise and appropriate, or transfer from available funds a sum of money for General Government capital items for the following purposes:

	Description	Request	Levy	Receipts Reserved Ambulance/Other
A.	ROAD MAINT. & MISC STREET REPAIR	$272,500	$272,500	
B.	MOWER ATTACHMENT J DEERE TRACTOR	$20,630	$20,630	
C.	POLICE CRUISERS (2)	$150,000		$150,000
D.	DEFIBRILLATORS - PARAMEDIC	$50,000	$50,000	

, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary:
A. *These funds are for public roadway infrastructure and related design, permitting, maintenance, repair and construction throughout town. These are expended in conjunction with Chapter 90 roadway improvement funding from the Commonwealth. Prior to committing any FY25 Road Maintenance Funds, a formal plan for the anticipated use of these funds shall be presented to the Capital Planning Committee in a posted public meeting. The Capital Planning Committee will then vote to support or make suggested changes to the Select Board and the DPW Director.*
B. *This request replaces a 2009 Flail Mowerhead for the John Deere tractor for roadside mowing. This mower head replacement is needed immediately for uninterrupted service this upcoming year.*
C. *This funds the planned replacement of two front-line cruisers with two police utility vehicles. This is a scheduled rotation that would move the older cruisers with higher mileage out of the active rotation of front-line cars to detail vehicles. The new vehicles would replace 2 front line cruisers, both are 2019 Ford Explorers with approx. 100,000 miles each.*
D. *This request is to replace the existing 12-year-old Cardiac Monitor/Defibrillators that are no longer upgradable or repairable with the newest model Monitor/Defibrillators available. This upgrade will improve the Fire Department's ability to continue to provide the latest Advanced Life Support care to the patients we serve.*

ARTICLE 12: To see if the Town will vote to apply for, accept, and expend Massachusetts Public Library Construction Program ("MPLCP") grant funds if approved, and vote to raise and appropriate or transfer from available funds the sum of $150,000, or any other sum if said MPLCP grant is approved, said sum to be expended by the Town for library assessment, planning, feasibility and/or design, or act in any manner relating thereto, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *The Southborough Library is actively applying this year to the Massachusetts Public Library Construction Program (MPLCP), a state grant administered by the MA Board of Library Commissioners (MBLC). The purpose of the grant is to provide financial support to municipalities for the improvement of library facilities. Municipal votes for approval of support and local funding are required prior to a project moving forward into each phase. The Planning and Design Phase funding is for activities related to the planning and designing of new, renovated, or expanded public library facilities in advance of a whole building project.*

ARTICLE 13: To see if the Town will appropriate $2,186,000, or any other amount, to pay costs of purchasing the following items of capital equipment, including the payment of all costs incidental and related thereto:

A.	Fire Tower Demo Truck	$1,300,000
B.	Ambulance A28	$551,000
C.	Trash Trailer	$125,000
D.	Sidewalk Tractor w/Attachments	$210,000

and to determine whether this amount shall be raised by borrowing or otherwise, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary:
A. *The Southborough Fire Department is seeking favorable consideration for funding to replace Tower 21; a 2010 Aerial Platform Truck with a new Aerial Ladder Truck. The current Tower has several costly repairs and improvements to be made if it is retained. The current aerial platform truck has some operational limitations that a shorter wheel-based aerial could reduce or eliminate. These are related to travel restrictions, residential driveway access, and topography. This request will support risk reduction measures to areas identified in the department's 2020 Community Risk Analysis / Standard of Cover Report.*
B. *Fire Department ambulance per the replacement schedule. This replaces a 2018 Ford F-550/Horton 4x4 ambulance (number A28).*
C. *This request would allow the DPW to replace a 1997 Transfer Trailer that has reached the end of its useful life. The replacement will allow the continued and uninterrupted service for the users of the transfer station facility.*
D. *This request is to replace an existing 2001 trackless sidewalk tractor that currently has 9,500 hours of use. It has reached the end of its useful life. Replacement will allow timely removal of snow from the sidewalks – for continuous and uninterrupted service.*

ARTICLE 14: To see if the Town will vote to appropriate a sum of money for the payments under existing capital lease agreements as described below:

	Equipment	Authorized Department	Source of Appropriation	FY25 Amount
A.	1 - Horton Type Ambulance	Fire Department	FY25 Capital Budget - Ambulance Fund	$57,191
B.	1 - Swaploader Hook Lift Truck	Dept. of Public Works	FY25 Capital Budget - General Fund	$25,037
C.	1 - Pick Up Diesel F-350	Dept. of Public Works	FY25 Capital Budget - General Fund	$10,622
D.	1 - Fire Dept Chief Vehicle	Fire Department	FY25 Capital Budget - Ambulance Fund	$8,422
E.	Police Taser Program	Police Department	FY25 Capital Budget - General Fund	$19,455

, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *The lease agreements for these vehicles were authorized by Town Meeting in 2021, and these are the fourth year of the lease payments. With the exception of the Fire Ambulance (5-year lease) and Police Taser (3-year lease), all of the leases are for 7 years.*

ARTICLE 15: To see if the Town will vote to authorize payment from Fund 2261 – 9-11 Field Maintenance Revolving the sum of $45,000 for the FY24 principal and interest payment, and $45,000 for the FY25 principal and interest payment, for the May 2018 bond issuance for the resurfacing of 9-11 Field; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article will authorize the 911 Field maintenance account to pay debt incurred for the turf replacement of 911 Field. The loan term was shorter than anticipated and this will allow the Town to have this paid by the 911 Fund as intended.*

ARTICLE 16: To see if the Town will vote to transfer from Free Cash the sum of $30,000 for the purpose of hiring consultants, engineers, water quality specialists, and/or environmental consultants by various Town departments, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article allows town departments, with the approval of the Select Board, to hire outside expertise when the need arises.*

ARTICLE 17: To see if the Town will vote to raise and appropriate or transfer from available funds, the sum of $250,000 into the Other Post-Employment Benefits Liability Trust Fund (OPEB Fund) as authorized by General Laws, Chapter 32B, Section 20, in order to offset the anticipated future cost of providing post-retirement health and life insurance benefits to current and future retired Town employees, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This is an annual appropriation into the Town's OPEB Trust Fund that began back in 2014. The appropriation was previously done as part of the operating budget, but further guidance from the Dept. of Revenue has recommended that it be done in a separate article.*

ARTICLE 18: To see if the Town will vote to transfer from Free Cash the sum of $10,000 for the purpose of paying the Town's share of casualty and other losses incurred to Town property and equipment which are not covered by insurance policies, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article will provide funds to be used to pay the deductible for property damage which is not covered by insurance.*

ARTICLE 19: To see if the Town will modify the purpose of funds appropriated under Article 18 passed at the Annual Town Meeting on April 9, 2018 which stated "Lundblad Field design & specialty consultant" to re-purpose such funds for "Lundblad Field construction and upgrades", or do or act anything in relation thereto.

Proposed by: SELECT BOARD/RECREATION COMMISSION
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *The original article was to "fund research and design work including investigation of the membrane and other aspects of the property." As a balance of $46,411.00 remains the Town would like to utilize the residual funds for the construction of facility improvements, including, but not limited to, a community dog park.*

ARTICLE 20: To see if the Town will vote to raise and appropriate, or transfer from available funds the sum of $150,000 for the ongoing maintenance of capital equipment and systems associated with town buildings and facilities.

The Town Facilities Manager shall recommend appropriate projects to the Town Administrator. The Town Administrator shall approve all expenditures under this article. The Town Facilities Manager shall report all funded projects to the Capital Improvement and Planning Committee as requested, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article will provide for the maintenance and repair of capital equipment and systems associated with the Town's buildings and facilities.*

ARTICLE 21: To see if the Town will vote to raise and appropriate or transfer from available funds the sum of $25,000 for the ongoing maintenance of capital investments associated with outdoor recreational facilities. The Town's Director of Recreation shall recommend appropriate projects to the Recreation Commission. The Recreation Commission shall approve all expenditures under this article, or do or act anything in relation thereto.

Proposed by: SELECT BOARD/RECREATION COMMISSION
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary*: In the last 5 years, the Recreation Department has completed extensive capital improvements across the Town's outdoor facilities, including playgrounds, athletic fields, sport courts, and the Trottier track. Funding of this article will grant financial support for a proactive approach to facility maintenance to improve safety, reduce liability, and promote longevity of the own's outdoor assets.*

ARTICLE 22: To see if the Town will vote pursuant to Massachusetts General Laws, Chapter 44 § 53E ½ to authorize the following spending limits for existing revolving funds for Fiscal Year 2025, as follows:

1. Immunization/Emergency Dispensing Clinic; $15,000.
2. Inspectional Services; $140,000.
3. 9-11 Field Maintenance; $100,000.
4. Wetland Protection; $30,000.
5. Hazardous Materials; $75,000.
6. CPR Classes; $6,500.
7. Community Garden; $3,000.
8. Recreation Programs; $500,000.
9. Tobacco Control Program; $4,000.
10. Golf Course Maintenance; $75,000.

, or do or act anything in relation thereto.

Proposed by: BOARD OF HEALTH, SELECT BOARD, RECREATION COMMISSION, AND CONSERVATION COMMISSION
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article approves the annual spending limits for revolving funds that are now authorized by Town by-law.*

ARTICLE 23: To see if the Town will vote to accept provisions of the fourth paragraph of Massachusetts General Law Ch. 40, Section 3 to allow the Southborough School District to keep monies received from the rental of space in its schools. These monies may be expended by the Southborough School Committee for the purpose of upkeep and maintenance of any and all Southborough Public Schools with no further legislative body approval. The monies may accumulate from year to year, and shall not be considered to be part of the general funds unassigned balance, or do or act anything in relation thereto.

Proposed by: SOUTHBOROUGH SCHOOL COMMITTEE
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary*: The purpose of this warrant article is to create a Facility Rental revolving account for the Public Schools of Southborough, which would be governed by the Southborough School Committee. Funds collected through the rental of the four Southborough schools will be deposited into this account. These funds will be used to offset building costs such as building maintenance and utilities.*

ARTICLE 24: To see if the Town will vote to accept the provisions of G.L. c. 40, §13E and authorize the Southborough School District to establish a Special Education Stabilization Fund that can be used in future years for unanticipated or unbudgeted costs of special education, out of district tuition, transportation, and recovery high school tuition, or do or act anything in relation thereto.

Proposed by: SOUTHBOROUGH SCHOOL COMMITTEE
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary*: The purpose of this warrant article is to create a Special Education Stabilization Fund for the Public Schools of Southborough, which would be governed by the Southborough Select Board and the Southborough School Committee. The District will utilize these funds for unexpected or unbudgeted Special Education costs.*

ARTICLE 25: To see if the Town will authorize the Select Board to lease all or a portion of the roof of Trottier Middle School located at 49 Parkerville Road for a term of 10-20 years, upon such terms and conditions as are acceptable to the Select Board, to a solar energy provider to construct, maintain, and operate a solar facility on the property and to enter into a power purchase agreement with the solar energy provider; and further, to authorize the Select Board to grant an easement as may be necessary to install, maintain, operate, repair, reinstall, or replace any utilities required for interconnection to the solar facility project., or do or act anything in relation thereto.

Proposed by: SOUTHBOROUGH SCHOOL COMMITTEE
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary*: The purpose of this warrant article is to permit the Select Board to lease all or a part of the Trottier Middle School roof for a solar energy project. The lease of the roof would be contingent upon the replacement of the existing roof, for which the school district has applied to the Massachusetts School Building Authority. The solar project is part of the Public Schools of Southborough's strategic plan to implement energy efficiencies.*

ARTICLE 26: To see if the Town will vote to authorize the Northborough-Southborough Regional School District to establish a Stabilization Fund according to Chapter 71, Section 16G 1/2 of the General Laws for the purposes of funding capital items as identified in the Northborough-Southborough Regional School District Capital Plan, or do or act anything in relation thereto.

Proposed by: REGIONAL SCHOOL COMMITTEE
Select Board Recommendation: Not Support
Advisory Committee Recommendation: Not Support
Summary*: The purpose of this warrant article is to create a Capital Stabilization Fund for the Northborough-Southborough Regional School District, which would be governed by the NSRSD School Committee. The District will utilize these funds for capital improvements at Algonquin Regional High School. Capital projects will be presented to the Southborough Capital Improvement & Planning Committee as part of the annual budget process.*

ARTICLE 27: To act on the recommendation of the Community Preservation Committee on the Fiscal Year 2025 Community Preservation Budget and to appropriate or reserve for later appropriation monies from Community Preservation Fund annual revenues or available funds for the administrative expenses of the Community Preservation Committee, the payment of debt service, the undertaking of Community Preservation projects and all other necessary and proper expenses for the year, or take any other action relative thereto.

PROPOSED FISCAL YEAR 2025 COMMUNITY PRESERVATION BUDGET

Estimated Surcharge Receipts (Based on Town Treasurer's Projections) ……..…. $ 447,844
State Match (Projected FY2024 State Match) ……...…….…… $ 64,905
Total Projected Revenue…….. …… $ 512,749

The Community Preservation Committee recommends that the following amounts be appropriated or reserved from Fiscal Year 2025 Community Preservation Fund revenues with each item considered a separate appropriation.

Set Aside- Open Space
$51,275 to be set aside, held in the Community Preservation Open Space Reserve Account, and spent in FY2025 or later years for acquisition, creation, or preservation of open space, and for the rehabilitation and/or restoration of open space acquired under the Community Preservation Act.

Historic Preservation
No set aside required as spent in FY2025 on bonds for historic projects for the acquisition, preservation, rehabilitation, and restoration of historic resources.

Set Aside – Community Housing
$51,275 to be set aside, held in the Community Preservation Housing Reserve Account, and spent in FY2025 or later years for the creation, preservation, and support of community housing, and for the rehabilitation and/or restoration of community housing acquired under the Community Preservation Act.
Set Aside Administrative Costs – Community Preservation Committee
$25,637 to defray the administrative and operating expenses of the Community Preservation Committee in FY2025 for the Community Preservation Administration Account

Set Aside – CPA Budgeted Reserve/Discretionary
$106,274.00 Reserved for FY25 Budgeted Reserve/Discretionary Account

Annual Debt Service: $75,438 to be applied towards the bond for the perpetual Preservation Restriction on 84 Main Street also known as the Burnett House for the purpose of historic preservation as approved at ATM 2016

Annual Debt Service: $61,000 to be applied towards the bond for the renovation and restoration of the historic Southborough Library building for the purpose of historic preservation as approved at ATM 2018

Annual Debt Service: $141,850 to be applied towards the bond for the historic restoration of the Southborough Town House for the purpose of historic preservation as approved at ATM 2021
FY24 Annual Debt Service: $52,842 from the CPA FY24 Budgeted Reserve Fund Balance to be applied towards the bond for the historic restoration of the Southborough Town House for the purpose of historic preservation as approved at ATM 2021

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *The budget and set-asides are an annual requirement under the Community Preservation Act.*

ARTICLE 28: To see if the Town will vote to accept the report of the Community Preservation Committee for the FY2024 State Match Adjustment from the CPA Fund Balance and act upon the recommendations of the Community Preservation Committee and to set aside for later expenditure, certain sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the General Laws, as follows:
Actual FY24 State Match Receipts……...… $ 86,596
ATM2023 Projected FY24 State Match …… $82,561

FY24 State Match Adjustment …….$4,035

Set Aside- Open Space
$403 to be set aside, held in the Community Preservation Open Space Reserve Account, and spent in FY2025 or later years for acquisition, creation, or preservation of open space, and for the rehabilitation and/or restoration of open space acquired under the Community Preservation Act.

Set Aside – Historic Preservation
$403 to be set aside, held in the Community Preservation Historic Reserve Account, and spent in FY2025 or later years for the acquisition, preservation, rehabilitation, and restoration of historic resources.

Set Aside – Community Housing
$403 to be set aside, held in the Community Preservation Housing Reserve Account, and spent in FY2025 or later years for the creation, preservation, and support of community housing, and for the rehabilitation and/or restoration of community housing acquired under the Community Preservation Act.

Set Aside Administrative Costs
$201– Community Preservation Fund to defray the administrative and operating expenses of the Community Preservation Committee in FY2024 in the FY2024 Community Preservation Administration Account.

$2,625.00 Reserved for FY24 Community Preservation Budgeted Reserve/Discretionary)

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *Summary: This article is to account for an adjustment to the state match from what was budgeted at 2023 ATM and the FY24 State Match received.*

ARTICLE 29: To see if the Town will vote to appropriate $46,046 for the rehabilitation and restoration of historic Town records for historic purposes as requested by Southborough Town Clerk Jim Hegarty, with $21,005.43 from the Historic Reserve Account and $25,040.57 from the Budgeted Reserve Account. This consists of $45,046 in project costs and an additional $1,000 in contingency funding. Contingency funds only available after approval of the Community Preservation Committee for unexpected costs unforeseen at the time of application.
Funding is contingent on a project start of July 1, 2024, and to be completed by June 30, 2027 or funds to be returned to the Southborough Community Preservation Fund Balance as directed by the Southborough Community Preservation Committee. Project to be completed in conformance with details as presented to the members of the Community Preservation Committee and to be documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the
Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *Under the direction of Town Clerk Jim Hegarty said funds will be used for the restoration of historic Town documents dating back to the 1700's.*

ARTICLE 30: To see if the Town will vote to appropriate $211,232 from the CPA Fund Budgeted Reserve for the construction of the final segment of Peninsula Trail requested by the Southborough Trails Committee for recreational purposes. This consists of $183,680 in project costs and an additional $27,552 in contingency funding. Contingency funds only available after approval of the Community Preservation Committee for unexpected costs unforeseen at the time of application. Funding is contingent on a project start date of July 1, 2024, and to be completed by December 1, 2026, or funds to be returned to the Southborough Community Preservation Fund Balance as directed by the Community Preservation Committee. Project to be completed in conformance with details as presented to the members

of the Community Preservation Committee and to be documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *Under the direction of the Southborough Trials Committee (STC), and with Recreation Director Tim Davis as an advisor, said funds will be used for the installation of the boardwalk, footbridge, and other trail construction related tasks for "Bridging the Gap" Phase II of the STC Peninsula Trail Project.*

ARTICLE 31: To see if the Town will vote to appropriate $553,750 for the installation of a new irrigation system in accordance with the standards of Audubon International, at the Southborough Golf Club from the CPA Fund Balance, as requested by the Southborough Golf Committee for the purpose of recreation. This consists of $475,000 in project costs and an additional $78,750 in contingency funding. Contingency funds only available after approval of the Community Preservation Committee for unexpected costs unforeseen at the time of application. Funding is contingent on project completion by December 1, 2026, or funds to be returned to the CPA Fund Balance as directed by the Community Preservation Committee. Project to be completed in conformance with details as presented to the members of the Community Preservation Committee and to be documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *Under the direction the Southborough Golf Committee (STC), and with the golf course management company - New England Golf, overseeing the installation, said funds will be used for the installation of the new irrigation system to replace the existing 50+ year old system which is leaky, prone to failure requiring frequent repair, and time consuming to operate. This article is the Community Preservation Act share of a total project amount of $603,750 offset by a $50,000 contribution from the Golf Course Revolving Fund*.

ARTICLE 32: To see if the Town will vote to appropriate the sum of $96,115.13 for the use of the Board of Health to provide for substance abuse abatement activities following the Town's participation in the Statewide Opioid Settlements negotiated by the Massachusetts Attorney General, and to meet said appropriation the sum of $96,115.13 be transferred from Free Cash, or do or act anything in relation thereto.

Proposed by: BOARD OF HEALTH
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary*: This Article provides funds to supplement and strengthen resources possibly including but not limited to substance abuse prevention, harm reduction, treatment, and recovery funded by direct payments received by the Town of Southborough as a result of signing onto statewide settlements with opioid manufacturers, distributors, and/or pharmacies. In order to comply with settlement reporting requirements, the funds are being segregated from general revenues into a separate article.*

ARTICLE 33: To see if the Town will vote to authorize the Select Board under Clause (1) of Section 8 of Article 2, as amended, of the Amendments to the Constitution of the Commonwealth of Massachusetts to submit to the General Court a Home Rule Petition, accompanied by a proposed Special Act relating to the Town of Southborough public works. The General Court may make clerical or editorial changes of form only to the proposed, unless after a public hearing the Select Board approves amendments to the bill before enactment by the General Court. The Select Board is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition. Said submission shall be accompanied by an attested copy of the motion and vote of the Town Meeting on this article.

Said proposed Special Act shall make the following modifications to Ch. 447 of the acts of 1991: (a) Re-establish the office of Tree Warden as an appointee of the Select Board, supervised by the DPW superintendent; (b) dissolve the Public Works Planning Board of the town of Southborough; and (c) replace "board of selectmen" with "select board" throughout.
The form and wording of said submission shall be determined by the Select Board in consultation with Town Counsel and the Town's representatives to General court, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary*: The Public Works Planning Board was created in 1991, and does not meet current expectations. The Select Board is officially the town's Tree Warden by the Special Act which has proven inefficient. The office of Tree Warden would be reinstated as an appointed officer of the Town.*

ARTICLE 34: To see if the Town will vote to establish a Public Works Advisory Committee by deleting Article I ("Solid Waste Disposal Committee") of the Town Code in its entirety and inserting the following into the Town Code:

Article XIII Public Works Advisory Committee

§9-52 Purpose
Because the Department of Public Works ("DPW") is a complex organization that consumes a significant portion of the Town's budget and directly impacts the life of every resident: planning, prioritization, coordination and communications with the residents is essential. The Public Works Advisory Committee provides a focal point for and assistance with this complex function.
§9-52-A Establishment; Membership; Qualifications
Effective upon the dissolution of the Southborough Public Works Planning Board, there shall be a Public Works Advisory Committee ("PWAC"), which shall consist of five voting members and the non-voting ex-officio members identified below.
Each voting member shall be a resident of the Town and shall not be a Town officer or employee. Preferably at least 3 voting members should have significant relevant work experience and knowledge of activities undertaken by the DPW.
The voting members shall be appointed by the Select Board.
§9-52-B Appointments; Terms; Vacancies; Removal
Voting members shall be appointed for three-year terms. The initial appointments shall be two members for three years, two members for two years, and one member for one year, so as to establish overlapping terms.
Any voting member who shall remove from the Town, establish residency in another town, resign, or die shall cease to be a member. When notified that any voting member has failed to faithfully discharge his duties, or has failed without good cause to attend at least three quarters of the PWAC meetings held in any six-month interval: the Select Board may promptly give notice, hold a hearing and determine whether such member shall be removed from the PWAC. In any case of a vacancy in the voting membership, the Select Board shall make every effort to, within thirty days, appoint a replacement for the balance of the unexpired term.
The ex-officio (non-voting) members have terms coincident with their employment and shall be: the Superintendent of Public Works and the Town Planner.
§9-52-C Organization; Meetings
The members shall select, from among themselves, a Chair, vice-Chair, and a Secretary.
The PWAC shall establish a regular schedule of meetings sufficient to complete its duties, but shall meet at least quarterly.
The PWAC shall ordinarily and preferentially meet in the Town, but may conduct meetings, investigations or inspections within the scope of its duties and authority anywhere, subject to the Open Meeting Law and standard Town travel budgets and policies.
The PWAC may appoint from its own membership subcommittees and delegate to them such of its powers as it deems expedient.
All reports and recommendations of the PWAC made to the Town shall be voted by a majority of the voting members of the PWAC, but this shall not be construed to prevent recommendations by a minority nor to discourage full participation by the non-voting members.

§9-52-D Funding
Subject to appropriation, the PWAC may incur expenses for consultants, communications, minute-takers and other purposes. Such expenses shall be from a separate line item under the DPW's budget, established by the Town's regular budget process. Any expenditures from its budget shall require a majority vote of the PWAC or a designated member thereof, as permitted by law, and be subject to the Town's policies for such expenditures.
§9-53 Functions and Definitions
The duty of the PWAC shall be to respond to requests for support from the Superintendent of Public Works, the Select Board, the Planning Board, the Advisory Committee, the Capital Improvement Planning Committee, and such other Town Entities as may be appropriate.
Further, PWAC shall also proactively evaluate, study, recommend, propose, and/or report on significant projects to be undertaken by the DPW.
The PWAC shall assume the functions of the former Green Technology and Recycling Committee that were assigned to the former Public Works Planning Board.
In this Article XIII, the phase "Town Entities" includes any Town board, committee, or agency of Town government, or subsidiary organization of any of these, whether statutory, elected or appointed.
In this Article XIII, the phase "Public Works Projects" includes projects conducted or planned to be conducted by the DPW, including but not limited to: road and sidewalk construction and maintenance; solid waste disposal (including operation of the transfer station, recycling and fees); cemetery operation; construction and maintenance of the water system (including conservation and fees); tree maintenance, removal, and replacement; public stormwater, and traffic management.
§9-54 Mission and Authority
The PWAC shall assist with establishing priorities and long-term planning for significant Public Works Projects. The PWAC may evaluate and/or develop options to be considered for Public Works Projects that significantly deviate from their plans in scope, expense, and/or schedule. The PWAC may assist in locating and/or evaluating the desirability of external (e.g., grant) funding for Public Works Projects.
The PWAC shall coordinate its work with the Select Board, Advisory Committee, Capital Improvement Planning Committee, Planning Board, Trails Committee, and Recreation Commission as reasonably necessary.
The PWAC shall not manage or direct the Superintendent of Public Works, DPW employees, or projects.
The PWAC shall assist the Superintendent of Public Works to communicate plans for Public Works Projects and the status of such projects to residents (especially neighbors) at the earliest feasible time. It shall serve as a focal point for citizen concerns with Public Works Projects, and may conduct public hearings.
§9-54-A Other Agencies
The PWAC may meet with other governmental agencies to discuss opportunities for interoperation, efficiencies or other synergies. However, the PWAC does not have the authority to commit the Town to pursue such opportunities, which authority rests with the Superintendent of Public Works, other Town Entities, and/or their designees.
§9-55 Reporting
From time to time, as may be necessary, the PWAC shall report to the Superintendent of Public Works and/or the Select Board on its activities and such reports, studies, evaluations, recommendations, and/or proposals as it has initiated or have been requested of it.
From time to time, as may be necessary, the PWAC shall report to the Town Meeting.
§9-56 Interpretation
The section headings and numbering of this Article XIII are for convenience and shall not be construed to modify the interpretation of the article.
In this Article XIII, terms are defined in quotation marks within parenthesis, and their uses are indicated by capitalization. The definition of each such term applies to its use in the entirety of this Article XIII, whether or not the definition appears before such use.
In this Article XIII, the word "will" is to be interpreted as descriptive of an outcome or process and not as an imperative; the word "shall" is to be interpreted in the imperative sense of "must" or "is required to"; while the word "may" is to be interpreted in the permissive sense of "optionally", or "has discretion whether or not to".

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary*: Replaces the Special Act-chartered Public Works Planning Board with a Town standing committee when the PWPB dissolves as initiated by the previous article.*

ARTICLE 35: To see if the Town will vote to amend Article XI, Capital Improvement and Planning Committee, of the Town Code by deleting § 9-43(A) in its entirety, and replacing it with the following:

A. There shall be a Capital Improvement and Planning Committee ("CIPC"), which shall consist of five voting members and the two nonvoting ex-officio members identified below.

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary*: The Capital Improvement and Planning Committee is seeking to reduce its membership from 7 to 5 members to alleviate issues with getting quorums for meetings.*

ARTICLE 36: To see if the Town will vote to add a new **§174-10.3** to the Town of Southborough's Zoning Bylaws, amend the zoning map to include the MBTA Communities Overly District (MCOD) as shown on the maps prepared by Bohler Engineering in March 2024 as further depicted in the handout, amend certain other sections to integrate the new section into the current zoning bylaw, and make any minor modifications to the text required for consistency with the existing format of the bylaws or do or act anything in relation thereto.

New language shown in **bold**, deleted language shown with ~~strikethrough~~ with the exception of the new §174-10.3.

Add the following definitions to §174-2. Definitions:

B. Definitions

AFFORDABLE UNIT
A multi-family housing unit that is subject to a restriction recorded in its chain of title limiting the sale price or rent or limiting occupancy to an individual or household of a specified income, or both.

AFFORDABLE HOUSING
Housing that contains Affordable Units as defined by §174-2.

AREA MEDIAN INCOME (AMI)
The median family income for the metropolitan statistical region that includes the Town of Southborough, as defined by the U.S. Department of Housing and Urban Development (HUD).

DWELLING, MULTIFAMILY *WITHIN THE* MCOD
A building with three or more residential dwelling units or two or more buildings on the same lot with more than one residential dwelling unit in each building.

Modify the following existing definitions in §174-2. Definitions:

B. Definitions

DWELLING UNIT
~~Living quarters for a single family.~~
A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation.

Add the following text to: §174-3. Districts enumerated:

N. MBTA Communities Overlay District, referred to as MCOD.

Add the following text to Article III. Use Regulations:

§174-8.13 MCOD MBTA Communities Overlay District

A. See §174-10.3

Add the following text to §174-10.A:

(6) All multi-family development within the MCOD (§174-10.3). The provisions of §174-11 Signs, §174-12 Parking and Loading, §174-12.1 Outdoor Illumination, §174-13 Landscaping, §174-13.3 Lower Impact Development, §174-13.4 Water Resource Protection, and §154 Stormwater and Erosion Control shall be included as a part of the MCOD site plan review process.

Add the following text to §174-12.1. Outdoor Illumination:

E. (2) LZ-1 : low ambient lighting
(b) Zoning Districts: Residence A, Residence B, **and MCOD.**

F. Table 1 – under the column LZ-1, add "**MCOD**" below Residential B.

Add the following new section under Article III. Use Regulations:

§174-10.3: MBTA Communities Overlay District.

A. Purpose.

The purpose of the MBTA Communities Overlay District (MCOD) is to allow multi-family housing as of right in accordance with Section 3A of the Zoning Act (Massachusetts General Laws Chapter 40A). This zoning provides for as of right multi-family housing to accomplish the following purposes:

(1) Encourage the production of a variety of housing sizes and typologies to provide equal access to new housing throughout the community for people with a variety of needs and income levels;

(2) Support vibrant neighborhoods by encouraging an appropriate mix and intensity of uses to support an active public space that provides equal access to housing, jobs, gathering spaces, recreational opportunities, goods, and services within a half-mile of a transit station.

(3) Locate housing within walking distance of public transit to promote general public health, reduce the number of vehicular miles traveled, support economic development, and meet community-based environmental goals, including reducing greenhouse gases and improving air quality.

(4) Support public investment in public transit and pedestrian- and bike-friendly infrastructure.

B. Establishment and Applicability.

This MCOD is an overlay district having a land area of approximately 53.9 acres in size that is superimposed over the underlying zoning district(s) and is shown on the Zoning Map.

(1) **Applicability of MCOD.** An applicant may develop multi-family housing, a building with three or more residential dwelling units or two or more buildings on the same lot with more than one residential dwelling unit in each building, located within an MCOD in accordance with the provisions of this §174-10.3. The MCOD shall be exempt from §174-8.C.(2) a special permit for 2 buildings on one lot

(2) **Underlying Zoning.** The MCOD is an overlay district superimposed on underlying zoning districts. The regulations for use, dimensions, and all other provisions of the Town of Southborough's Zoning Bylaw governing the respective underlying zoning district(s) shall remain in full force, except for uses allowed as of right in the MCOD. Uses that are not identified in §174-10.3 are governed by the requirements of the underlying zoning district(s).

(a) The requirements of §174-13.2 Major residential development do not apply to the MCOD.

(b) The requirements of §174-13.3.E, Lower Impact Development special permit application and process shall not apply to a multifamily use within the MCOD, but the performance standards of §174-13.3.I, Lower Impact Development, Performance Standards: LID Criteria, may be considered during site plan review.

(c) The requirements of §174-13.4.C, Water Resource Protection special permit process shall not apply to a multifamily use within the MCOD, but compliance with the Massachusetts Surface Water Quality Standards (314 CMR 4.00) may be considered during site plan review.

(d) The requirements of §174-11. Signs also apply.

(e) The requirements of §174-12.1. Outdoor Illumination also apply.

(3) **Subdistricts:** The MCOD contains the following subdistricts, all of which are shown on the Zoning Map:

(a) MCOD Subdistrict #1 (Residence B Dimensional Standards)

(b) MCOD Subdistrict #2 (Industrial Park Dimensional Standards)

(c) MCOD Subdistrict #3 (Industrial Park Dimensional Standards)

For subdistrict dimensional standards, see §174-10.3.E.(1) Table of Dimensional Standards.

C. Definitions.

Terms used in this section but not otherwise defined herein or under §174-2 of the Zoning Bylaw shall be as defined in the Zoning Act.

D. Permitted Uses.

(1) **Permitted Uses are as follows:** The following uses are permitted as of right within the MCOD.

(a) Multi-family housing, as referenced in §174-10.3.B. (1)

(2) **Accessory Uses.** The following uses are considered accessory as of right to any of the permitted uses in Section D.1. above.

(a) Parking, including surface parking and parking within a structure such as an above ground or underground parking garage or other building on the same lot as the principal use.

(3) **Prohibited uses.** All uses which are not listed above, legally nonconforming, or otherwise allowable by the provisions of the underlying zoning regulations, are prohibited.

E. Dimensional standards are as follows:

(1) **Table of Dimensional Standards.** The dimensional requirements applicable in the MCOD are as follows:

Dimensional Standards	***MCOD Subdistrict #1*** **(Residence B Dimensional Standards)**	***MCOD Subdistricts #2 & #3*** **(Industrial Park Dimensional Standards)**
(a) Minimum lot area	**25,000**	**43,560**
(b) Minimum frontage	**125**	**200**

(c) Minimum setbacks			
(i) Front	**30**	**Subdistrict #2** **75***	**Subdistrict #3** **50***
(ii) Rear	**35**	**50**	
(iii) Side	**15**	**50**	
(d) Maximum height	**2.5 stories or 35 feet**	**3 stories or 45 feet**	
(e) Maximum floor area ratio	**0.3**	**0.6**	
(f) Maximum dwelling units per acre	**15.0**	**15.0**	

***A 75-foot setback is required for buildings on Route 9.**

(2) **Multi-Building Lots.** In the MCOD, lots may have more than one principal building. A minimum distance of ten (10) feet is required between principal buildings.

(3) **Exceptions:** (refer to §174-15).

(4) **Exceptions: Renewable Energy Installations.** The Planning Board may waive the height and setbacks in §174-10.3.E.(1) Dimensional Standards to accommodate the installation of solar photovoltaic, solar thermal, living, and other eco-roofs, energy storage, and air-source heat pump equipment. Such installations shall not create a significant detriment to abutters in terms of noise or shadow and must be appropriately integrated into the architecture of the building, as applicable, and the layout of the site. The installations shall not provide additional habitable space within the development.

F. Off-Street Parking.

These parking requirements are applicable to development in the MCOD.

(1) **Number of parking spaces.** The following **minimum** numbers of off-street parking spaces shall be permitted by use, either in surface parking or within garages or other structures:

Use	Minimum Spaces
Multi-family	**1.5 per unit**

(2) **Number of bicycle parking spaces.** The following **minimum** numbers of covered bicycle storage spaces shall be provided by use:

Use	Minimum Spaces
Multi-family	**1 per unit**

(3) **Bicycle storage.** For a multi-family development of 15 units or more, covered parking bicycle parking spaces of no less than 25% of the total required spaces shall be integrated into the structure of the building(s).

G. General Development Standards.

(1) Development standards are applicable to all multi-family development within the MCOD. These standards are components of the Site Plan Review process in §174-10.3.I. Site Plan Review.

(2) **Site Design**.

(a) **Connections.** Sidewalks shall provide a direct connection among building entrances, the public sidewalk (if applicable), bicycle storage, and parking.

(b) **Vehicular access.** Where feasible, curb cuts shall be minimized, and shared driveways encouraged.

(c) **Mechanicals.** Mechanical equipment at ground level shall be screened by a combination of fencing and plantings. Rooftop mechanical equipment shall be screened if visible from a public right-of-way.

(d) **Dumpsters.** Dumpsters shall be screened by a combination of fencing and plantings. Where possible, trash and recycling collection points shall be located within the building.

(e) **Stormwater management.** Stormwater Management shall comply with the most current versions of the Massachusetts Department of Environmental Protection Stormwater Management Standards, the Massachusetts Stormwater Handbook, Massachusetts Erosion Sediment and Control Guidelines, and, the provisions under Town Code §154, Stormwater and Erosion Control. Provisions under Stormwater and Erosion Control shall be included as part of the Site Plan Review process but shall not supersede the requirements of §154.

(f) The following provisions shall be reviewed under site plan approval process:
(1) Screening for Parking (refer to §174-13. Landscaping).
(2) Parking and Loading (refer to §174-12. Parking and Loading, provided the required number of spaces shall be reduced as provided in F, above).
(3) Landscape and Plantings (refer to §174-13. Landscaping).
(4) Lighting (refer to §174-12.1. Outdoor illumination).
(5) Signs (refer to §174-11. Signs).
(6) Lower Impact Development (refer to §174-13.3. Lower Impact Development, provided section E shall not apply).
(7) Water Resource Protections (refer to §174-13.4. Water Resource Protection, provided section C shall not apply).
(8) Stormwater and Erosion Control (refer to §154. Stormwater and Erosion Control of the Town of Southborough Bylaws).

(3) **Buildings: General.**

(a) **Position relative to the principal street.** The primary building shall have its principal façade and entrance facing the principal street. See also §174-10.3.G.6. Buildings: Corner Lots.

(b) **Entries.** Where feasible, entries shall be clearly defined and linked to a paved pedestrian network that includes the public sidewalk.

(c) **Exterior Design.** The building(s) shall have an exterior design that is consistent with the styles of the surrounding residential neighborhood and the Town of Southborough in general.

(4) **Buildings: Multiple buildings on a lot.**

(a) Parking and circulation on the site shall be organized so as to reduce the amount of impervious surface. Where possible, parking and loading areas shall be connected to minimize curb cuts onto public rights-of-way.

(b) A paved pedestrian network shall connect parking to the entries to all buildings and the buildings to each other.

(c) The orientation of multiple buildings on a lot should reinforce the relationships among the buildings. All building façade(s) shall be treated with the same care and attention in terms of entries, fenestration, and materials.

(d) The building(s) adjacent to the public street shall have a pedestrian entry facing the public street.

(5) **Buildings: Shared Outdoor Space.** Multi-family housing shall have common outdoor space that all residents can access. Such space may be located in any combination of ground floor, courtyard, rooftop, or terrace.

(6) **Buildings: Corner Lots.** A building on a corner lot shall indicate a primary entrance either along one of the street-facing façades or on the primary corner as an entrance serving both streets.

(a) Such entries shall be connected by a paved surface to the public sidewalk, if applicable.

(b) All façades visible from a public right-of-way shall be treated with similar care and attention in terms of entries, fenestration, and materials.

(c) Fire exits serving more than one story shall not be located on either of the street-facing façades.

(7) **Buildings: Infill Lots.** If the adjacent buildings are set back at a distance that exceeds the minimum front yard requirements, infill buildings shall meet the requirements of §174-10.3.E.(1) Dimensional Standards. Otherwise, infill buildings may match the setback line of either adjacent building, or an average of the setback of the two buildings to provide consistency along the street.

(8) **Buildings: Principal Façade and Parking.** Parking shall be subordinate in design and location to the principal building façade.

(a) **Surface parking.** Surface parking shall be located to the rear or side of the principal building. Parking shall not be located in the setback between the building and any lot line adjacent to the public right-of-way.

(b) **Integrated garages.** The principal pedestrian entry into the building shall be more prominent in design and placement than the vehicular entry into the garage.

(c) **Parking structures.** Building(s) dedicated to structured parking on the same lot as one or more multi-family buildings shall be subordinate in design and placement to the multi-family building(s) on the lot.

(9) **Waivers.** Upon the request of the Applicant and subject to compliance with the Executive Office of Housing and Livable Communities' (EOHLC's) Compliance Guidelines, the Planning Board may waive the requirements of this §174-10.3.G. General Development Standards, in the interests of design flexibility and overall project quality, and upon a finding of consistency of such variation with the overall purpose and objectives of the MCOD.

H. Affordability Requirements.

(1) **Purpose**.

(a) Promote the public health, safety, and welfare by encouraging a diversity of housing opportunities for people of different income levels;

(b) Provide for a full range of housing choices for households of all incomes, ages, and sizes;

(c) Increase the production of affordable housing units to meet existing and anticipated housing needs; and

(d) Work to overcome economic segregation, allowing the Town of Southborough to be a community of opportunity in which low and moderate-income households have the opportunity

to advance economically.

(2) **Applicability.** This requirement is applicable to all residential developments with ten (10) or more dwelling units, whether new construction, substantial rehabilitation, expansion, reconstruction, or residential conversion (Applicable Projects). No project may be divided or phased to avoid the requirements of this section.

(3) **Subsidized Housing Inventory**. All units affordable to households earning 80% or less of AMI created in the MCOD under this section must be eligible for listing on EOHLC's Subsidized Housing Inventory (SHI).

(4) **Provision of Affordable Housing.** In Applicable Projects, not fewer than ten percent (10%) of housing units constructed shall be Affordable Housing Units. For the purpose of calculating the number of units of Affordable Housing required within a development project, a fractional unit shall be rounded up to the next whole number. The Affordable Units shall be available to households earning income up to eighty percent (80%) of the AMI.

(5) **Alternative Methods.**

(a) As an alternative to the requirements of paragraph (3) of this section, and in certain exceptional circumstances, the Planning Board may, at the formal written request of the developer, consider an alternative method of compliance, as provided for in §174-13.2.E.(5).

(6) **Affordability Development Standards.** Affordable Units shall be:

(a) Integrated with the rest of the development and shall be compatible in design, appearance, construction, and quality of exterior and interior materials with the other units and/or lots;

(b) Dispersed throughout the development;

(c) Located such that the units have equal access to shared amenities, including light and air, and utilities (including any bicycle storage and/or Electric Vehicle charging stations) within the development;

(d) Located such that the units have equal avoidance of any potential nuisances as market-rate units within the development;

(e) Distributed proportionately among unit sizes; and

(f) Distributed proportionately across each phase of a phased development.

(g) Occupancy permits may be issued for market-rate units prior to the end of construction of the entire development provided that occupancy permits for Affordable Units are issued simultaneously on a pro rata basis.

(7) **Administration.**

(a) The Zoning Enforcement Officer shall be responsible for administering and enforcing the requirements in this section.

I. Site Plan Review.

(1) **Applicability.** The requirements of §174.10 Site Plan Approval are applicable to any multi-family development within the MCOD, unless modified herein. An application for Site Plan Review shall be reviewed by the Planning Board for consistency with the purpose and intent of this §174-10.3.

(2) **Site Plan Approval.** Site Plan approval for uses listed in §174-10.3(D) Permitted Uses shall be granted upon determination by the Planning Board that the following requirements have been satisfied. The Planning Board may impose reasonable conditions, at the expense of the applicant, to ensure that these requirements are satisfied.

(a) the Applicant has submitted the required fees and information as set forth in *the Town of Southborough's requirements for a Building Permit and Site Plan Review; and*

(b) the project as described in the application meets the development standards set forth in §174-10.3.G General Development Standards and the requirements of §174-10.3.D.(1) and §174-10 or has received waiver(s) from the requirements therein.

(3) **Project Phasing.** An Applicant may propose, in a Site Plan Review submission, that a project be developed in phases subject to the approval of the Planning Board, provided that the submission shows the full buildout of the project and all associated impacts as of the completion of the final phase. However, no project may be phased solely to avoid the provisions of §174-10.3.H Affordability Requirements.

J. Severability.

If any provision of this §174-10.3 is found to be invalid by a court of competent jurisdiction, the remainder of §174-10.3 shall not be affected but shall remain in full force. The invalidity of any provision of this §174-10.3 shall not affect the validity of the remainder of the Town of Southborough's Zoning Bylaw

; or do or act anything in relation thereto.

Proposed by: PLANNING BOARD
Select Board Recommendation: At Town Meeting
Advisory Committee Recommendation: At Town Meeting
Summary*: The intent of this article is to comply with Chapter 40A §3A, MBTA Multi-family zoning. The MBTA Communities shall have a zoning ordinance or by-law that provides for at least 1 district of reasonable size in which multi-family housing is permitted as of right; provided, however, that such multi-family housing shall be without age restrictions and shall be suitable for families with children. The proposed MBTA Communities Overlay District (MCOD) is comprised of 3 areas as depicted on the maps prepared by Bohler Engineering dated March 2024, as further depicted in the handouts, and to include all other changes proposed to implement the new MCOD overlay district.*

ARTICLE 37: To see if the Town will vote to amend the Town Code to add Downtown District to Chapter 174 - Zoning as follows:

- ➢ Schedule of use regulations – 174-8.C(5) after Business Village District.
- ➢ Signs – 174-11 (D) – sign regulations next to Business Village
- ➢ Signs-174-11.E [1] [a] after Business Village District.
- ➢ Signs-174-11.E [1] [b] after Business Village District.
- ➢ Signs-174-11.E [2] [a] after Business Village District.
- ➢ Signs-174-11.E [2] [b] after Business Village District.
- ➢ Signs-174-11.E (d) [1] after Business Village District.
- ➢ Signs-174-11.E (d) [2] after Business Village District.
- ➢ Outdoor Illumination – 174-12.1.E (3) (b), and Table 1 under LZ-2 add Downtown District below Business Village
- ➢ Landscaping – 174-13.A(3) as follows:

  (3) Exceptions.
  The requirements of this section do not apply to developments or renovations in the Business Village District **and the Downtown District**. However, the Planning Board may require landscaping as part of the site plan or special permit application within the Business Village District **and Downtown District**.

And anywhere else in the code where the Business Village District is referenced and appropriate.

; or do or act anything in relation thereto.

Proposed by: PLANNING BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary*: The intent of this Article is to add the phrase "Downtown District" where "Business Village District" is referenced, as applicable, throughout the Town Code.*

ARTICLE 38: To see if the Town will vote to amend Chapter 174 of the Town Code to include an expiration for special permits as required by MGL c. 40A Section 9 as follows:

In Chapter 174 Section 9 – Special Permit Requirements, to add after the sentence ending with "...or destructive of property values therein." the following clause: "Unless otherwise designated by this chapter, if the rights authorized by a special permit are not exercised within two years from the date of grant thereof, they shall lapse, and a new petition, notice, and hearing will be required for their reestablishment. The applicant may be granted a single one-year extension by applying in writing to the special permit granting authority at least 30 days prior to the date when the special permit is due to lapse. An extension will only be granted for good cause and/or at the discretion of the special permit granting authority."

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD/ZONING BOARD OF APPEALS
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary*: This article would amend the Zoning Bylaw to comply with MGL c. 40A Section 9, which requires bylaws to provide a specified period of time after which special permits will lapse.*

ARTICLE 39: To see if the Town will vote to delete in its entirety Chapter § 9-2 of the town code "Meetings prohibited on Election Day, or when Town offices are closed due to weather or other emergency" and replace it with:

§ 9-2 Meetings prohibited on Election Day, or when Town offices are closed due to a weather or other emergency

A. If the Select Board or their designee announce that all Town offices are closed due to a weather or other emergency, any scheduled public meeting shall be cancelled. However, public meetings may be held if the meeting is properly noticed for and held in an online format where the public may observe the meeting. A previously scheduled in-person only meeting may be changed to an online format by submitting a revised agenda to the Town Clerk in a timely fashion. If a meeting is cancelled, the Town Clerk shall post notice of the cancellation on the Town website.

B. This prohibition will not apply to emergency meetings held to address weather or other emergencies as defined by the Attorney General.

C. No board, committee or commission shall schedule a meeting on the day of any Town, state or federal election.

; or do or act anything in relation thereto.

Proposed by: TOWN CLERK
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary*: This Article modifies the existing town code to allow meetings to be held when town buildings are closed to the public due to a weather or other emergency, if the meeting is held in an online format where the public may observe the meeting.*

ARTICLE 40: To see if the Town will vote to accept MGL Ch 41 §19 K which states as follows:

"In any town, that accepts this section, a town clerk who has completed the necessary courses of study and training, and has been awarded a certificate by the Massachusetts Town Clerks' Association as a certified Massachusetts

municipal clerk, shall receive as compensation from such town, in addition to the regular annual compensation paid by such town for services in such office, an amount equal to 10 per cent of such regular annual compensation, but not more than $1,000 per year. In order to qualify for such additional compensation, a town clerk shall submit to the board of selectmen of such town proof of the award of such certificate. The additional compensation provided in this section shall be prorated for any 12 month period in which an eligible person does not hold the office of town clerk for 12 consecutive months. Such additional compensation shall discontinue when certification is discontinued or withdrawn."

; or do or act anything in relation thereto.

Proposed by: TOWN CLERK
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary*: This Article accepts the Massachusetts General Law that provides an annual $1,000 stipend to a town clerk who obtains certification as a Massachusetts Municipal Clerk. Only 31% of Massachusetts town clerks have the required experience, have taken the required continuing education courses and passed the 250 - question examination required to earn this certification.*

ARTICLE 41: To see if the Town will vote to amend Town Code § 9-25 Meeting minutes, by deleting it in its entirety and replacing it with:

Each board, committee, or commission shall provide minutes for each of its meetings to the Town Clerk within 45 days of the meeting. Minutes shall be kept by the Town Clerk for a period as required by applicable state law. This requirement shall not apply to Executive Session Minutes, which shall only be provided to the Town Clerk within 45 days from the date that they are released for public disclosure.

A. Minutes shall indicate whether they have or have not been approved by the board, committee or commission when submitted to the Town Clerk.
(1) Minutes that have not been approved at the time of their receipt shall be labeled "Draft."
(2) The Town Clerk shall log the receipt of all minutes and the Town Clerk shall post minutes on the Town website.

B. Minutes shall be submitted in a manner consistent with the Open Meeting Law (MGL c. 30A, § 22), and the Attorney General's Open Meeting Law Guide, and must include:
- the date, time and place of the meeting;
- the members present or absent;
- the decisions made and actions taken, including a record of all votes;
- a summary of the discussions on each subject;
- a list of all documents and exhibits used at the meeting; and
- the name of any member who participated in the meeting remotely.

C. Minutes submitted to the Town Clerk shall include, as reasonably possible, copies of all documents, exhibits, and electronic files of any audio or video presentations used at the meeting, including items created by the board members, or by others allowed to make presentations at the meeting.
(1) The term "used at the meeting" shall mean a document, exhibit, audio or video presentation that was (1) identified by name, or (2) presented at the meeting, and (3) discussed at the meeting.
(2) If copies of documents or other exhibits used at the meeting cannot be provided due to the physical nature of the exhibit (e.g., size of the exhibit, etc.), the specific filing location of the document or exhibit shall be identified.

D. The last page of the minutes shall include a section labelled Documents Used at This Meeting and shall list the names of each document that was used at the meeting.

; or do or act anything in relation thereto.

Proposed by: TOWN CLERK
Select Board Recommendation: Support
Advisory Committee Recommendation: Support

Summary: *This Article clarifies the existing requirements for board, committee, or commission ("the board') meetings to maintain minutes and documents used at meetings. This Article adds the requirement that any audio or video presentation that a board allows to be displayed at a meeting be retained, regardless of who created the presentation. This Article also adds the requirement that the last page of the minutes includes a section labelled "Documents Used at This Meeting" with a list the names of each document that was used at the meeting. A recent review of minutes submitted to the town clerk revealed several instances where no documents were submitted by the board.*

ARTICLE 42: To see if the Town will vote to petition the General Court for the passage of special enabling legislation authorizing the Town to authorize, issue and sell pension obligation bonds to finance the Town's unfunded pension liability to the Worcester Regional Retirement System, fund any necessary reserves, and all other costs associated therewith, which special enabling legislation shall be in such form as the Select Board shall approve, and provided further that the Select Board may accept and approve any amendments required in such special act as required by the General Court, provided that such amendments do not materially impact the purpose of the Special Act, as may be approved hereunder; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article will authorize the Town to seek special legislation that would allow the Town to retire its portion of the Worcester Retirement System unfunded liability. If market conditions were favorable the Town would seek Town Meeting approval to issue pension obligation bonds for this purpose.*

ARTICLE 43: To see if the Town will vote to transfer from Free Cash the sum of Thirty Thousand Dollars ($30,000) or such other amount as Town Meeting may approve for the purpose of funding events [i.e. fireworks, parade, public art, etc.] as authorized by the Tricentennial Committee celebrating the Town of Southborough's incorporation, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This funding will serve as seed money to support the work of the Tricentennial Committee. Expenditures will be approved by the Committee Chair [subject to approval by the Committee] and may include items like patriotic bunting, memorabilia, assistance with digital media or deposits on events such as fireworks, etc.*

ARTICLE 44: To see if the Town will vote to approve the Assabet Valley Regional Vocational Technical School Committee's vote on January 9, 2024, to establish a Stabilization Fund for the Assabet Valley Regional Vocational Technical School District, pursuant to Section 16G ½ of Chapter 71 of the Massachusetts General Laws, said Stabilization Fund, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Not Support
Summary: *The purpose of this warrant article is to help with the creation and support of a Capital Improvement Fund for the school district which would be governed by the AVRVSD School Committee. Historically, Assabet has been able to accommodate Capital Improvements through the use of Out-of-District Tuition and through grant opportunities, however, neither is a continued sustainable option.*

ARTICLE 45: To see if the Town will vote that the Town hereby resolves not to seek to sell, agree to sell, or enter into a sale of the 21 Highland St. property until January 1, 2028. It is agreed that the sale or transference of the property could be detrimental to the town until the following factors are resolved: There is currently a new school project being contemplated with an unspecified school price tag that could range as high as 60-100 Million dollars at his moment. The process of planning and building a new school could take another 3 or more years to complete. There is currently

300 408 housing units likely to be built in the next 3-5 years, and the MBTA community Act currently threatens the town with another potential 750 units of multifamily zoning by right, so in the next 3+ years to come the town could lose control of housing development in many areas of the town (there are 3800 housing units in the town currently, the total new burden could add a possible 26% population increase). Although it is unrealistic to expect the full number of units, the current school estimates do not take all of these factors into account, nor can we accurately project numbers with confidence having no control over the zoning, unit type, or building process. There is no current organizational model or plan to mitigate the possible cost or space need effects upon town departments, and no current plan for town space needs if this rapid population growth occurs. The current space need plans are dependent upon the premise of building a new school, a historically neutral residential development plan, and turning over one of the current schools to general town use for multiple departments currently inhabiting other buildings, including Recreation, Family and Youth services (both in the 21 Highland property), Building Permit departments, senior center, and Facilities (all in the Cordaville hall building), who have all have been recommended in the space needs plan to vacate their current locations (and to move to Finn currently). If there is a problem with the plan (example: No new school, or other factors as high population growth), selling the 21 Highland St. property could leave the town with little recourse except to sign commercial leases for homeless departments, potentially making the town long term dependent upon the private real estate market fluctuations, and/or possibly build space, adding to town costs. A new school is currently not approved, but selling these properties could be used as financial incentive and space need leverage to coerce support for one, knowing the sale could instigate leases and costs created by a premature property sale and vacating actions by those departments. There is minimal financial risk to delaying a sale of the property for several years. There is a greater financial risk to selling the property prematurely if the building could better serve the short, middle, or long term interests of the town given the current factors facing the town. A vote for this Article shall supersede any prior decision made or entered into by the town without regard to, or for, the legal and financial consequences of violating any and all other agreements and contracts with private parties.

; or do or act anything in relation thereto.

Proposed by: JOSEPH PALMER, et al.
Select Board Recommendation: Not Support
Advisory Committee Recommendation: At Town Meeting
Summary*:* *This is a citizen's petition.*

ARTICLE 46: To see if the Town will vote that the Town hereby resolves to own and rehab the current 21 Highland St. property for town, community, and/or rental use, using CPC and other bond allocations to fund the project when needed. The surrounding property will remain open for community use regardless of building use. It is required that the Select Board carry out the will of this resolution, and have a plan in place by the next town Meeting with the understanding that the citizenry will not entertain a proposal to dispose of the property till the year 2033. A vote for this Article shall supersede any prior decision made or entered into by the town without regard to, or for, the legal and financial consequences of violating any and all other agreements and contracts with private parties.

; or do or act anything in relation thereto.

Proposed by: JOSEPH PALMER, et al.
Select Board Recommendation: Not Support
Advisory Committee Recommendation: At Town Meeting
Summary*:* *This is a citizen's petition.*

ARTICLE 47: To see if the Town will vote that the Town hereby resolves not to seek to sell, agree to sell, or enter into a sale the 21 Highland St. property until January 1, 2030. It is agreed that the citizenry prefers to tastefully retire use of the building at 21 Highland St., and keep the building at 21 Highland St. property owned by the town if or when departments housed wherein should move to other locations and there is no reason to keep the building in use. At such time, the 21 Highland St. building interior will be "Mothballed", the exterior of the windows protected with tasteful covers, the roof and exterior sealed, so the building will keep in a relatively preserved state til it should be desired for future use again, remodeling or demolition by the town. A vote for this Article shall supersede any prior decision made or entered into by the town without regard to, or for, the legal and financial consequences of violating any and all other agreements and contracts with private parties.

; or do or act anything in relation thereto.

Proposed by: JOSEPH PALMER, et al.
Select Board Recommendation: Not Support
Advisory Committee Recommendation: At Town Meeting
Summary*: This is a citizen's petition.*

ARTICLE 48: The Citizens of Southborough hereby resolve that, any petition to the CPC for funding for a project, asset, or service on private land, or for private benefit and use, being not town owned or operated, should require a 2/3 majority passing vote tally for approval at Town Meeting; or do or act anything in relation thereto.

Proposed by: JOSEPH PALMER, et al.
Select Board Recommendation: Not Support
Advisory Committee Recommendation: Not Support
Summary*: This is a citizen's petition.*

And you are to give notice hereby by posting true and attested copies of the Warrant on the Town website, the Southborough Town House, 17 Common Street, Southborough Senior Center, 9 Cordaville Road, Southborough Library, 25 Main Street, and Southborough Transfer Station, 147 Cordaville Road; seven (7) days at least before the time appointed for such meeting.

Given under our hand this 4th day of March, 2024

_____

Andrew R. Dennington II, Chair

_____

Kathryn M. Cook, Vice-Chair

_____

Sam Stivers

_____

Marguerite Landry

_____

Alfred Hamilton

SELECT BOARD OF THE TOWN OF SOUTHBOROUGH

Town of Southborough, Massachusetts
Community Center Exploration Committee
Monday January 22nd, 2024
6:00 PM
Virtual Zoom Meeting

Members present: J. Malinowski (Chair), J. Hansen, S. Heilman, J. Maney, N. Mauro, W. Harrington, T. Fling
Ex-officio members present: R. Donovan, T. Davis
Member(s) absent: P. Lefrancois

I. Call Meeting to Order
   a. J. Malinowski called the meeting to order at 6:03 PM.

II. Approval of Meeting Minutes from January 8, 2024
   a. J. Malinowski made a motion to approve meeting minutes from January 8, 2024. Seconded by T. Fling. Roll call vote: J. Hansen yes, S. Heilman yes, J. Maney yes, J. Malinowski yes, N. Mauro yes. T Fling- yes, W. Harrington yes 7-0 vote, motion approved.

III. Chair/Member Updates
   a. Neary Building Committee Update – Jason provided a brief update on the status of the project and timeline.

IV. Review and accept final DRA Report
   a. Added a 1d section to the spreadsheet and will be added as an appendix to the final report- High intensity for Senior Center + low intensity for library and rec
   b. Tim F would like a paragraph citing 1d in the body of the final report
   c. Final copy will say 2028 instead of 2027 for the escalation costs
   d. Add 1d to the Options assessment tab in the spreadsheet- which would be green across the columns, with Library storage being yellow
   e. Jason moves that we accept the report (provided we add 1d to the body of the report) Janet 2nd, Roll call vote: J. Hansen yes, S. Heilman yes, J. Maney yes, J. Malinowski yes, N. Mauro yes. T Fling- yes, W. Harrington yes 7-0 vote, report approved.

V. Review and approval of Committee presentation to Select Board
   a. Do we want to mention Public Private Partnership? Only in so much that we explored it, but we felt it would not suit the needs of the various departments, and therefore decided against suggesting it.
   b. Current recommendation is not to include other municipal offices
   c. Add warm and welcoming feeling for senior center notes
   d. Emphasize importance of storage
   e. Space for SYFS would be available, if they wanted it
   f. We should add a new slide at the beginning (Janet M to work on)
      i. Things we like: separate entrances, but also shared spaces like cafeteria, gym, and intergenerational building
   g. We will be presenting at the Feb 6 select board meeting (hybrid). We should present around 8pm

DRAFT

h. Jason moves that we accept the presentation with the above edits, Bill 2nds Roll call vote: J. Hansen yes, S. Heilman yes, J. Maney yes, J. Malinowski yes, N. Mauro yes. T Fling- yes, W. Harrington yes 7-0 vote, presentation accepted.
i. Jason will give the basics of the presentation and others can weigh in with their specific interests at the select board meeting
j. We will have the select board approve these minutes and the minutes from the select board meetings. And then our committee will be disbanded.

VI. Public Comment - None
VII. Other business that may properly come before the Committee - None
VIII. Adjournment
Jason moves for adjournment at 6:42 pm, Tim 2nd. Roll call vote: J. Hansen yes, S. Heilman yes, J. Maney yes, J. Malinowski yes, N. Mauro yes. T Fling- yes, W. Harrington yes 7-0 vote, motion approved.

Minutes Completed by: Susan Heilman, Clerk

Documents Referenced During Meeting:

1. Draft Meeting Minutes from January 8, 2024
2. Final DRA Report
3. Draft Select Board Presentation

DRAFT

ANNUAL TOWN MEETING WARRANT

of the

TOWN OF SOUTHBOROUGH

MASSACHUSETTS

For the Annual Town Meeting
on

March 23, 2024
10:00 a.m.

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Town Finance Terminology

The following terms are frequently used in the Advisory Committee Report and at Town Meeting. For your convenience, we provide the following definitions:

Surplus Revenue: (Often referred to as "Excess and Deficiency")
The fund represents the amount by which the Cash, Accounts Receivable and other floating assets exceed the liabilities and reserves.

Available Funds: (Often referred to as "Free Cash")
The amount of the Unreserved Fund Balance (Surplus Revenue) account over and above uncollected taxes of prior years constitutes "free cash" or "available funds".

Overlay:
The Overlay is the amount raised by the Assessors in excess of appropriations and other charges for the purpose of creating a fund to cover abatements and exemptions as granted.

Overlay Reserve:
This is the accumulated amount of the Overlay for various years not used or required to be held in the specific Overlay account for a given year, and may be used by vote of the town for extraordinary or unforeseen purposes or voted into the Reserve Fund.

Stabilization Fund:
An outside section of Chapter 138 of the Acts of 1991 (the FY92 State budget) modifies limitations on the Stabilization Fund appropriation process by enabling communities to appropriate from this fund for any non-capital, lawful purpose without Emergency Finance Board approval (section 333). Beginning in FY92, the Stabilization Fund will thus become a source of revenue for general operating expenses for communities.

The Stabilization Fund is a mechanism for setting aside money for capital projects. It equalizes the effect of capital expenditures over time, as capital appropriations can change considerably from year to year. The balance in the fund will build up during years when expenditures for capital items are low. During years with high capital expenditures, the community will transfer money from the fund to reduce the project's impact on the tax rate or the amount of borrowing required for the project.

A community may appropriate up to 10% of its tax levy each year, as long as the balance in the Stabilization Fund does not exceed 10% of the community's equalized valuation. Interest earned on any fund balance is retained as part of the fund.

Appropriations into a Stabilization Fund can be made at either an annual or special town or district meeting. Chapter 94 of the Acts of 1985 permits appropriations to be made from a Stabilization fund at a special town or district meeting, not just at the annual meeting. Regardless of the timing, appropriations from the Stabilization Fund require a two-thirds vote by the appropriating authority. Until the FY92 state budget, a community could only appropriate from the Stabilization Fund for a non-capital purpose with the approval of the Emergency Finance Board.

Reserve Fund:
This fund is established by the voters at the Annual Town Meeting only and may be composed of (a) an appropriation (not exceeding 5% of the tax levy of the preceding year), (b) money transferred from Overlay Reserve, or (c) both. Transfers from the Reserve fund may be made only by the Advisory Committee and are for "extraordinary or unforeseen expenditures" only.

Conservation Fund:
For land purchases and any other conservation use.

Introduction to the Rules of Town Meeting

Southborough's Town Meeting is an open town meeting in which all registered voters may participate. Town Meeting is a deliberative assembly, conducted via a defined process, charged with considering a maximum number of questions of varying complexity in a minimum amount of time and with full regard to the rights of the majority, strong minority, individuals, absentees and all of these together. In other words, we gather for the purpose of conducting the Town's business thoughtfully and efficiently.

AUTHORITY

The three elements of authority at Town Meeting are a quorum of one hundred (100) registered voters or more, the Clerk and the Moderator. Of these three, the quorum is the most important.

The Town Clerk is responsible for voter registration, certification of a quorum, setting up the hall and keeping the record of the proceedings. He may also officiate Town Meeting in the absence of a Moderator.

The Moderator presides at and regulates the proceedings, decides all questions of order, and makes declarations of all votes. No one may speak on an issue without being recognized by the Moderator. It is the Moderator's responsibility to approve the distribution of materials, and persons wishing to do so must seek his permission. The Moderator appoints Tellers and alternates for the purpose of counting votes of the meeting.

THE WARRANT

All matters to be considered at Town Meeting must be published in the Town Meeting Warrant, which is the responsibility of the Select Board. The primary and most important purpose of the Warrant is to notify voters in advance the nature of the business to be taken up at Town Meeting. By state law, Town by-law or custom, several business articles (such as budget appropriations) must be presented in the Town Warrant each year for consideration. Other items are added by warrant articles proposed by Town officials, committees, boards, or groups of ten or more registered voters. The Advisory Committee reviews the Warrant, making recommendations on all the items of business to be presented. In accordance with the Town by-laws, all articles in the Warrant are considered in the order in which they appear in the Warrant, unless the Town Meeting votes to change the order for reasons that reasonable people would entertain.

PARTICIPATION

Any voter wishing to participate in Town Meeting must go to one of the floor microphones and wait to be recognized by the Moderator. Upon recognition by the Moderator, first state your name and address, and then state your business.

Anyone whose name is not on the list of registered voters requires the approval of either the Moderator or a majority of the Meeting to sit in the voting area.

All remarks shall be limited to the subject then under discussion. It is improper to indulge in references to personalities, and all expressions of approval or disapproval, such as applause or booing, are out of order. The Moderator may request any person to keep silent. If after warning from the Moderator, a person refuses to be silent or persists in other disorderly behavior, the Moderator may order a person to withdraw and if he fails to withdraw, may order a police officer to remove such person from Town Meeting.

Individuals who have a personal or financial interest with respect to a matter may speak or vote thereon but should frankly disclose their interest. However, no Town Meeting voter should accept compensation for participating without disclosing that fact.

There is no fixed time limit to the debate of any question. However, out of consideration for the others in attendance and the need to give adequate time to all matters coming before Town Meeting, each individual who speaks should make an effort to be as brief as possible and avoid repeating facts, views or opinions already expressed by others.

Anyone wishing to make a presentation with respect to any article must, prior to Town Meeting, obtain the Moderator's approval.

In order to give all a fair opportunity to speak, no one who has addressed any particular motion shall speak again, except to answer questions, until all others wishing to speak to the motion have done so.

HOW ARE MOTIONS CLASSIFIED?

Main Motions
Motions of this group are for the bringing of questions, or propositions, before Town Meeting for consideration. Only one main motion can be considered at a given time, and once introduced such a motion excludes all other main motions until it has been disposed.

Subsidiary Motions
Motions of this group are for the modification or disposition of the main motion that is being considered. Their existence as motions depends entirely upon the principal motion to which they are subordinate. Since they relate to the question then under consideration, it is in order to propose them when a main motion is pending and to vote upon them before voting upon the main motion.

Privileged Motions
Motions of this group have no connection whatsoever with any main motion, but are motions of such importance that they are entitled to immediate consideration. These motions have the privilege of temporarily setting aside the main business then before Town Meeting.

Incidental Motions
Motions of this group have few characteristics in common, but for convenience have been grouped into one class. The name "incidental" applies because they arise only incidentally out of the business of Town Meeting.

RULES RELATIVE TO MOTIONS

A motion is the means of bringing a proposal or question for consideration by Town Meeting. When first put forward it is a motion; after it is seconded and acknowledged by the Moderator, it becomes the question or proposal. Except for complimentary resolutions (the presentation of which must be approved in advance by the Moderator), no main motion shall be entertained unless its substance is contained within the scope of a Warrant article. Upon completion of debate, articles will be voted upon.

The Moderator shall determine whether a motion, or any discussion relative to a motion, is within the scope of the Warrant article under consideration. That is, the motion and the debate must be relevant to the article as written in the Warrant, since the purpose of the Warrant is to apprise voters of the actions to be taken at Town Meeting.

Articles only give notice to the voters and do not initiate action; motions do. Motions may be withdrawn; articles may not be withdrawn – articles must be acted upon by Town Meeting.

There are four types of amendments: striking out, inserting, striking out and inserting, and substitution. Motions to amend may be hostile as long as they are germane. An amendment to a motion is an amendment of the first rank; an amendment to an amendment is of the second rank; there can be no amendment beyond that of the second rank.

Some motions do not lead to a final determination by Town Meeting. A motion to commit or to refer sends the matter to an existing board or committee or one to be established. The motion to postpone indefinitely disposes of the question without bringing it to a direct vote. The motion to postpone indefinitely should not be confused with the motion to table which only temporarily delays a vote. As previously stated, articles may not be withdrawn; so when the Meeting does not wish to act on a particular article, the proper motion is to postpone consideration indefinitely.

Motions to reconsider shall be entertained when new information is available that is materially different than was presented (or could have been presented) at the time of the original vote on the article. Articles may be reconsidered only once. If a motion to reconsider is passed by the necessary 2/3 vote, it brings the original article back to the floor (which requires a new motion and additional debate); if the motion to reconsider is defeated, then the original article stands as previously voted and may not be reconsidered again. Actions to reconsider can be taken at the same session or any subsequent session of Town Meeting. A notice of reconsideration may be filed in advance with the Town Clerk stating that, at a specific point during the current Town Meeting, a voter will move for reconsideration on a particular article, and the Moderator will inform the hall of said action. Note that such a motion so noticed in advance must still be in order (i.e., must comply with all conditions required of any reconsideration motion).

All motions other than purely procedural motions must be in writing and signed by the sponsor.

CHART OF PRECEDENCE OF MOTIONS AND SUMMARY OF GOVERNING RULES

	May interrupt a speaker	Req. a sec.	Debatable	Vote Required	Motions that may apply
PRIVILEGED MOTIONS					
1. To dissolve	no	yes	no	majority	none
2. To adjourn	no	yes	limited	majority	amend
3. Point of no quorum	no	no	no	none	none
4. Recess	no	yes	limited	majority	amend
5. Question of privilege	yes	no	no	chair rules	none
SUBSIDIARY MOTIONS					
6. To lay on the table	no	yes	no	2/3	none
7. Previous question	no	yes	no	2/3	none
8. Limit or extend debate	no	yes	no	2/3	amend, reconsider
9. To postpone to time certain	no	yes	limited	majority	amend, reconsider
10. To commit or refer	no	yes	limited	majority	amend, reconsider
11. To amend	no	yes	yes	majority	amend, reconsider
12. To postpone indefinitely	no	yes	yes	majority	reconsider
MAIN MOTIONS					
Main Motions	no	yes	yes	majority*	all
To reconsider or rescind	no	yes	yes	2/3	table previous question postpone definitely
To take from the table	no	yes	no	majority	none
To advance an article	no	yes	yes	majority	amend, reconsider
INCIDENTAL MOTIONS					
Point of order	yes	no	no	chair rules	none
Division of a question	no	yes	no	majority	none
Separate consideration	no	yes	no	majority	none
To withdraw a motion	no	no	no	majority	reconsider
To suspend rules	no	yes	no	2/3	none
Orders of the day	yes	no	no	none	none

*The vote required to pass an affirmative main motion is a matter of substantive law, but is usually a majority.

FORM USED IN MAKING MOTIONS

1. Main Motion	Mr. Moderator, I move that..(statement of the proposal)
2. Adjourn	Mr. Moderator, I move to adjourn to...(state time)
3. Amend	Mr. Moderator, I move to amend by adding...
	Mr. Moderator, I move to amend by inserting...before...
	Mr. Moderator, I move to amend by stroking out...
	Mr. Moderator, I move to amend by striking out...and inserting...
	Mr. Moderator, I move to substitute...for...
4. Amend an Amendment	Mr. Moderator, I move to amend the pending amendment by (see above)
5. Amend Something Previously Adopted	Mr. Moderator, I move to amend the resolution under Article...by...
6. Commit or Refer	Mr. Moderator, I move that the proposal be referred to a committee of...
8. Division of a Question	Mr. Moderator, I move to divide the question.
9. Lay on the Table	Mr. Moderator, I move that the proposal be laid on the table.
10. Point of Order	Mr. Moderator, I rise to a point of order.
11. Postpone to a time certain	Mr. Moderator, I move to postpone the question to...
12. Postpone Indefinitely	Mr. Moderator, I move that the question be postponed indefinitely.
13. Previous Question	Mr. Moderator, I move the previous question.
14. Question of Privilege	Mr. Moderator, I rise to a question of privilege.
15. Recess	Mr. Moderator, I move to recess for...
16. Reconsider	Mr. Moderator, I move to reconsider the vote under Article...
	Mr. Moderator, I move to reconsider the vote on the amendment to...
17. Separate Consideration	Mr. Moderator, I move for separate consideration.
18. Suspend the Rules	Mr. Moderator, I move to suspend the rules which interfere with...
19. Take from the Table	Mr. Moderator, I move to take from the table the motion relating to...

INTERRUPTING A SPEAKER

No one may interrupt a speaker except for a point of order or a question of privilege.

POINT OF ORDER

A point of order if a question of the Moderator about whether the speaker is entitled to be speaking, or whether the current subject under discussion (or what the speaker is saying) is irrelevant, illegal or contrary to proper procedure. No other “point of order” is proper.

PREVIOUS QUESTION

To call or move the question is a request to stop discussion and to take an immediate vote. This requires a 2/3 vote.

VOTING

At the Moderator’s discretion, voting may be via electronic devices for some or all of the articles. Instructions and procedures will be made available for all voters attending Town Meeting. If electronic voting is not employed, voting is by hand vote and the Moderator declares the result of such votes. If seven or more voters immediately question the declared result, the Moderator shall determine the result by a standing count of votes by the Tellers. After the vote counted by the Tellers is presented to the Moderator and announced to the floor, any further motions for recount are out of order.

ADJOURNMENT AND DISSOLUTION

Sessions of Town Meeting normally adjourn at eleven o’clock in the evening but may adjourn at such earlier or later time as vote of the majority may determine. Town Meeting shall not dissolve until all articles in the warrant have been properly considered.

T O W N W A R R A N T
C O M M O N W E A L T H O F M A S S A C H U S E T T S

ANNUAL TOWN MEETING

Worcester, ss. March 4, 2024

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the Inhabitants of the Town of Southborough qualified to vote in town affairs, to meet in the Trottier School Auditorium, 49 Parkerville Road, in Southborough, MA, on

Saturday, March 23, 2024

at ***10:00 a.m.***, then and there to take action on the following Articles:

ARTICLE 1: To see if the Town will vote to endorse the acceptance of any sum of money from St. Mark's School, Fay School, Harvard Medical School, L'Abri Fellowship, The New England Center for Children, and any other contributor and deposit same amount in the Town's treasury for use as directed by any such donor, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *To allow the Select Board to accept donations from Tax Exempt organizations and determine the disposition of funds.*

ARTICLE 2: To see if the Town will vote to authorize the Town Treasurer, with the approval of the Select Board, to borrow from time to time in anticipation of revenue of the financial year beginning July 1, 2024 in accordance with the provisions of Massachusetts General Laws, Chapter 44, and to issue a note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17 as amended, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article allows the Town Treasurer to short-term borrow in anticipation of revenue.*

ARTICLE 3: To see if the Town will vote in accordance with the provisions of Massachusetts General Laws Chapter 30B, Section 12(b), to authorize the Select Board or the Superintendent of Schools to solicit and award contracts for terms exceeding three years, but no longer than seven years, including any renewal, extension or option, provided in each instance the longer term is determined to be in the best interest of the Town by a vote of the Select Board or the School Committee, as appropriate, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Board Recommendation: Support
Summary: *This article allows the Select Board and/or the School Committee to enter into contracts in excess of three years, if deemed in the best interest of the Town to do so. This has been an annual article, and the exemption has been limited to contracts of no more than seven years.*

ARTICLE 4: To see if the Town will vote to accept the Personnel Salary Administration Plan, as specified in Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL.

PERSONNEL BYLAW
ENTITLED "THE SALARY ADMINISTRATION PLAN"
[revised at March 23, 2024 Annual Town Meeting]

Effective July 1, 2024, this bylaw establishes a Salary Administration Plan for the Town of Southborough that (i) groups position classifications in Town services, (ii) establishes salary schedules and employee benefits and (iii) establishes and authorizes the Personnel Board to administer the bylaw to provide oversight and guidance to the Town Administrator in the development and maintenance of personnel policies and regulations, and to represent the interest of both the taxpayers and the Town employees.

This Salary Administration Plan applies to the positions of all officers and employees in the service of the Town, whether full-time, part-time, temporary, seasonal, special or any other, except those positions filled by popular election, under the direction and control of the School Committee, performed pursuant to a contract approved by the Town, encompassed in any officially recognized labor union and/or association, or exempted by statute. The positions covered by this Salary Administration Plan are hereby classified by titles in the groups listed in Schedule A through E ("Classification Schedule") as set forth in Section 20 of this bylaw.

The classification of positions subject to the Massachusetts Welfare Compensation Plan (as amended) and the scheduled rates therefor, as well as the applicable provisions of the Massachusetts General Laws relating to the application of rates set forth in the aforementioned Welfare Compensation Plan are hereby incorporated by reference.

SECTION 1. DEFINITIONS

As used in this bylaw, the following words and phrases shall have the following meanings:

"Administrative Authority" means the elected or appointed official or board having jurisdiction over a function or activity.

"Base Pay" means the compensation paid by the Town of Southborough for the purposes of determining retirement credits and contributions for Town employees.

The Town shall contribute funds as required for each eligible employee in accordance with the procedures and formula established by the Worcester Regional Retirement System and the bylaws of the Town of Southborough. Contributions shall include (i) wages earned during the first eight hours worked in any one day (no contributions shall be made for hours worked in excess of 40 per week,**)** (ii) any lump sum bonus that is guaranteed by the Salary Administration Plan or the Bylaws of the Town, (e.g., longevity pay); (iii) vacation pay, except when paid in lieu of taking vacation; (iv) sick pay; and (v) holiday pay.

"Class" means a group of positions in the Town service sufficiently similar with respect to duties and responsibilities such that for each position the same (i) descriptive title may be used, (ii) qualifications shall be required, (iii) tests of fitness may be used to choose qualified employees and (iv) scale of compensation can be equitably applied.

"Classification Schedule" means any of Schedules A, B, C, D and E of Section 20 hereof.

"Compensation Grade" means a range of salary/wage rates as may appear in the Classification Schedules.

"Continuous Full-Time Service" means employment requiring a predetermined minimum work period that is uninterrupted except for authorized leaves (e.g., vacation, sick, etc.).

"Continuous Employment" means full-time or part-time employment that is uninterrupted except for authorized leaves (e.g., vacation, sick, etc.).

"Department" means a functional unit of Town government.

"Department Head" means the person appointed and responsible to carry out the duties of a Department.

"Exempt employee" means an employee who is not entitled to overtime pay under the Fair Labor Standards Act (FLSA).

"Full-Time Employment" means employment for not less than 20 hours per week for fifty-two weeks per annum, excepting authorized holidays and leave periods.

"Group" means a group of classes as may appear in the Classification Schedules.

"Maximum Rate" means the highest compensation rate to which an Employee is entitled.

"Minimum Rate" means the lowest rate in a Range, and is normally the hiring rate of a new employee.

"Non-exempt employee" means an employee who is entitled to overtime pay under the Fair Labor Standards Act (FLSA).

"On-Call Compensation" refers to additional money paid to an employee who is available to work when the need requires oftentimes in an evening or weekend capacity.

"Part-Time Employment" means employment less than 20 hours per week.

"Position" means an office or post of employment in the Town service with duties and responsibilities calling for the Full-Time or Part-Time employment of one person in the performance and exercise thereof (or of more than one person sharing the same position).

"Position Class" means the same as "Class" (note that a class may include only one position, in which event it is defined as a "single position class").

"Probationary Employee" means a first-time Town employee within his/her first six months of employment, or longer if extended.

"Promotion" means a change from one position to another position in a higher class and/or compensation grade.

"Range" means the difference between minimum and maximum rates of an assigned grade.

"Rate" means the measure of compensation for personal services on an hourly, weekly, monthly, annual or other basis.

"Salary Administration Plan" means the Personnel Bylaw Entitled "The Salary Administration Plan."

"Single Rate" means a rate for a specific position class that is not in a designated range

"Start Date" means the first day of employment with the Town.

SECTION 2. POSITION TITLES

No person shall be appointed, employed or paid in any position under any title other than those of the Classification Schedule for which the duties are actually performed. The position title in the Classification Schedule shall be the official title for all purposes, including payrolls, budgeting and official reports.

SECTION 3. NEW OR CHANGED POSITIONS

No new position shall be established, nor the duties of an existing position so changed that a new level or work demand exists, unless upon presentation of substantiating data satisfactory to the Personnel Board, the Board shall (a) approve an appropriate job description, (b) rate such new or changed position, and (c) allocate it to its appropriate classification grade and establish the rate thereof.

SECTION 4. RECLASSIFICATION OF EMPLOYEES

No position may be reclassified to another grade, whether higher or lower, unless the Personnel Board shall have determined such reclassification is consistent with this Salary Administration Plan.

SECTION 5. JOB DESCRIPTIONS

The Personnel Board shall maintain such criteria as it deems appropriate for the positions and classes in the schedules. Each department or public body (board, committee, commission) with SAP employees shall maintain current job descriptions for such employees. All such job descriptions and any revisions thereto must be submitted to the Personnel Board for approval following review and approval by the Select Board or appropriate public body. The criteria for any class shall not be deemed to limit the duties or responsibilities of any position as set forth in the job description, nor to affect in any way the power of any administrative authority to appoint, to assign duties to, or to direct and control the work of any employee under the jurisdiction of such authority.

SECTION 6. COMPENSATION

a. The bi-weekly pay period shall begin at 12:00 a.m. Thursday and shall end at 11:59 p.m. on the following second Wednesday.

b. Non-exempt employees subject to this Salary Administration Plan shall be paid for one and one-half hours worked for any hour worked in the excess of forty in their weekly pay period, provided such extra hours were authorized by the Department Head.

c. The salary schedules set forth in Schedules A, B, C, D and E of Section 20 hereof reflect the maximum and minimum salaries for each grade.

d. The annual salary set forth in Schedule A represents a 40-hour work week and in the event an employee works less than 40 hours per week but more than 20 hours per week, the indicated annual salary is pro-rated reflective of the posted salary schedule in Schedule A.

e. Amounts paid to employees in reimbursement for expenses incurred in the performance of their duties (e.g., mileage, meals, dues, etc.) shall be paid in addition to their compensation. Reimbursement shall be based upon the actual documented expenditure made by the employee, or at rates established by the Internal Revenue Service, supported by that agency's requirements for documentation.

f. On-Call Compensation: The on-call member of the Facilities Department shall be eligible to earn a weekly stipend for on-call service if the department head has required them to be available to respond to situations outside of their normal work schedule. This weekly stipend shall be equal to a set rate of $300 per week. If the on-call staff member must report to work outside of their normal work schedule, compensation for this time shall be based on the standard SAP overtime practices. Additionally, if the on-call staff member is faced with a situation that renders them unable to serve as the on-call individual on a particular day that they are scheduled to be on call, said employee may request that another eligible staff member cover their on-call time, with the approval of the department head. In such an event, the regularly scheduled employee's weekly stipend will be reduced by $45.00 per day that they are unable to be on call; this stipend amount will instead be paid to the covering employee per day of coverage. There is no provision to accrue compensation time in lieu of payment for on-call time.

SECTION 7. SALARY ADJUSTMENT & COMPENSATION POLICIES

a. Every employee that is in Continuous Full-Time or Part-Time service of the Town, as computed from the date of their latest employment, shall be eligible for consideration of a salary increase annually on July 1. Employees hired between April 1 and June 30 will be eligible for a salary increase the July 1st following their twelve-month anniversary. Except as may be authorized by the Personnel Board in exceptional circumstances, such increase is not to exceed one increase in any single twelve-month period until the maximum of the grade is obtained, and such increase shall be subject to the recommendation of the Department Head, with the approval of the Select Board or their designated appointee in the case of departments within the jurisdiction of the Select Board, or the appropriate Commissioners or Trustees in the case of departments outside the jurisdiction of the Select Board.

Retroactive salary increases voted by the Personnel Board shall not be compensated beyond July 1 of that fiscal year, regardless of the funding mechanism.

Unless specifically exempted by Personnel Board policy, requests for salary increases must be accompanied by a certification from an employee's manager that the employee's performance has been "satisfactory" or better and that a written employee performance appraisal, on a form approved by the Personnel Board, has been completed. The form of this certification will be prescribed by Personnel Board policy promulgated hereunder. Upon receiving such documentation, the Personnel Board shall have final review and approval of all adjustments.

An employee may appear before the Personnel Board prior to its action on any request for an increase. Any employee denied such an increase may appeal, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Select Board or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter.

b. Special Non-Continuous Part-Time employees and employees in Schedule B classifications shall be eligible for consideration for salary increases upon the recommendation of the appropriate department manager or Board and approval of the Personnel Board.

c. Probationary Employees

1. During the probationary period, benefit eligible employee(s) will earn vacation, sick and personal time in accordance with Section 11(b-d) hereof.

2. During the probationary period, paid leave accruals shall be based on the Start Date.

SECTION 8. TRANSFERS AND PROMOTIONS

a. An employee who is promoted to a job with a higher range or rate of pay shall enter it at the rate recommended by the Department Head with the approval of the Personnel Board, provided the maximum for the job is not exceeded. This is contingent upon the Department Head's recommendation that qualifications and performance warrant it.

b. An employee transferred to a job with a lower range or rate of pay shall enter it at the rate paid for the previous position or at the maximum rate for the job, whichever is the lower, provided the Personnel Board approves. The employee shall have a right to appeal this decision, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Select Board or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter.

SECTION 9. NEW PERSONNEL HIRING; DEPARTURES

a. Pre-employment physical examinations will be required of newly-hired employees consistent with the Town's policies.

b. Probationary period: For new hires, the first six months of employment shall be a probationary period. The probationary period does not apply to Town employees who change positions within the Town. The probationary period is a time during which an employee will be evaluated to ensure that the employee has the requisite knowledge, skills, and abilities to perform the position (with or without reasonable accommodations). Completing the probationary period does not change the employee's relationship with the Town, which will remain one in which either the employee or the Town may terminate the relationship at will. The probationary period may be extended by a Department Head [or Appointing Authority] when deemed necessary.

c. A new employee's hiring rate shall be the minimum of the rate range of the job, unless otherwise authorized by the Personnel Board or Personnel Director. The Personnel Board is cognizant of the need to make timely decisions during the recruitment process, therefore, the Personnel Director is empowered to set starting salaries for new employees with comparable experience up to Step 8 for the appropriate job grade as set forth in Schedule A of the Salary Administration Plan.

d. The Personnel Director or his/her delegatee shall notify the Personnel Board in writing of the hiring

of all personnel and their hiring rates. The Personnel Director or his/her delegatee shall also notify the Personnel Board in writing of the departure of any employee.

SECTION 10. DEPARTMENT BUDGETS

Each Department Head shall include in the annual departmental budget a pay adjustment section to provide funds for anticipated pay adjustments, with expenditures to be made only in accordance with this Salary Administration Plan and with the approval of the Personnel Board. Degree bonus [Sec 11i(1)] funds shall also be budgeted in the departmental budget.

SECTION 11. EMPLOYEE BENEFITS

Employee benefits are a cost to the Town and a form of "indirect pay" to employees. The benefits listed below are not intended to supersede what State or Federal law may otherwise require. The benefits set forth in this section are applicable to Full-Time employees only, except where noted.

All forms of paid leave set forth in this section are based on a 40 hour work week; in the event an employee works less than 40 hours per week but more than 20 hours per week, the indicated benefit shall be pro-rated reflective of the approved hours per week for that position.

a. Holidays with Pay

Full-Time employees shall receive one day's pay at their regular rate for the following:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents' Day	Veteran's Day
Patriot's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Juneteenth	Christmas Day
Independence Day	Day before or after Christmas Day (as set by the Town annually

To be eligible for holiday pay, an employee must work (or be duly excused from working) their regular scheduled days preceding and following the holiday. Employees who do not work 20 hours or more per week on a regular basis shall not be compensated for holidays.

Employees whose regular day off falls on a holiday may have one day off with pay within the ensuing thirty days in lieu of holiday pay, with the specific choice of day subject to Department Head approval**.** Furthermore, the day granted in lieu of holiday pay shall not cross fiscal years.

All administrative policies and practices relative to holidays with pay shall be prepared and established under the direction of the Personnel Board.

b. Vacations with Pay

(1) Full-Time employees who have been in the continuous employ of the Town shall earn paid vacation in accordance with the following schedule:

Years of Employment	Hours Earned Per Month	Vacation Earned Per Year (Pro-rata)
0 - 2	6.666	Two weeks
2+ - 7	10.0	Three weeks
7+ - 15	13.333	Four weeks
15+ - or more	16.666	Five weeks

Employees hired prior to July 1, 2005, shall be eligible to earn twenty hours per month after serving twenty years of full-time employment with the Town.

(2) At the recommendation of the hiring authority and upon the approval of the Personnel Board, new employees entering into a position with the Town of Southborough from a similar position will be allowed to enter into the vacation schedule using their years of service from their prior employment, up to a maximum of four weeks' vacation [pro-rated] for the first year of employment with the Town.

Vacation shall be granted by Department Heads at their discretion subject to the regular work needs of the Department. An employee shall be permitted to carry over to the following year one year's worth of earned vacation. Employees hired on or after July 1, 2023, shall be permitted to carry over a maximum of two weeks to the following fiscal year. The employee must have the Department Head's approval to take any portion of a prior year's unused vacation in addition to the days earned in the current fiscal year. Employees commencing employment with three weeks per year will be required to complete two years of service before ascending to the next band (four weeks) in the vacation schedule chart and seven years of service before ascending to the following band. Awarding four weeks should be the exception based on evidence that the employee is leaving another position that already provides this benefit. Employees commencing employment with four weeks per year will be required to complete five years of service before ascending to the next band (five weeks).

(3) If in the opinion of the Department Head there are unusual work-related circumstances that warrant it, a department head may seek approval from the Town Administrator or his/her delegatee to allow the employee to continue to work and receive vacation pay in lieu of taking vacation. Approval granted in this section may not exceed ten days per fiscal year.

(4) In the event of termination of employment the employee shall be paid, or be entitled to time off with pay, for any accumulated vacation time. Personal and sick leave shall not be compensated at termination.

(5) Vacation administrative policies and practices shall be prepared and established under the direction of the Personnel Board.

c. Sick Leave

(1) Full-Time employees shall be entitled to accrue 10 sick hours per month, equaling 120 hours annually (15 sick days); employees working less than 40 hours in a weekly pay period will accrue ratably based on hours worked per week. Pay for each day of sick leave shall be at the regular rate. Absences on account of sickness in excess of that authorized shall be charged to vacation or other available paid leave. Sick leave shall be payable only in cases of genuine illness, non-work connected accident, or work connected accidents not covered by Massachusetts General Laws Chapter 152 (Workers' Compensation).

(2) Unused sick leave may be accumulated without limitation for employees hired before July 1, 2007. Employees of the Town of Southborough hired on or after July 1, 2007 may only accrue 120 sick days at any one time. At retirement [or death] only, the Town will pay the employee twenty percent (20%) of the employee's then-accumulated sick leave. Employees of the Town of Southborough hired on or after July 1, 2023, will not be subject to any payout of accumulated sick leave.

(3) Employees who because of genuine illness or a non-work connected accident are absent for a period of more than three days shall be required to present a doctor's certificate to their Department Head before returning to work stating the reason, the period of time the employee was absent and whether there are any physical restrictions or required outpatient services the employee must adhere to in the workplace.

(4) Annually, an employee may use up to seven of the allowed fifteen days of sick leave for the care of a sick family member.

(5) Sick leave administrative policies and practices shall be prepared and established under the direction of the Personnel Board.

d. Personal Days

Full-Time employees shall be entitled to three personal days per year, to be granted annually on the anniversary of the employee's Start Date. New employees shall be granted three personal days which shall be pro-rated based on hours worked per pay period. Requests for personal days shall be approved by the

Department Head. Personal days shall not accumulate from year to year.

e. Military Leave

(1) Reserve Duty: An employee in full-time employment in the military reserve shall be paid the difference between compensation received while on reserve duty and regular compensation rates paid the employee by the Town. Such payment by the Town shall be limited to a period not to exceed two weeks in any twelve-month period.

(2) Active Duty: Pursuant to Article 8 of the April 11, 2005 Annual Town Meeting, an employee in the federal military reserve or a state National Guard who is called to active service shall be entitled to their regular base salary and shall not lose any seniority or paid leave benefits while on military leave; *provided*, however, that such base pay shall be reduced by any amount received from the United States as pay or allowance for military service performed.

f. Jury Duty

Any employee who is called to jury duty shall be paid the difference between their normal compensation and the amount (excluding any travel allowance) received from the court, upon presentation of evidence of the amount paid by the court.

g. Miscellaneous Paid Time Off

Working time lost from regularly scheduled work days for reasons listed below shall be without loss of pay, provided such lost time is authorized by the Department Head. Sections (1) – (3) are applicable to Full-Time employees only; Section (4) is applicable to both Full-Time and Part-Time employees.

(1) Bereavement leave – In the event of the death of a spouse, father, mother, child, father-in-law, mother-in-law, brother, sister, grandparent, or of any other person then residing with the employee, such employee shall be entitled to receive three days' leave for the purpose of the funeral and services of the deceased. If out-of-state travel is required, the Department Head may authorize up to two additional days of travel time.

(2) Medical examination or inoculation required by the Town.

(3) Blood donation authorized by the Department Head.

(4) Attendance at professional and/or educational programs authorized by the Department Head.

h. Court Time Pay

If the Town requires that an employee appear in Court as a witness or in any other capacity arising from the performance of the employee's duty, or on behalf of the Commonwealth or the Town in any civil or criminal case pending in any Court or other official governmental board or agency, such appearance and related travel time shall constitute work time for purposes of calculating weekly hours worked. If such appearance or related travel time causes a non-exempt employee to exceed forty hours of work in any given work week, the employee shall be eligible for overtime pay in accordance with Section 6(b). This section does not apply to exempt employees.

i. Employee Educational Support/Professional Development

(1) Degree Bonus: All Part-Time and Full-Time employees who, while an employee of the Town, earns a degree in a field applicable to their position from an accredited college or university, shall receive a one-time bonus subject to appropriation, according to the following schedule:

Associates Degree... $ 800.00
Bachelors Degree.. $1,200.00
Masters Degree..... $1,500.00

A copy of the completed transcript, diploma or other appropriate evidence of the completed degree must be presented to the Department Head and the Personnel Board, and shall be submitted as documentation for accounts payable.

(2) Tuition reimbursement: the Town may offer tuition reimbursement to eligible Full-Time and Part-Time employees as prescribed by Personnel Board policy enacted under this Bylaw.

j. Group Medical Insurance

Starting July 1, 2009, the Town will contribute fifty percent (50%) of the cost of a medical indemnity plan or seventy-five percent [75%] of the cost of a Health Maintenance Organization plan for Full-Time employees only.

SECTION 12. UNPAID LEAVES OF ABSENCE

a. A leave of absence without compensation may be granted by the Personnel Board.

b. Leaves of absence of over three months' duration (except Military Leave) shall be deemed a break in employment, and on return to work the employee shall have the status of a new employee unless an extension of leave beyond three months was authorized by the Personnel Board.

SECTION 13. PART-TIME EMPLOYEES WORKING FULL-TIME HOURS TEMPORARILY

a. A Part-Time employee may work 20 hours or more per week for no longer than two bi-weekly pay periods, or four bi-weekly pay periods in the case of an Election Worker during an election cycle, if requested by their Department Head due to exigent circumstances, or for longer if recommended by the appointing authority or the Personnel Director, with the authorization of the Finance Director and approval of the Personnel Board. In such cases, the employee will remain a Part-Time employee with no change in status.

b. Department Heads may submit requests for additional compensation for Part-Time employees temporarily working Full-Time hours, subject to available funding as authorized by the Finance Director and approved by the Personnel Board.

SECTION 14. APPOINTMENT OF “ACTING” DEPARTMENT HEADS

a. In the absence or retirement of a Department Head for three consecutive weeks, the Select Board or appropriate board or commission may appoint an “Acting” Department Head to serve for a period of not more than three months. Such three-month period may be extended for up to three additional three-month periods, upon the approval of the Select Board or other appropriate board or commission for each such extension. In no case shall an appointment of an “Acting” Department Head exceed one year.

b. Duly appointed “Acting” employees shall be compensated at an additional 10% per week, payable retroactively only upon the conclusion of three consecutive weeks of service by the “Acting” employee. Such employees shall still be eligible for overtime pay when fulfilling regular duties from the previous job beyond normal working hours.

SECTION 15. PERSONNEL BOARD

a. There shall be a Personnel Board to administer the Salary Administration Plan. Said Board is to be appointed by the Town Moderator. The Board shall consist of five voters other than employees of the Town or those regularly serving the Town in any elective capacity. They shall serve without compensation.

b. Other than as may be needed to fill unexpected vacancies, appointments shall be for three years. The Moderator shall fill any vacancies. The Personnel Board may employ assistance and incur expenses as it deems necessary, subject to appropriation of funds therefor.

SECTION 16. DUTIES OF THE PERSONNEL BOARD

a. The Personnel Board shall administer the Salary Administration Plan and shall establish such policies, procedures and regulations as it deems necessary for the administration of the Plan.

b. The Town Administrator serves as the Town’s Personnel Director under the Town Administrator Bylaw [Ch. 27, Art. IX]. As such, the Personnel Director is invested with personnel authority and responsibilities as set

forth therein. From time to time, and as may be necessary, the Personnel Board will consult and/or act in concert with the Personnel Director or his/her delegatee on matters of joint responsibility and concern. The Personnel Board shall provide oversight and guidance to the Personnel Director in the development and maintenance of personnel policies and regulations.

c. The Board shall meet annually in July and organize by the choice of a Chair and Vice-Chair. The Board shall meet at least monthly, except when there is no business before the Board. A majority of the Board shall constitute a quorum for the transaction of business. The votes of the majority of all the members of the Board shall be necessary on any matter upon which it is authorized to or required to pass under the Salary Administration Plan.

d. The Personnel Board shall maintain records of all employees subject to this Plan as it deems desirable, including personnel evaluations. Such records are to be kept by the Personnel Director or his/her delegatee, under the direction of the Personnel Board. Department Heads shall furnish such information as requested by the Board.

e. The Personnel Board shall from time to time, but no less often than every federal Election Year, review the Classification Schedule, Salary Schedules, and administration policies of the Salary Administration Plan. It shall keep informed as to pay rates and policies outside the Town, and shall recommend to the Town any action that the Board deems desirable in that regard. The Personnel Board may tentatively add a new class to the Classification Schedule or reallocate an existing class to a different compensation grade, either higher or lower, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan at the next Annual Town Meeting.

f. The Personnel Board may vote an annual adjustment (but shall reserve the right to vote no adjustment) to the Classification Schedule and establish the effective rate for employees of each grade for the next fiscal year, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan at the next Annual Town Meeting. The Personnel Board shall base any annual adjustments upon available relevant information. Approval of the rate for any given employee is not guaranteed and is driven by the annual performance evaluation.

g. Matters of concern by SAP employees that are communicated in writing to the Chair of the Personnel Board will be scheduled on an agenda at the next available meeting providing all necessary and requested information has been submitted in time to be part of the meeting packet. In addition, notice in writing shall be forwarded to the concerned employee and respective Department Head within seven days of the Board's decision. Notwithstanding the foregoing, if the Personnel Board shall so request and the concerned employee and Department Head shall agree, a reasonable extension of these time periods may be granted.

h. Upon recommendation of a Department Head, supported by evidence in writing of special reasons and exceptional circumstances satisfactory to the Personnel Board, the Board may authorize variances in the Salary Administration Plan as it may deem necessary for the proper functioning of the services of the Town, and to effectuate the basic intent of the Plan.

SECTION 17. EMPLOYEES AND THE PERSONNEL BOARD

a. All employees covered by this Salary Administration Plan shall have the right to request an appointment to confer with the Personnel Board on any matter of interest or concern to them that is covered by the Salary Administration Plan. The employee shall notify the Department Head in writing in advance of the desire to discuss the matter with the Board. One of the duties of the Board shall be to foster mutual understanding and good will with the personnel of the Town.

b. To facilitate this, if any employee should feel aggrieved by the operation of any provision of the Plan, the employee shall first discuss the matter with the Department Head, in a mutual effort to clear up any problems or misunderstanding.

c. If two weeks after such a conference a satisfactory understanding and solution of the problem has not been reached, then either the Department Head or the employee may take the matter to the Personnel Board, and the Board shall hear the parties not later than at its next regular meeting. There shall be no discrimination or prejudice by a Department Head against any employee who may take a matter to the Board.

SECTION 18. AMENDMENT OF THE PLAN

The Salary Administration Plan may be amended in the same manner that Town Bylaws may be amended. However, no amendment to the Plan shall be made until it has been presented to the Personnel Board and the Personnel Board has the opportunity to act on it. The Board of its own motion may propose an amendment to the Plan.

SECTION 19. SEVERABILITY PROVISION

In the event that any provision of this bylaw, or application thereof, shall be held to be invalid by the proper authorities, this shall not be construed to affect the validity of any other provision, or application thereof, of this bylaw.

SECTION 20: CLASSIFICATION SCHEDULE

SCHEDULE A: GRADED POSITIONS

Title	Grade
Library Page	1
Library Technician	1
Administrative Assistant	2
Library Assistant	2
Administrative Assistant	3
Library Associate	3
Business Administrator I	4
Library Supervisor	4
Maintenance Technician	4
Police Dispatcher**	4
Assistant Town Accountant	5
Business Administrator II	5
Clinician	5
EDC Coordinator	5
Executive Assistant to Select Board	5
Program Coordinator	5
Youth Services Librarian	5
Assistant Library Director	6
Assistant Director, Youth & Family Services	6
Civil Engineer	6
Deputy Assessor	6
Deputy Town Clerk	6
Deputy Treasurer/Collector	6
Electrician	6
Local Inspector	6
Nurse	6
Outreach Coordinator	6
Police Business Administrator	6
Program Manager	6
Assistant Director/Nurse/Outreach	7
Conservation Agent	7
Recreation Director	7
Senior IT Specialist	7
Town Planner	7
Youth & Family Services Director	7
Assistant Town Administrator	8
Building Commissioner	8
Council on Aging Director	8
Director of Facilities	8
IT Manager	8

Library Director	8
Police Lieutenant	8
Principal Assessor*	8
Town Accountant	8
Finance Director/Treasurer-Collector*	9
Superintendent of Public Works*	9

*when not under contract
**effective March 25, 2024

SCHEDULE A

GRADE	MINIMUM	2	3	4	5	6	7	8	9	10	11	12	13	14	15
A-1	$15.38	$15.68	$15.99	$16.31	$16.64	$16.97	$17.31	$17.66	$18.01	$18.37	$18.74	$19.11	$19.49	$19.88	$20.28
A-2	$19.22	$19.60	$19.99	$20.39	$20.80	$21.22	$21.64	$22.07	$22.51	$22.96	$23.42	$23.89	$24.37	$24.86	$25.36
A-3	$23.06	$23.52	$23.99	$24.47	$24.96	$25.46	$25.97	$26.49	$27.02	$27.56	$28.11	$28.67	$29.24	$29.82	$30.42
A-4	$26.53	$27.06	$27.60	$28.15	$28.71	$29.28	$29.87	$30.47	$31.08	$31.70	$32.33	$32.98	$33.64	$34.31	$35.00
A-5	$29.18	$29.77	$30.37	$30.98	$31.60	$32.23	$32.87	$33.53	$34.20	$34.88	$35.58	$36.29	$37.02	$37.76	$38.52
A-6	$32.10	$32.75	$33.41	$34.08	$34.76	$35.46	$36.17	$36.89	$37.63	$38.38	$39.15	$39.93	$40.73	$41.54	$42.37
A-7	$40.13	$40.93	$41.75	$42.59	$43.44	$44.31	$45.20	$46.10	$47.02	$47.96	$48.92	$49.90	$50.90	$51.92	$52.96
A-8	$48.15	$49.12	$50.10	$51.10	$52.12	$53.16	$54.22	$55.30	$56.41	$57.54	$58.69	$59.86	$61.06	$62.28	$63.53
A-9	$52.97	$54.03	$55.11	$56.21	$57.33	$58.48	$59.65	$60.84	$62.06	$63.30	$64.57	$65.86	$67.18	$68.52	$69.89

SCHEDULE B: MISCELLANEOUS ANNUAL COMPENSATION SCHEDULE

Cemetery Agent.....$8,000
Clerk, Board of Registrars.....$1,638.33
Deputy Emergency Management Director.....$2,000
Energy Management Stipend.....$6,000
Registrar of Voters.....$205.66
Tree Warden.....$4,000
Veterans' Agent and Director of Veterans' Services.....$15,000

SCHEDULE C: FEE BASED COMPENSATION (Recreation Seasonal Personnel)

Positions
Grade 1
Camp Counselor
Program Aide (1:1)
Program Supervisor (i.e. RAP Monitor)
Grade 2
Camp Assistant Supervisor
Grade 3
Camp Supervisor
Assistant Coach
Head Coach
Grade 4
Program Instructor

Rates for Recreation Seasonal Personnel

Grade	Minimum		Midpoint		Maximum	
	Hourly	Annual	Hourly	Annual	Hourly	Annual
1	$ 15.00	$ 31,200.00	$ 16.00	$ 33,280.00	$ 17.00	$ 35,360.00
2	$ 19.00	$ 39,520.00	$ 20.00	$ 41,600.00	$ 21.00	$ 43,680.00
3	$ 23.00	$ 47,840.00	$ 24.00	$ 49,920.00	$ 25.00	$ 52,000.00
4	$ 30.00	$ 62,400.00	$ 31.00	$ 64,480.00	$ 32.00	$ 66,560.00

SCHEDULE D: SPECIAL ADMINISTRATIVE AND SUPERVISORY POSITIONS

Police Lieutenant:

In addition to all the benefits provided employees under the SAP, he/she would be eligible for some additional benefits as provided members of Mass COP Local 167, the police union collective bargaining agreement.

As a result, a separate policy is adopted by the Southborough Select Board and enforced by the Southborough Police Department subject to change in conjunction with future collective bargaining agreements.

*Increases in salary for long term employees will be considered case by case by Personnel Board.

SCHEDULE E: LONGEVITY SCHEDULE: Full-Time Employees of Town of Southborough – Compensated annually on the anniversary of the employee's Start Date

After 5 years $400
After 10 years $600
After 15 years $700
After 20 years $850
After 25 years $1,000
After 30 years $1,200
After 40 years $1,500

, or do or act anything in relation thereto.

Proposed by: PERSONNEL BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *The Personnel By-Law governs policies and pay structures for non-union employees.*

ARTICLE 5: To see if the Town will vote to raise or transfer a sum of money as may be necessary for the Town's use for Fiscal Year 2025, and make appropriations of the same, as detailed following, or do or act anything in relation thereto.

SEE BUDGETS ON THE FOLLOWING PAGES

100-199 GENERAL GOVERNMENT						
	FY2023	**FY2024**	**FY2025**	**Percent**	**SB**	**ADV**
	ACTUAL	**BUDGET**	**REQUEST**	**Inc./Decr.**	**RECOMM**	**RECOMM**
114 MODERATOR						
51000-51990 Personnel Services	50	50	50		50	50
52000-58990 Other Charges and Expenses	0	50	50		50	50
MODERATOR TOTAL	50	100	100	0.00%	100	100

	FY2023	**FY2024**	**FY2025**	**Percent**	**SB**	**ADV**
	ACTUAL	**BUDGET**	**REQUEST**	**Inc./Decr.**	**RECOMM**	**RECOMM**
121 ELECTED SELECT BOARD						
51000-51990 Personnel Services	3,200	4,000	4,000		4,000	4,000
ELECTED SELECT BOARD TOTAL	3,200	4,000	4,000	0.00%	4,000	4,000

	FY2023	**FY2024**	**FY2025**	**Percent**	**SB**	**ADV**
	ACTUAL	**BUDGET**	**REQUEST**	**Inc./Decr.**	**RECOMM**	**RECOMM**
122 SELECT BOARD						
51000-51990 Personnel Services	405,922	424,564	421,404		421,404	421,404
52000-58990 Other Charges and Expenses	56,690	57,699	68,727		68,727	68,727
SELECT BOARD TOTAL	462,612	482,263	490,131	1.63%	490,131	490,131

	FY2023	**FY2024**	**FY2025**	**Percent**	**SB**	**ADV**
	ACTUAL	**BUDGET**	**REQUEST**	**Inc./Decr.**	**RECOMM**	**RECOMM**
131 ADVISORY COMMITTEE						
52000-58990 Other Charges and Expenses	1,584	5,250	5,250		5,250	5,250
ADVISORY COMMITTEE TOTAL	1,584	5,250	5,250	0.00%	5,250	5,250

	FY2023	**FY2024**	**FY2025**	**Percent**	**SB**	**ADV**
	ACTUAL	**BUDGET**	**REQUEST**	**Inc./Decr.**	**RECOMM**	**RECOMM**
132 RESERVE FUND						
52000-58990 Other Charges and Expenses	0	180,000	180,000		180,000	180,000
RESERVE FUND TOTAL	0	180,000	180,000	0.00%	180,000	180,000

	FY2023	**FY2024**	**FY2025**	**Percent**	**SB**	**ADV**
	ACTUAL	**BUDGET**	**REQUEST**	**Inc./Decr.**	**RECOMM**	**RECOMM**
135 TOWN ACCOUNTANT						
51000-51990 Personnel Services	162,356	168,649	172,719		172,719	172,719
52000-58990 Other Charges and Expenses	2,873	3,515	4,495		4,495	4,495
TOWN ACCOUNTANT TOTAL	165,229	172,164	177,214	2.93%	177,214	177,214

	FY2023	**FY2024**	**FY2025**	**Percent**	**SB**	**ADV**
	ACTUAL	**BUDGET**	**REQUEST**	**Inc./Decr.**	**RECOMM**	**RECOMM**
136 AUDIT						
52000-58990 Other Charges and Expenses	30,500	46,000	45,550		45,550	45,550
AUDIT TOTAL	30,500	46,000	45,550	-0.98%	45,550	45,550

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
140 ELECTED BOARD OF ASSESSORS						
51000-51990 Personnel Services	2,250	2,250	2,250		2,250	2,250
ELECTED BOARD OF ASSESSORS TOTAL	2,250	2,250	2,250	0.00%	2,250	2,250

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
141 ASSESSORS						
51000-51990 Personnel Services	197,502	205,166	214,868		214,868	214,868
52000-58990 Other Charges and Expenses	51,521	54,695	60,270		60,270	60,270
ASSESSORS TOTAL	249,024	259,861	275,138	5.88%	275,138	275,138

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
145 TREASURER/COLLECTOR						
51000-51990 Personnel Services	232,753	247,604	285,096		285,096	285,096
52000-58990 Other Charges and Expenses	10,869	11,930	11,680		11,680	11,680
TREASURER/COLLECTOR TOTAL	243,623	259,534	296,776	14.35%	296,776	296,776

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
151 LEGAL						
52000-58990 Other Charges and Expenses	149,319	135,000	147,375		147,375	147,375
LEGAL TOTAL	149,319	135,000	147,375	9.17%	147,375	147,375
Legal budget (151) and Special Legal (153) are now combined in Legal budget (151)						

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
152 PERSONNEL BOARD						
51000-51990 Personnel Services	0	5,000	5,000		5,000	5,000
52000-58990 Other Charges and Expenses	8,161	9,875	9,875		9,875	9,875
PERSONNEL BOARD TOTAL	8,161	14,875	14,875	0.00%	14,875	14,875

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
154 MUNICIPAL TECHNOLOGY COMMITTEE						
52000-58990 Other Charges and Expenses	384	1,500	1,500		1,500	1,500
MUNICIPAL TECHNOLOGY COMMITTEE TOTAL	384	1,500	1,500	0.00%	1,500	1,500

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
155 INFORMATION TECHNOLOGY						
51000-51990 Personnel Services	175,665	189,181	198,721		198,721	198,721
52000-58990 Other Charges and Expenses	309,835	379,828	422,548		422,548	422,548
INFORMATION TECHNOLOGY TOTAL	485,500	569,009	621,269	9.18%	621,269	621,269

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
159 OTHER OPERATION SUPPORT						
52000-58990 Other Charges and Expenses	442,173	541,531	524,253		524,253	524,253
OTHER OPERATION SUPPORT TOTAL	442,173	541,531	524,253	-3.19%	524,253	524,253

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
160 ELECTED TOWN CLERK						
51000-51990 Personnel Services	92,856	96,570	101,916		101,916	101,916
ELECTED TOWN CLERK TOTAL	92,856	96,570	101,916	5.54%	101,916	101,916

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
161 TOWN CLERK						
51000-51990 Personnel Services	143,637	139,365	179,442		179,442	179,442
52000-58990 Other Charges and Expenses	70,841	84,932	143,610		143,610	143,610
TOWN CLERK TOTAL	214,478	224,297	323,052	44.03%	323,052	323,052

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
171 CONSERVATION COMMISSION						
51000-51990 Personnel Services	86,155	97,407	104,459		104,459	104,459
52000-58990 Other Charges and Expenses	31,362	41,420	38,710		38,710	38,710
CONSERVATION COMMISSION TOTAL	117,516	138,827	143,169	3.13%	143,169	143,169

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
175 PLANNING BOARD						
51000-51990 Personnel Services	154,970	160,851	169,559		169,559	169,559
52000-58990 Other Charges and Expenses	22,000	27,060	28,325		28,325	28,325
PLANNING BOARD TOTAL	176,970	187,911	197,884	5.31%	197,884	197,884

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
176 ZONING BOARD OF APPEALS						
51000-51990 Personnel Services	6,984	11,146	27,731		27,731	27,731
52000-58990 Other Charges and Expenses	922	1,750	2,000		2,000	2,000
ZONING BOARD OF APPEALS TOTAL	7,906	12,896	29,731	130.54%	29,731	29,731

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
177 OPEN SPACE						
52000-58990 Other Charges and Expenses	1,571	5,000	5,000		5,000	5,000
OPEN SPACE TOTAL	1,571	5,000	5,000	0.00%	5,000	5,000

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
182 ECONOMIC DEVELOPMENT COMMITTEE						
51000-51990 Personnel Services	0	28,240	30,306		30,306	30,306
52000-58990 Other Charges and Expenses	18,929	13,341	12,950		12,950	12,950
ECONOMIC DEVELOPMENT COMMITTEE TOTAL	18,929	41,581	43,256	4.03%	43,256	43,256

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
192 PUBLIC BUILDINGS AND PROPERTIES MAINTENANCE						
51000-51990 Personnel Services	366,352	412,873	426,397		426,397	426,397
52000-58990 Other Charges and Expenses	234,049	247,235	265,636		265,636	265,636
PUBLIC BLDGS. & PROPERTY MAINT. TOTAL	600,401	660,108	692,033	4.84%	692,033	692,033

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
193 PUBLIC ACCESSIBILITY COMMITTEE						
51000-51990 Personnel Services	0	0	0		0	0
52000-58990 Other Charges and Expenses	2,500	2,500	2,500		2,500	2,500
PUBLIC ACCESSIBILITY COMMITTEE TOTAL	2,500	2,500	2,500	0.00%	2,500	2,500

200-299 PUBLIC SAFETY

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
210 POLICE DEPARTMENT						
51000-51990 Personnel Services	1,969,893	2,269,720	2,331,894		2,331,894	2,331,894
52000-58990 Other Charges and Expenses	187,252	152,614	166,141		166,141	166,141
POLICE DEPARTMENT TOTAL	2,157,145	2,422,334	2,498,035	3.13%	2,498,035	2,498,035

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
218 PUBLIC SAFETY COMMUNICATIONS						
51000-51990 Personnel Services	319,149	385,678	410,771		410,771	410,771
52000-58990 Other Charges and Expenses	10,327	10,125	12,240		12,240	12,240
PUBLIC SAFETY COMMUNICATIONS TOTAL	329,476	395,803	423,011	6.87%	423,011	423,011

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
220 FIRE DEPARTMENT						
51000-51990 Personnel Services	2,147,681	2,243,435	2,333,989		2,333,989	2,333,989
52000-58990 Other Charges and Expenses	246,855	295,305	307,040		307,040	307,040
FIRE DEPARTMENT TOTAL	2,394,535	2,538,740	2,641,029	4.03%	2,641,029	2,641,029

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
241 BUILDING DEPARTMENT						
51000-51990 Personnel Services	143,718	164,873	175,559		175,559	175,559
52000-58990 Other Charges and Expenses	5,956	14,200	12,500		12,500	12,500
BUILDING DEPARTMENT TOTAL	149,675	179,073	188,059	5.02%	188,059	188,059

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
291 EMERGENCY MANAGEMENT						
51000-51990 Personnel Services	3,744	7,000	5,000		5,000	5,000
52000-58990 Other Charges and Expenses	7,023	7,560	11,060		11,060	11,060
EMERGENCY MANAGEMENT TOTAL	10,767	14,560	16,060	10.30%	16,060	16,060

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
292 ANIMAL CONTROL OFFICER						
AND ANIMAL INSPECTOR						
52000-58990 Other Charges and Expenses	27,556	30,359	30,359		30,359	30,359
ANIMAL CONTROL OFF. & ANIMAL INSP. TOTAL	27,556	30,359	30,359	0.00%	30,359	30,359

400-499 PUBLIC WORKS & FACILITIES

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
400, 420 DEPT. OF PUBLIC WORKS						
(Highway, Cemetery, Tree)						
51000-51990 Personnel Services	964,762	1,088,241	1,141,159		1,141,159	1,141,159
52000-58990 Other Charges and Expenses	1,505,333	1,617,950	1,706,950		1,706,950	1,706,950
DEPT. OF PUBLIC WORKS TOTAL	2,470,095	2,706,191	2,848,109	5.24%	2,848,109	2,848,109

500-599 HUMAN SERVICES

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
510 ELECTED BOARD OF HEALTH						
51000-51990 Personnel Services	0	450	450		450	450
ELECTED BOARD OF HEALTH TOTAL	0	450	450	0.00%	450	450

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
512 BOARD OF HEALTH						
51000-51990 Personnel Services	187,519	204,600	213,594		213,594	213,594
52000-58990 Other Charges and Expenses	54,156	70,624	70,624		70,624	70,624
BOARD OF HEALTH TOTAL	241,675	275,224	284,218	3.27%	284,218	284,218

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
541 COUNCIL ON AGING						
51000-51990 Personnel Services	289,147	323,836	340,804		340,804	340,804
52000-58990 Other Charges and Expenses	59,246	64,655	72,435		72,435	72,435
COUNCIL ON AGING TOTAL	348,394	388,491	413,239	6.37%	413,239	413,239

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
542 YOUTH COMMISSION						
51000-51990 Personnel Services	244,444	259,890	284,610		284,610	284,610
52000-58990 Other Charges and Expenses	17,505	23,596	49,664		49,664	49,664
YOUTH COMMISSION TOTAL	261,949	283,486	334,274	17.92%	334,274	334,274

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
543 VETERANS' SERVICES						
51000-51990 Personnel Services	15,000	15,000	16,000		16,000	16,000
52000-58990 Other Charges and Expenses	14,257	23,950	23,700		23,700	23,700
VETERANS' SERVICES TOTAL	29,257	38,950	39,700	1.93%	39,700	39,700
Veterans (543) and Memorial Day (692) are now combined in Veterans Budget (543)						

600-699 CULTURE & RECREATION

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
610 LIBRARY						
51000-51990 Personnel Services	431,366	477,540	501,402		501,402	501,402
52000-58990 Other Charges and Expenses	142,645	146,907	153,549		153,549	153,549
LIBRARY TOTAL	574,011	624,447	654,951	4.88%	654,951	654,951

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
630 RECREATION COMMISSION						
51000-51990 Personnel Services	144,901	152,199	162,029		162,029	162,029
52000-58990 Other Charges and Expenses	14,054	14,069	16,994		16,994	16,994
RECREATION COMMISSION TOTAL	158,955	166,268	179,023	7.67%	179,023	179,023

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
691 HISTORICAL COMMISSION						
52000-58990 Other Charges and Expenses	0	1,000	1,000		1,000	1,000
HISTORICAL COMMISSION TOTAL	0	1,000	1,000	0.00%	1,000	1,000

700-799 DEBT SERVICE

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
DEBT PRINCIPAL AND DEBT INTEREST						
0100-710-59100 Principal General Fund	2,230,097	1,015,116	1,246,464		1,246,464	1,246,464
0100-751-59150 Interest General Fund	851,376	866,929	870,987		870,987	870,987
0100-751-57880 Bond Disclosure	500	2,550	1,000		1,000	1,000
DEBT PRINCIPAL AND DEBT INTEREST TOTAL	3,081,973	1,884,595	2,118,451	12.41%	2,118,451	2,118,451

900-999 UNCLASSIFIED

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
910 EMPLOYEE BENEFITS						
51700 Police/Fire Accident and Workers' Comp.	293,630	326,783	282,837		282,837	282,837
51710 Unemployment Payments	1,314	30,000	30,000		30,000	30,000
51720 Health Insurance	5,245,751	5,570,300	6,066,598		6,066,598	6,066,598
51730 Retirement Fund	2,558,308	2,808,872	3,114,808		3,114,808	3,114,808
51740 Life Insurance	5,388	5,311	5,498		5,498	5,498
51750 Flexible Spending Account	6,445	7,250	7,470		7,470	7,470
51770 Medicare	415,496	406,621	441,824		441,824	441,824
51780 Dental Insurance	252,116	261,662	271,993		271,993	271,993
51785 Medicare B Penalty	17,525	17,250	17,600		17,600	17,600
EMPLOYEE BENEFITS TOTAL	8,795,973	9,434,049	10,238,628	8.53%	10,238,628	10,238,628

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
941 COURT JUDGMENTS						
57600 Court Judgments	232,965	0	0		0	0
COURT JUDGMENTS TOTAL	232,965	0	0	0.00%	0	0

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
945 LIABILITY INSURANCE						
52000-58990 Other Charges and Expenses	342,442	384,426	439,002		439,002	439,002
LIABILITY INSURANCE TOTAL	342,442	384,426	439,002	14.20%	439,002	439,002

300-399 EDUCATION

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
300 ELECTED SCHOOL COMMITTEE						
51000-51990 Personnel Services	50	500	500		500	500
ELECTED SCHOOL COMMITTEE TOTAL	50	500	500	0.00%	500	500

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
301 SOUTHBOROUGH SCHOOLS						
REGULAR DAY PROGRAMS						
Administration	638,555	647,536	643,697		643,697	643,697
Instruction	12,223,764	12,096,032	12,990,266		12,990,266	12,990,266
Other Student Services	884,217	902,088	982,954		982,954	982,954
Operation and Maintenance Buildings	1,904,485	1,869,135	1,915,810		1,915,810	1,915,810
Fixed Charges	300	300	53,217		53,217	53,217
Contractual Obligation	0	796,772	0		0	0
REGULAR DAY PROGRAMS TOTAL	15,651,321	16,311,863	16,585,944		16,585,944	16,585,944
SPECIAL EDUCATION PROGRAMS						
Administration	19,000	22,700	23,100		23,100	23,100
Instruction	5,556,661	5,511,233	6,058,346		6,058,346	6,058,346
Other Student Services	508,223	661,313	880,056		880,056	880,056
Operation and Maintenance Buildings	4,000	4,000	7,000		7,000	7,000
Fixed Charges	2,775	2,775	2,775		2,775	2,775
Programs, Other Systems in Massachusetts	467,630	375,646	542,826		542,826	542,826
Programs, Member of Collaborative	73,833	174,888	158,917		158,917	158,917
SPECIAL EDUCATION TOTAL	6,632,122	6,752,555	7,673,020		7,673,020	7,673,020
GRAND TOTAL OPERATING ACTUAL	22,283,443	23,064,418	24,258,964	5.18%	24,258,964	24,258,964

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
302 ALGONQUIN REGIONAL HIGH SCHOOL						
REGULAR DAY PROGRAMS						
Administration	712,689	717,195	722,561		722,561	722,561
Instruction	12,174,498	12,117,922	12,747,011		12,747,011	12,747,011
Other Student Services	2,187,175	2,218,446	2,356,517		2,356,517	2,356,517
Operation and Maintenance Buildings	1,988,471	2,161,116	2,193,835		2,193,835	2,193,835
Fixed Charges	4,367,478	4,825,018	4,919,604		4,919,604	4,919,604
New Equipment	0	0	0		0	0
Tuition, Other Public Schools	200,000	200,000	250,000		250,000	250,000
Contractual Obligation	0	574,602	0		0	0
REGULAR DAY PROGRAMS TOTAL	21,630,311	22,814,299	23,189,528		23,189,528	23,189,528
SPECIAL EDUCATION PROGRAMS						
Administration	19,000	15,000	15,500		15,500	15,500
Instruction	2,968,858	3,017,142	3,412,017		3,412,017	3,412,017
Other Student Services	334,767	483,508	612,517		612,517	612,517
Operation and Maintenance Buildings	2,100	2,100	5,600		5,600	5,600
Fixed Charges	1,595	1,595	1,595		1,595	1,595
Programs, Other Systems in Massachusetts	485,237	41,470	502,465		502,465	502,465
Programs, Member of Collaborative	285,213	215,232	132,204		132,204	132,204
SPECIAL EDUCATION TOTAL	4,096,770	3,776,047	4,681,898		4,681,898	4,681,898
GRAND TOTAL OPERATING ACTUAL	25,727,081	26,590,346	27,871,426	4.82%	27,871,426	27,871,426

	NON EXEMPT	EXEMPT	TOTAL	Percent Inc./Decr.
FY 2024 SOUTHBOROUGH ASSESSMENT	9,118,930	396,969	9,515,899	6.89%

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
304 ASSABET VALLEY REGIONAL TECH HIGH SCHOOL						
Southborough Operating Assessment	409,450	403,066	485,516		485,516	485,516
Renovation Project - Capital Assessment	34,369	33,357	32,345		32,345	32,345
SOUTHBOROUGH ASSESSMENT TOTAL	443,819	436,423	517,861	18.66%	517,861	517,861

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
305 NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL						
Tuition/Transportation Assessment	39,058	44,875	45,534		45,534	45,534
NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL TOTAL	39,058	44,875	45,534	1.47%	45,534	45,534

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *The article includes recommendations from both the Select Board and the Advisory Committee for the FY25 budget. Funding recommendations are noted in the individual recommendation columns for each department.*

ARTICLE 6: To see if the Town of Southborough will vote to raise and appropriate or transfer from available funds a sum of $289,414.00 to the Police Department Budget, #210 for the purpose of hiring four full-time dispatchers to provide coverage 24/7, or do or act anything in relation thereto.

Proposed by: BONNIE PHANEUF, ET AL.
Select Board Recommendation: At Town Meeting
Advisory Committee Recommendation: Not Support
Summary: *Over the past two and a half years the Town has been exploring joining a Regional Emergency Communications Center (RECC). Now is the time to address the immediate need. This is NOT a clerical job. Dispatchers provide critical emergency communication services to Police, Fire, EMS, Public Health, DPW, School Departments, Building Departments, Youth and Family Services, Senior Services, Recreation, State Police, Court, Commonwealth of Mass. Properties, Dam, MBTA Station,9-11 Field, Reservoir trails, Businesses and private non-profits.*Select Board Packet, March 7, 2023, Office of the Select Board, the original intent of looking at Regional Emergency Communications Center (RECC) was not for financial purposes for Southborough. There has been consensus that maintaining 1 dispatcher per shift is not acceptable. However, there have been questions raised about the costs. Three different scenarios of future dispatch costs with assumptions outlined in memo. * Select Board Meeting Minutes, December 19, 2023, III.i.ii. Chief Achilles & Chief Newell recommendation for maintaining current model Chief Newell and Chief Achilles shared their findings on enhancing the current dispatch operation system. "The Chiefs state that whether or not the Town chooses to regionalize, the immediate need is to add four full-time dispatchers to provide coverage 24/7."*

ARTICLE 7: To see if the Town of Southborough will vote to raise and appropriate, or transfer from available funds a sum of $119,372.00 for the purpose of covering the Employee Benefits for the additional four full-time dispatchers, or do or act anything in relation thereto.

Proposed by: BONNIE PHANEUF, ET AL.
Select Board Recommendation: At Town Meeting
Advisory Committee Recommendation: Not Support
Summary: *These Employee Benefits funds for the additional four full-time dispatchers will be applied to the Employee Benefits Budget, #910, as standard practice in Southborough.*

ARTICLE 8: To see if the Town of Southborough will vote to

1. Restate the request, approved at Annual Town Meeting 2023, that the Select Board, not enter into any IMA for Regional Dispatch without first presenting the principal terms thereof to Town Meeting for its recommendation thereupon
2. Request that the Select Board not enter into any IMA containing annual budgetary, or debt, approval terms that substantially circumvent, or fail to include, Town Meeting's financial approval requirements as contained in the provisions of the longstanding Regional School Agreement.
3. Request that the Select Board not enter into any IMA for Regional Dispatch before the Technology Committee has reported to Select Board and Town Meeting regarding the feasibility of creating virtual dispatch regions to provide similar coverage redundancy using substantially existing technology, while maintaining a 24 hour per day seven day per week physical presence at the Public Safety Building at no additional cost to the Town.
4. Recommend that Select Board recognize the necessity of full cooperation between Town governing bodies for successful operation of the Town. Advise the Select Board that, while the foregoing are merely requests, and Select Board is not bound to observe these requests, it is noted that the Select Board's annual request for its budget is similarly not binding on Town Meeting, further that Select Board disrespect for recommendation 2, circumventing centuries of taxation control by Town Meeting, may provoke a similar reaction by Town Meeting toward subsequent budgetary requests for Select Board, and that cooperation is far better if observed in both directions.

; or do or act anything in relation thereto.

Proposed by: BONNIE PHANEUF and JOHN BUTLER
Select Board Recommendation: At Town Meeting
Advisory Committee Recommendation: Not Support
Summary: *This is a citizen's petition.*

ARTICLE 9: To see if the Town will vote to raise a sum of money as may be necessary for the Water Enterprise Fund's use for Fiscal Year 2025, and make appropriations of the same, as detailed following, or do or act anything in relation thereto.

WATER ENTERPRISE	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY2025 REQUEST	PERCENT (+) or (-)
DIRECT COSTS					
51000-51990 Total Personal Services	319,953	387,136	399,116	435,159	
52000-58990 Other Charge & Expense	1,705,388	1,425,664	1,660,150	1,562,556	
59100 Principal Long Term Debt Water	344,408	345,000	342,000	380,000	
59150 Interest Long Term Debt Water	111,526	97,890	82,515	102,028	
59250 Interest on Notes	0	10,027	35,819	0	
CAPITAL EQUIPMENT - LEASE					
DPW DIESEL YEAR 4 OF 7	10,622	10,622	10,622	10,622	
DPW HOOK TRUCK YEAR 4 OF 7	9,103	9,264	9,105	9,105	
CAPITAL EQUIPMENT					
FY23 MINI EXCAVATOR - WTR PORTION		20,000			
FY24- PICKUP TRUCK - WTR PORTION			15,000	0	
FY25- ENGINEERING				250,000	
INDIRECT COSTS					
59510 Indirect Costs	204,695	216,133	249,770	372,387	
TOTAL WATER FUND	2,705,695	2,521,736	2,804,097	3,121,857	11.33%

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *The Water budget is funded through an Enterprise Fund that is supported entirely through the water rates and the fund's retained earnings, which supports all aspects of the department's operation. The funding for those capital items that are being leased/purchased for use by the Water Department, in whole or in part, are included in this budget.*

ARTICLE 10: To see if the Town will vote to transfer $100,000 from Water Retained Earnings for use in the FY24 Water Enterprise Fund budget, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article is intended to supplement the water revenue for the current fiscal year in the Water Enterprise Fund. FY24 has seen lower than expected water usage, and the use of retained earnings will complement the revenue from water rates and provide sufficient support for the Water Enterprise Fund.*

ARTICLE 11: To see if the Town will vote to raise and appropriate, or transfer from available funds a sum of money for General Government capital items for the following purposes:

	Description	Request	Levy	Receipts Reserved Ambulance/Other
A.	ROAD MAINT. & MISC STREET REPAIR	$272,500	$272,500	
B.	MOWER ATTACHMENT J DEERE TRACTOR	$20,630	$20,630	
C.	POLICE CRUISERS (2)	$150,000		$150,000
D.	DEFIBRILLATORS - PARAMEDIC	$50,000	$50,000	

, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary:
A. *These funds are for public roadway infrastructure and related design, permitting, maintenance, repair and construction throughout town. These are expended in conjunction with Chapter 90 roadway improvement funding from the Commonwealth. Prior to committing any FY25 Road Maintenance Funds, a formal plan for the anticipated use of these funds shall be presented to the Capital Planning Committee in a posted public meeting. The Capital Planning Committee will then vote to support or make suggested changes to the Select Board and the DPW Director.*
B. *This request replaces a 2009 Flail Mowerhead for the John Deere tractor for roadside mowing. This mower head replacement is needed immediately for uninterrupted service this upcoming year.*
C. *This funds the planned replacement of two front-line cruisers with two police utility vehicles. This is a scheduled rotation that would move the older cruisers with higher mileage out of the active rotation of front-line cars to detail vehicles. The new vehicles would replace 2 front line cruisers, both are 2019 Ford Explorers with approx. 100,000 miles each.*
D. *This request is to replace the existing 12-year-old Cardiac Monitor/Defibrillators that are no longer upgradable or repairable with the newest model Monitor/Defibrillators available. This upgrade will improve the Fire Department's ability to continue to provide the latest Advanced Life Support care to the patients we serve.*

ARTICLE 12: To see if the Town will vote to apply for, accept, and expend Massachusetts Public Library Construction Program ("MPLCP") grant funds if approved, and vote to raise and appropriate or transfer from available funds the sum of $150,000, or any other sum if said MPLCP grant is approved, said sum to be expended by the Town for library assessment, planning, feasibility and/or design, or act in any manner relating thereto, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *The Southborough Library is actively applying this year to the Massachusetts Public Library Construction Program (MPLCP), a state grant administered by the MA Board of Library Commissioners (MBLC). The purpose of the grant is to provide financial support to municipalities for the improvement of library facilities. Municipal votes for approval of support and local funding are required prior to a project moving forward into each phase. The Planning and Design Phase funding is for activities related to the planning and designing of new, renovated, or expanded public library facilities in advance of a whole building project.*

ARTICLE 13: To see if the Town will appropriate $2,186,000, or any other amount, to pay costs of purchasing the following items of capital equipment, including the payment of all costs incidental and related thereto:

A.	Fire Tower Demo Truck	$1,300,000
B.	Ambulance A28	$551,000
C.	Trash Trailer	$125,000
D.	Sidewalk Tractor w/Attachments	$210,000

and to determine whether this amount shall be raised by borrowing or otherwise, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary:
A. *The Southborough Fire Department is seeking favorable consideration for funding to replace Tower 21; a 2010 Aerial Platform Truck with a new Aerial Ladder Truck. The current Tower has several costly repairs and improvements to be made if it is retained. The current aerial platform truck has some operational limitations that a shorter wheel-based aerial could reduce or eliminate. These are related to travel restrictions, residential driveway access, and topography. This request will support risk reduction measures to areas identified in the department's 2020 Community Risk Analysis / Standard of Cover Report.*
B. *Fire Department ambulance per the replacement schedule. This replaces a 2018 Ford F-550/Horton 4x4 ambulance (number A28).*
C. *This request would allow the DPW to replace a 1997 Transfer Trailer that has reached the end of its useful life. The replacement will allow the continued and uninterrupted service for the users of the transfer station facility.*
D. *This request is to replace an existing 2001 trackless sidewalk tractor that currently has 9,500 hours of use. It has reached the end of its useful life. Replacement will allow timely removal of snow from the sidewalks – for continuous and uninterrupted service.*

ARTICLE 14: To see if the Town will vote to appropriate a sum of money for the payments under existing capital lease agreements as described below:

	Equipment	Authorized Department	Source of Appropriation	FY25 Amount
A.	1 - Horton Type Ambulance	Fire Department	FY25 Capital Budget - Ambulance Fund	$57,191
B.	1 - Swaploader Hook Lift Truck	Dept. of Public Works	FY25 Capital Budget - General Fund	$25,037
C.	1 - Pick Up Diesel F-350	Dept. of Public Works	FY25 Capital Budget - General Fund	$10,622
D.	1 - Fire Dept Chief Vehicle	Fire Department	FY25 Capital Budget - Ambulance Fund	$8,422
E.	Police Taser Program	Police Department	FY25 Capital Budget - General Fund	$19,455

, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *The lease agreements for these vehicles were authorized by Town Meeting in 2021, and these are the fourth year of the lease payments. With the exception of the Fire Ambulance (5-year lease) and Police Taser (3-year lease), all of the leases are for 7 years.*

ARTICLE 15: To see if the Town will vote to authorize payment from Fund 2261 – 9-11 Field Maintenance Revolving the sum of $45,000 for the FY24 principal and interest payment, and $45,000 for the FY25 principal and interest payment, for the May 2018 bond issuance for the resurfacing of 9-11 Field; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article will authorize the 9-11 Field maintenance account to pay debt incurred for the turf replacement of 9-11 Field. The loan term was shorter than anticipated and this will allow the Town to have this paid by the 9-11 Fund as intended.*

ARTICLE 16: To see if the Town will vote to transfer from Free Cash the sum of $30,000 for the purpose of hiring consultants, engineers, water quality specialists, and/or environmental consultants by various Town departments, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article allows town departments, with the approval of the Select Board, to hire outside expertise when the need arises.*

ARTICLE 17: To see if the Town will vote to raise and appropriate or transfer from available funds, the sum of $250,000 into the Other Post-Employment Benefits Liability Trust Fund (OPEB Fund) as authorized by General Laws, Chapter 32B, Section 20, in order to offset the anticipated future cost of providing post-retirement health and life insurance benefits to current and future retired Town employees, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This is an annual appropriation into the Town's OPEB Trust Fund that began back in 2014. The appropriation was previously done as part of the operating budget, but further guidance from the Dept. of Revenue has recommended that it be done in a separate article.*

ARTICLE 18: To see if the Town will vote to transfer from Free Cash the sum of $10,000 for the purpose of paying the Town's share of casualty and other losses incurred to Town property and equipment which are not covered by insurance policies, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article will provide funds to be used to pay the deductible for property damage which is not covered by insurance.*

ARTICLE 19: To see if the Town will modify the purpose of funds appropriated under Article 18 passed at the Annual Town Meeting on April 9, 2018 which stated "Lundblad Field design & specialty consultant" to re-purpose such funds for "Lundblad Field construction and upgrades", or do or act anything in relation thereto.

Proposed by: SELECT BOARD/RECREATION COMMISSION
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *The original article was to "fund research and design work including investigation of the membrane and other aspects of the property." As a balance of $46,411.00 remains the Town would like to utilize the residual funds for the construction of facility improvements, including, but not limited to, a community dog park.*

ARTICLE 20: To see if the Town will vote to raise and appropriate, or transfer from available funds the sum of $150,000 for the ongoing maintenance of capital equipment and systems associated with town buildings and facilities.

The Town Facilities Manager shall recommend appropriate projects to the Town Administrator. The Town Administrator shall approve all expenditures under this article. The Town Facilities Manager shall report all funded projects to the Capital Improvement and Planning Committee as requested, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article will provide for the maintenance and repair of capital equipment and systems associated with the Town's buildings and facilities.*

ARTICLE 21: To see if the Town will vote to raise and appropriate or transfer from available funds the sum of $25,000 for the ongoing maintenance of capital investments associated with outdoor recreational facilities. The Town's Director of Recreation shall recommend appropriate projects to the Recreation Commission. The Recreation Commission shall approve all expenditures under this article, or do or act anything in relation thereto.

Proposed by: SELECT BOARD/RECREATION COMMISSION
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary*: In the last 5 years, the Recreation Department has completed extensive capital improvements across the Town's outdoor facilities, including playgrounds, athletic fields, sport courts, and the Trottier track. Funding of this article will grant financial support for a proactive approach to facility maintenance to improve safety, reduce liability, and promote longevity of the own's outdoor assets.*

ARTICLE 22: To see if the Town will vote pursuant to Massachusetts General Laws, Chapter 44 § 53E ½ to authorize the following spending limits for existing revolving funds for Fiscal Year 2025, as follows:

1. Immunization/Emergency Dispensing Clinic; $15,000.
2. Inspectional Services; $140,000.
3. 9-11 Field Maintenance; $100,000.
4. Wetland Protection; $30,000.
5. Hazardous Materials; $75,000.
6. CPR Classes; $6,500.
7. Community Garden; $3,000.
8. Recreation Programs; $500,000.
9. Tobacco Control Program; $4,000.
10. Golf Course Maintenance; $75,000.

, or do or act anything in relation thereto.

Proposed by: BOARD OF HEALTH, SELECT BOARD, RECREATION COMMISSION, AND CONSERVATION COMMISSION
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article approves the annual spending limits for revolving funds that are now authorized by Town by-law.*

ARTICLE 23: To see if the Town will vote to accept provisions of the fourth paragraph of Massachusetts General Law Ch. 40, Section 3 to allow the Southborough School District to keep monies received from the rental of space in its schools. These monies may be expended by the Southborough School Committee for the purpose of upkeep and maintenance of any and all Southborough Public Schools with no further legislative body approval. The monies may accumulate from year to year, and shall not be considered to be part of the general funds unassigned balance, or do or act anything in relation thereto.

Proposed by: SOUTHBOROUGH SCHOOL COMMITTEE
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary*: The purpose of this warrant article is to create a Facility Rental revolving account for the Public Schools of Southborough, which would be governed by the Southborough School Committee. Funds collected through the rental of the four Southborough schools will be deposited into this account. These funds will be used to offset building costs such as building maintenance and utilities.*

ARTICLE 24: To see if the Town will vote to accept the provisions of G.L. c. 40, §13E and authorize the Southborough School District to establish a Special Education Stabilization Fund that can be used in future years for unanticipated or unbudgeted costs of special education, out of district tuition, transportation, and recovery high school tuition, or do or act anything in relation thereto.

Proposed by: SOUTHBOROUGH SCHOOL COMMITTEE
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary*: The purpose of this warrant article is to create a Special Education Stabilization Fund for the Public Schools of Southborough, which would be governed by the Southborough Select Board and the Southborough School Committee. The District will utilize these funds for unexpected or unbudgeted Special Education costs.*

ARTICLE 25: To see if the Town will authorize the Select Board to lease all or a portion of the roof of Trottier Middle School located at 49 Parkerville Road for a term of 10-20 years, upon such terms and conditions as are acceptable to the Select Board, to a solar energy provider to construct, maintain, and operate a solar facility on the property and to enter into a power purchase agreement with the solar energy provider; and further, to authorize the Select Board to grant an easement as may be necessary to install, maintain, operate, repair, reinstall, or replace any utilities required for interconnection to the solar facility project, or do or act anything in relation thereto.

Proposed by: SOUTHBOROUGH SCHOOL COMMITTEE
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary*: The purpose of this warrant article is to permit the Select Board to lease all or a part of the Trottier Middle School roof for a solar energy project. The lease of the roof would be contingent upon the replacement of the existing roof, for which the school district has applied to the Massachusetts School Building Authority. The solar project is part of the Public Schools of Southborough's strategic plan to implement energy efficiencies.*

ARTICLE 26: To see if the Town will vote to authorize the Northborough-Southborough Regional School District to establish a Stabilization Fund according to Chapter 71, Section 16G 1/2 of the General Laws for the purposes of funding capital items as identified in the Northborough-Southborough Regional School District Capital Plan, or do or act anything in relation thereto.

Proposed by: REGIONAL SCHOOL COMMITTEE
Select Board Recommendation: Not Support
Advisory Committee Recommendation: Not Support
Summary*: The purpose of this warrant article is to create a Capital Stabilization Fund for the Northborough-Southborough Regional School District, which would be governed by the NSRSD School Committee. The District will utilize these funds for capital improvements at Algonquin Regional High School. Capital projects will be presented to the Southborough Capital Improvement & Planning Committee as part of the annual budget process.*

ARTICLE 27: To act on the recommendation of the Community Preservation Committee on the Fiscal Year 2025 Community Preservation Budget and to appropriate or reserve for later appropriation monies from Community Preservation Fund annual revenues or available funds for the administrative expenses of the Community Preservation Committee, the payment of debt service, the undertaking of Community Preservation projects and all other necessary and proper expenses for the year, or take any other action relative thereto.

PROPOSED FISCAL YEAR 2025 COMMUNITY PRESERVATION BUDGET

Estimated Surcharge Receipts (Based on Town Treasurer's Projections) ……..…. $ 447,844
State Match (Projected FY2024 State Match) ……...…….…… $ 64,905
Total Projected Revenue…….. …… $ 512,749

The Community Preservation Committee recommends that the following amounts be appropriated or reserved from Fiscal Year 2025 Community Preservation Fund revenues with each item considered a separate appropriation.

Set Aside- Open Space
$51,275 to be set aside, held in the Community Preservation Open Space Reserve Account, and spent in FY2025 or later years for acquisition, creation, or preservation of open space, and for the rehabilitation and/or restoration of open space acquired under the Community Preservation Act.

Historic Preservation
No set aside required as spent in FY2025 on bonds for historic projects for the acquisition, preservation, rehabilitation, and restoration of historic resources.

Set Aside – Community Housing
$51,275 to be set aside, held in the Community Preservation Housing Reserve Account, and spent in FY2025 or later years for the creation, preservation, and support of community housing, and for the rehabilitation and/or restoration of community housing acquired under the Community Preservation Act. Set Aside Administrative Costs – Community Preservation Committee $25,637 to defray the administrative and operating expenses of the Community Preservation Committee in FY2025 for the Community Preservation Administration Account

Set Aside – CPA Budgeted Reserve/Discretionary
$106,274.00 Reserved for FY25 Budgeted Reserve/Discretionary Account

Annual Debt Service: $75,438 to be applied towards the bond for the perpetual Preservation Restriction on 84 Main Street also known as the Burnett House for the purpose of historic preservation as approved at ATM 2016

Annual Debt Service: $61,000 to be applied towards the bond for the renovation and restoration of the historic Southborough Library building for the purpose of historic preservation as approved at ATM 2018

Annual Debt Service: $141,850 to be applied towards the bond for the historic restoration of the Southborough Town House for the purpose of historic preservation as approved at ATM 2021

FY24 Annual Debt Service: $52,842 from the CPA FY24 Budgeted Reserve Fund Balance to be applied towards the bond for the historic restoration of the Southborough Town House for the purpose of historic preservation as approved at ATM 2021

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *The budget and set-asides are an annual requirement under the Community Preservation Act.*

ARTICLE 28: To see if the Town will vote to accept the report of the Community Preservation Committee for the FY2024 State Match Adjustment from the CPA Fund Balance and act upon the recommendations of the Community Preservation Committee and to set aside for later expenditure, certain sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the General Laws, as follows:
Actual FY24 State Match Receipts……...… $ 86,596
ATM2023 Projected FY24 State Match …… $82,561
FY24 State Match Adjustment ……$4,035

Set Aside- Open Space
$403 to be set aside, held in the Community Preservation Open Space Reserve Account, and spent in FY2025 or later years for acquisition, creation, or preservation of open space, and for the rehabilitation and/or restoration of open space acquired under the Community Preservation Act.

Set Aside – Historic Preservation
$403 to be set aside, held in the Community Preservation Historic Reserve Account, and spent in FY2025 or later years for the acquisition, preservation, rehabilitation, and restoration of historic resources.

Set Aside – Community Housing
$403 to be set aside, held in the Community Preservation Housing Reserve Account, and spent in FY2025 or later years for the creation, preservation, and support of community housing, and for the rehabilitation and/or restoration of community housing acquired under the Community Preservation Act.

Set Aside Administrative Costs
$201– Community Preservation Fund to defray the administrative and operating expenses of the Community Preservation Committee in FY2024 in the FY2024 Community Preservation Administration Account.

$2,625.00 Reserved for FY24 Community Preservation Budgeted Reserve/Discretionary)

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article is to account for an adjustment to the state match from what was budgeted at 2023 ATM and the FY24 State Match received.*

ARTICLE 29: To see if the Town will vote to appropriate $46,046 for the rehabilitation and restoration of historic Town records for historic purposes as requested by Southborough Town Clerk Jim Hegarty, with $21,005.43 from the Historic Reserve Account and $25,040.57 from the Budgeted Reserve Account. This consists of $45,046 in project costs and an additional $1,000 in contingency funding. Contingency funds only available after approval of the Community Preservation Committee for unexpected costs unforeseen at the time of application.
Funding is contingent on a project start of July 1, 2024, and to be completed by June 30, 2027 or funds to be returned to the Southborough Community Preservation Fund Balance as directed by the Southborough Community Preservation Committee. Project to be completed in conformance with details as presented to the members of the Community Preservation Committee and to be documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the
Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *Under the direction of Town Clerk Jim Hegarty said funds will be used for the restoration of historic Town documents dating back to the 1700's.*

ARTICLE 30: To see if the Town will vote to appropriate $211,232 from the CPA Fund Budgeted Reserve for the construction of the final segment of Peninsula Trail requested by the Southborough Trails Committee for recreational purposes. This consists of $183,680 in project costs and an additional $27,552 in contingency funding. Contingency funds only available after approval of the Community Preservation Committee for unexpected costs unforeseen at the time of application. Funding is contingent on a project start date of July 1, 2024, and to be completed by December 1, 2026, or funds to be returned to the Southborough Community Preservation Fund Balance as directed by the Community Preservation Committee. Project to be completed in conformance with details as presented to the members of the Community Preservation Committee and to be documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *Under the direction of the Southborough Trials Committee (STC), and with Recreation Director Tim Davis as an advisor, said funds will be used for the installation of the boardwalk, footbridge, and other trail construction related tasks for "Bridging the Gap" Phase II of the STC Peninsula Trail Project.*

ARTICLE 31: To see if the Town will vote to appropriate $553,750 for the installation of a new irrigation system in accordance with the standards of Audubon International, at the Southborough Golf Club from the CPA Fund Balance, as requested by the Southborough Golf Committee for the purpose of recreation. This consists of $475,000 in project costs and an additional $78,750 in contingency funding. Contingency funds only available after approval of the Community Preservation Committee for unexpected costs unforeseen at the time of application. Funding is contingent on project completion by December 1, 2026, or funds to be returned to the CPA Fund Balance as directed by the Community Preservation Committee. Project to be completed in conformance with details as presented to the members of the Community Preservation Committee and to be documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *Under the direction the Southborough Golf Committee (STC), and with the golf course management company - New England Golf, overseeing the installation, said funds will be used for the installation of the new irrigation system to replace the existing 50+ year old system which is leaky, prone to failure requiring frequent repair, and time consuming to operate. This article is the Community Preservation Act share of a total project amount of $603,750 offset by a $50,000 contribution from the Golf Course Revolving Fund.*

ARTICLE 32: To see if the Town will vote to appropriate the sum of $96,115.13 for the use of the Board of Health to provide for substance abuse abatement activities following the Town's participation in the Statewide Opioid Settlements negotiated by the Massachusetts Attorney General, and to meet said appropriation the sum of $96,115.13 be transferred from Free Cash, or do or act anything in relation thereto.

Proposed by: BOARD OF HEALTH
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary*: This Article provides funds to supplement and strengthen resources possibly including but not limited to substance abuse prevention, harm reduction, treatment, and recovery funded by direct payments received by the Town of Southborough as a result of signing onto statewide settlements with opioid manufacturers, distributors, and/or pharmacies. In order to comply with settlement reporting requirements, the funds are being segregated from general revenues into a separate article.*

ARTICLE 33: To see if the Town will vote to authorize the Select Board under Clause (1) of Section 8 of Article 2, as amended, of the Amendments to the Constitution of the Commonwealth of Massachusetts to submit to the General Court a Home Rule Petition, accompanied by a proposed Special Act relating to the Town of Southborough public works. The General Court may make clerical or editorial changes of form only to the proposed, unless after a public hearing the Select Board approves amendments to the bill before enactment by the General Court. The Select Board is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition. Said submission shall be accompanied by an attested copy of the motion and vote of the Town Meeting on this article.

Said proposed Special Act shall make the following modifications to Ch. 447 of the acts of 1991: (a) Re-establish the office of Tree Warden as an appointee of the Select Board, supervised by the DPW superintendent; (b) dissolve the Public Works Planning Board of the town of Southborough; and (c) replace "board of selectmen" with "select board" throughout.

The form and wording of said submission shall be determined by the Select Board in consultation with Town Counsel and the Town's representatives to General court, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary*: The Public Works Planning Board was created in 1991, and does not meet current expectations. The Select Board is officially the town's Tree Warden by the Special Act which has proven inefficient. The office of Tree Warden would be reinstated as an appointed officer of the Town.*

ARTICLE 34: To see if the Town will vote to establish a Public Works Advisory Committee by deleting Article I ("Solid Waste Disposal Committee") of the Town Code in its entirety and inserting the following into the Town Code:

Article XIII Public Works Advisory Committee

§9-52 Purpose
Because the Department of Public Works ("DPW") is a complex organization that consumes a significant portion of the Town's budget and directly impacts the life of every resident: planning, prioritization, coordination and communications with the residents is essential. The Public Works Advisory Committee provides a focal point for and assistance with this complex function.
§9-52-A Establishment; Membership; Qualifications
Effective upon the dissolution of the Southborough Public Works Planning Board, there shall be a Public Works Advisory Committee ("PWAC"), which shall consist of five voting members and the non-voting ex-officio members identified below.
Each voting member shall be a resident of the Town and shall not be a Town officer or employee. Preferably at least 3 voting members should have significant relevant work experience and knowledge of activities undertaken by the DPW.
The voting members shall be appointed by the Select Board.
§9-52-B Appointments; Terms; Vacancies; Removal
Voting members shall be appointed for three-year terms. The initial appointments shall be two members for three years, two members for two years, and one member for one year, so as to establish overlapping terms.
Any voting member who shall remove from the Town, establish residency in another town, resign, or die shall cease to be a member. When notified that any voting member has failed to faithfully discharge his duties, or has failed without good cause to attend at least three quarters of the PWAC meetings held in any six-month interval: the Select Board may promptly give notice, hold a hearing and determine whether such member shall be removed from the PWAC. In any case of a vacancy in the voting membership, the Select Board shall make every effort to, within thirty days, appoint a replacement for the balance of the unexpired term.
The ex-officio (non-voting) members have terms coincident with their employment and shall be: the Superintendent of Public Works and the Town Planner.
§9-52-C Organization; Meetings
The members shall select, from among themselves, a Chair, vice-Chair, and a Secretary.
The PWAC shall establish a regular schedule of meetings sufficient to complete its duties, but shall meet at least quarterly.
The PWAC shall ordinarily and preferentially meet in the Town, but may conduct meetings, investigations or inspections within the scope of its duties and authority anywhere, subject to the Open Meeting Law and standard Town travel budgets and policies.
The PWAC may appoint from its own membership subcommittees and delegate to them such of its powers as it deems expedient.
All reports and recommendations of the PWAC made to the Town shall be voted by a majority of the voting members of the PWAC, but this shall not be construed to prevent recommendations by a minority nor to discourage full participation by the non-voting members.
§9-52-D Funding
Subject to appropriation, the PWAC may incur expenses for consultants, communications, minute-takers and other purposes. Such expenses shall be from a separate line item under the DPW's budget, established by the Town's regular budget process. Any expenditures from its budget shall require a majority vote of the PWAC or a designated member thereof, as permitted by law, and be subject to the Town's policies for such expenditures.

§9-53 Functions and Definitions
The duty of the PWAC shall be to respond to requests for support from the Superintendent of Public Works, the Select Board, the Planning Board, the Advisory Committee, the Capital Improvement Planning Committee, and such other Town Entities as may be appropriate.
Further, PWAC shall also proactively evaluate, study, recommend, propose, and/or report on significant projects to be undertaken by the DPW.
The PWAC shall assume the functions of the former Green Technology and Recycling Committee that were assigned to the former Public Works Planning Board.
In this Article XIII, the phase "Town Entities" includes any Town board, committee, or agency of Town government, or subsidiary organization of any of these, whether statutory, elected or appointed.
In this Article XIII, the phase "Public Works Projects" includes projects conducted or planned to be conducted by the DPW, including but not limited to: road and sidewalk construction and maintenance; solid waste disposal (including operation of the transfer station, recycling and fees); cemetery operation; construction and maintenance of the water system (including conservation and fees); tree maintenance, removal, and replacement; public stormwater, and traffic management.
§9-54 Mission and Authority
The PWAC shall assist with establishing priorities and long-term planning for significant Public Works Projects. The PWAC may evaluate and/or develop options to be considered for Public Works Projects that significantly deviate from their plans in scope, expense, and/or schedule. The PWAC may assist in locating and/or evaluating the desirability of external (e.g., grant) funding for Public Works Projects.
The PWAC shall coordinate its work with the Select Board, Advisory Committee, Capital Improvement Planning Committee, Planning Board, Trails Committee, and Recreation Commission as reasonably necessary.
The PWAC shall not manage or direct the Superintendent of Public Works, DPW employees, or projects.
The PWAC shall assist the Superintendent of Public Works to communicate plans for Public Works Projects and the status of such projects to residents (especially neighbors) at the earliest feasible time. It shall serve as a focal point for citizen concerns with Public Works Projects, and may conduct public hearings.
§9-54-A Other Agencies
The PWAC may meet with other governmental agencies to discuss opportunities for interoperation, efficiencies or other synergies. However, the PWAC does not have the authority to commit the Town to pursue such opportunities, which authority rests with the Superintendent of Public Works, other Town Entities, and/or their designees.
§9-55 Reporting
From time to time, as may be necessary, the PWAC shall report to the Superintendent of Public Works and/or the Select Board on its activities and such reports, studies, evaluations, recommendations, and/or proposals as it has initiated or have been requested of it.
From time to time, as may be necessary, the PWAC shall report to the Town Meeting.
§9-56 Interpretation
The section headings and numbering of this Article XIII are for convenience and shall not be construed to modify the interpretation of the article.
In this Article XIII, terms are defined in quotation marks within parenthesis, and their uses are indicated by capitalization. The definition of each such term applies to its use in the entirety of this Article XIII, whether or not the definition appears before such use.
In this Article XIII, the word "will" is to be interpreted as descriptive of an outcome or process and not as an imperative; the word "shall" is to be interpreted in the imperative sense of "must" or "is required to"; while the word "may" is to be interpreted in the permissive sense of "optionally", or "has discretion whether or not to".

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary*: Replaces the Special Act-chartered Public Works Planning Board with a Town standing committee when the PWPB dissolves as initiated by the previous article.*

ARTICLE 35: To see if the Town will vote to amend Article XI, Capital Improvement and Planning Committee, of the Town Code by deleting § 9-43(A) in its entirety, and replacing it with the following:

A. There shall be a Capital Improvement and Planning Committee ("CIPC"), which shall consist of five voting members and the two nonvoting ex-officio members identified below.

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary*: The Capital Improvement and Planning Committee is seeking to reduce its membership from 7 to 5 members to alleviate issues with getting quorums for meetings.*

ARTICLE 36: To see if the Town will vote to add a new **§174-10.3** to the Town of Southborough's Zoning Bylaws, amend the zoning map to include the MBTA Communities Overly District (MCOD) as shown on the maps prepared by Bohler Engineering in March 2024 as further depicted in the handout, amend certain other sections to integrate the new section into the current zoning bylaw, and make any minor modifications to the text required for consistency with the existing format of the bylaws or do or act anything in relation thereto.

New language shown in **bold**, deleted language shown with ~~strikethrough~~ with the exception of the new §174-10.3.

Add the following definitions to §174-2. Definitions:

B. Definitions

AFFORDABLE UNIT
A multi-family housing unit that is subject to a restriction recorded in its chain of title limiting the sale price or rent or limiting occupancy to an individual or household of a specified income, or both.

AFFORDABLE HOUSING
Housing that contains Affordable Units as defined by §174-2.

AREA MEDIAN INCOME (AMI)
The median family income for the metropolitan statistical region that includes the Town of Southborough, as defined by the U.S. Department of Housing and Urban Development (HUD).

DWELLING, MULTIFAMILY *WITHIN THE* MCOD
A building with three or more residential dwelling units or two or more buildings on the same lot with more than one residential dwelling unit in each building.

Modify the following existing definitions in §174-2. Definitions:

B. Definitions

DWELLING UNIT
~~Living quarters for a single family.~~
A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation.

Add the following text to: §174-3. Districts enumerated:

N. MBTA Communities Overlay District, referred to as MCOD.

Add the following text to Article III. Use Regulations:

§174-8.13 MCOD MBTA Communities Overlay District

A. See §174-10.3

Add the following text to §174-10.A:

(6) All multi-family development within the MCOD (§174-10.3). The provisions of §174-11 Signs, §174-12 Parking and Loading, §174-12.1 Outdoor Illumination, §174-13 Landscaping, §174-13.3 Lower Impact Development, §174-13.4 Water Resource Protection, and §154 Stormwater and Erosion Control shall be included as a part of the MCOD site plan review process.

Add the following text to §174-12.1. Outdoor Illumination:

E. (2) LZ-1 : low ambient lighting
(b) Zoning Districts: Residence A, Residence B, **and MCOD.**

F. Table 1 – under the column LZ-1, add "**MCOD**" below Residential B.

Add the following new section under Article III. Use Regulations:

§174-10.3: MBTA Communities Overlay District.

A. Purpose.

The purpose of the MBTA Communities Overlay District (MCOD) is to allow multi-family housing as of right in accordance with Section 3A of the Zoning Act (Massachusetts General Laws Chapter 40A). This zoning provides for as of right multi-family housing to accomplish the following purposes:

(1) Encourage the production of a variety of housing sizes and typologies to provide equal access to new housing throughout the community for people with a variety of needs and income levels;

(2) Support vibrant neighborhoods by encouraging an appropriate mix and intensity of uses to support an active public space that provides equal access to housing, jobs, gathering spaces, recreational opportunities, goods, and services within a half-mile of a transit station.

(3) Locate housing within walking distance of public transit to promote general public health, reduce the number of vehicular miles traveled, support economic development, and meet community-based environmental goals, including reducing greenhouse gases and improving air quality.

(4) Support public investment in public transit and pedestrian- and bike-friendly infrastructure.

B. Establishment and Applicability.

This MCOD is an overlay district having a land area of approximately 53.9 acres in size that is superimposed over the underlying zoning district(s) and is shown on the Zoning Map.

(1) **Applicability of MCOD.** An applicant may develop multi-family housing, a building with three or more residential dwelling units or two or more buildings on the same lot with more than one residential dwelling unit in each building, located within an MCOD in accordance with the provisions of this §174-10.3. The MCOD shall be exempt from §174-8.C.(2) a special permit for 2 buildings on one lot

(2) **Underlying Zoning.** The MCOD is an overlay district superimposed on underlying zoning districts. The regulations for use, dimensions, and all other provisions of the Town of Southborough's Zoning Bylaw governing the respective underlying zoning district(s) shall remain in full force, except for uses allowed as of right in the MCOD. Uses that are not identified in §174-10.3 are governed by the requirements of the underlying zoning district(s).

(a) The requirements of §174-13.2 Major residential development do not apply to the MCOD.

(b) The requirements of §174-13.3.E, Lower Impact Development special permit application and

process shall not apply to a multifamily use within the MCOD, but the performance standards of §174-13.3.I, Lower Impact Development, Performance Standards: LID Criteria, may be considered during site plan review.

(c) The requirements of §174-13.4.C, Water Resource Protection special permit process shall not apply to a multifamily use within the MCOD, but compliance with the Massachusetts Surface Water Quality Standards (314 CMR 4.00) may be considered during site plan review.

(d) The requirements of §174-11. Signs also apply.

(e) The requirements of §174-12.1. Outdoor Illumination also apply.

(3) **Subdistricts:** The MCOD contains the following subdistricts, all of which are shown on the Zoning Map:

(a) MCOD Subdistrict #1 (Residence B Dimensional Standards)

(b) MCOD Subdistrict #2 (Industrial Park Dimensional Standards)

(c) MCOD Subdistrict #3 (Industrial Park Dimensional Standards)

For subdistrict dimensional standards, see §174-10.3.E.(1) Table of Dimensional Standards.

C. Definitions.

Terms used in this section but not otherwise defined herein or under §174-2 of the Zoning Bylaw shall be as defined in the Zoning Act.

D. Permitted Uses.

(1) **Permitted Uses are as follows:** The following uses are permitted as of right within the MCOD.

(a) Multi-family housing, as referenced in §174-10.3.B. (1)

(2) **Accessory Uses.** The following uses are considered accessory as of right to any of the permitted uses in Section D.1. above.

(a) Parking, including surface parking and parking within a structure such as an above ground or underground parking garage or other building on the same lot as the principal use.

(3) **Prohibited uses.** All uses which are not listed above, legally nonconforming, or otherwise allowable by the provisions of the underlying zoning regulations, are prohibited.

E. Dimensional standards are as follows:

(1) **Table of Dimensional Standards.** The dimensional requirements applicable in the MCOD are as follows:

Dimensional Standards	***MCOD Subdistrict #1*** **(Residence B Dimensional Standards)**	***MCOD Subdistricts #2 & #3*** **(Industrial Park Dimensional Standards)**
(a) Minimum lot area	**25,000**	**43,560**
(b) Minimum frontage	**125**	**200**
(c) Minimum setbacks		

(i) Front	**30**	**Subdistrict #2** **75***	**Subdistrict #3** **50***
(ii) Rear	**35**	**50**	
(iii) Side	**15**	**50**	
(d) Maximum height	**2.5 stories or 35 feet**	**3 stories or 45 feet**	
(e) Maximum floor area ratio	**0.3**	**0.6**	
(f) Maximum dwelling units per acre	**15.0**	**15.0**	

***A 75-foot setback is required for buildings on Route 9.**

(2) **Multi-Building Lots.** In the MCOD, lots may have more than one principal building. A minimum distance of ten (10) feet is required between principal buildings.

(3) **Exceptions:** (refer to §174-15).

(4) **Exceptions: Renewable Energy Installations.** The Planning Board may waive the height and setbacks in §174-10.3.E.(1) Dimensional Standards to accommodate the installation of solar photovoltaic, solar thermal, living, and other eco-roofs, energy storage, and air-source heat pump equipment. Such installations shall not create a significant detriment to abutters in terms of noise or shadow and must be appropriately integrated into the architecture of the building, as applicable, and the layout of the site. The installations shall not provide additional habitable space within the development.

F. Off-Street Parking.

These parking requirements are applicable to development in the MCOD.

(1) **Number of parking spaces.** The following **minimum** numbers of off-street parking spaces shall be permitted by use, either in surface parking or within garages or other structures:

Use	Minimum Spaces
Multi-family	**1.5 per unit**

(2) **Number of bicycle parking spaces.** The following **minimum** numbers of covered bicycle storage spaces shall be provided by use:

Use	Minimum Spaces
Multi-family	**1 per unit**

(3) **Bicycle storage.** For a multi-family development of 15 units or more, covered parking bicycle parking spaces of no less than 25% of the total required spaces shall be integrated into the structure of the building(s).

G. General Development Standards.

(1) Development standards are applicable to all multi-family development within the MCOD. These standards are components of the Site Plan Review process in §174-10.3.I. Site Plan Review.

(2) **Site Design**.

(a) **Connections.** Sidewalks shall provide a direct connection among building entrances, the public sidewalk (if applicable), bicycle storage, and parking.

(b) **Vehicular access.** Where feasible, curb cuts shall be minimized, and shared driveways encouraged.

(c) **Mechanicals.** Mechanical equipment at ground level shall be screened by a combination of fencing and plantings. Rooftop mechanical equipment shall be screened if visible from a public right-of-way.

(d) **Dumpsters.** Dumpsters shall be screened by a combination of fencing and plantings. Where possible, trash and recycling collection points shall be located within the building.

(e) **Stormwater management.** Stormwater Management shall comply with the most current versions of the Massachusetts Department of Environmental Protection Stormwater Management Standards, the Massachusetts Stormwater Handbook, Massachusetts Erosion Sediment and Control Guidelines, and, the provisions under Town Code §154, Stormwater and Erosion Control. Provisions under Stormwater and Erosion Control shall be included as part of the Site Plan Review process but shall not supersede the requirements of §154.

(f) The following provisions shall be reviewed under site plan approval process:
(1) Screening for Parking (refer to §174-13. Landscaping).
(2) Parking and Loading (refer to §174-12. Parking and Loading, provided the required number of spaces shall be reduced as provided in F, above).
(3) Landscape and Plantings (refer to §174-13. Landscaping).
(4) Lighting (refer to §174-12.1. Outdoor illumination).
(5) Signs (refer to §174-11. Signs).
(6) Lower Impact Development (refer to §174-13.3. Lower Impact Development, provided section E shall not apply).
(7) Water Resource Protections (refer to §174-13.4. Water Resource Protection, provided section C shall not apply).
(8) Stormwater and Erosion Control (refer to §154. Stormwater and Erosion Control of the Town of Southborough Bylaws).

(3) **Buildings: General.**

(a) **Position relative to the principal street.** The primary building shall have its principal façade and entrance facing the principal street. See also §174-10.3.G.6. Buildings: Corner Lots.

(b) **Entries.** Where feasible, entries shall be clearly defined and linked to a paved pedestrian network that includes the public sidewalk.

(c) **Exterior Design.** The building(s) shall have an exterior design that is consistent with the styles of the surrounding residential neighborhood and the Town of Southborough in general.

(4) **Buildings: Multiple buildings on a lot.**

(a) Parking and circulation on the site shall be organized so as to reduce the amount of impervious surface. Where possible, parking and loading areas shall be connected to minimize curb cuts onto public rights-of-way.

(b) A paved pedestrian network shall connect parking to the entries to all buildings and the buildings to each other.

(c) The orientation of multiple buildings on a lot should reinforce the relationships among the buildings. All building façade(s) shall be treated with the same care and attention in terms of entries, fenestration, and materials.

(d) The building(s) adjacent to the public street shall have a pedestrian entry facing the public street.

(5) **Buildings: Shared Outdoor Space.** Multi-family housing shall have common outdoor space that all residents can access. Such space may be located in any combination of ground floor, courtyard, rooftop, or terrace.

(6) **Buildings: Corner Lots.** A building on a corner lot shall indicate a primary entrance either along one of the street-facing façades or on the primary corner as an entrance serving both streets.

(a) Such entries shall be connected by a paved surface to the public sidewalk, if applicable.

(b) All façades visible from a public right-of-way shall be treated with similar care and attention in terms of entries, fenestration, and materials.

(c) Fire exits serving more than one story shall not be located on either of the street-facing façades.

(7) **Buildings: Infill Lots.** If the adjacent buildings are set back at a distance that exceeds the minimum front yard requirements, infill buildings shall meet the requirements of §174-10.3.E.(1) Dimensional Standards. Otherwise, infill buildings may match the setback line of either adjacent building, or an average of the setback of the two buildings to provide consistency along the street.

(8) **Buildings: Principal Façade and Parking.** Parking shall be subordinate in design and location to the principal building façade.

(a) **Surface parking.** Surface parking shall be located to the rear or side of the principal building. Parking shall not be located in the setback between the building and any lot line adjacent to the public right-of-way.

(b) **Integrated garages.** The principal pedestrian entry into the building shall be more prominent in design and placement than the vehicular entry into the garage.

(c) **Parking structures.** Building(s) dedicated to structured parking on the same lot as one or more multi-family buildings shall be subordinate in design and placement to the multi-family building(s) on the lot.

(9) **Waivers.** Upon the request of the Applicant and subject to compliance with the Executive Office of Housing and Livable Communities' (EOHLC's) Compliance Guidelines, the Planning Board may waive the requirements of this §174-10.3.G. General Development Standards, in the interests of design flexibility and overall project quality, and upon a finding of consistency of such variation with the overall purpose and objectives of the MCOD.

H. Affordability Requirements.

(1) **Purpose**.

(a) Promote the public health, safety, and welfare by encouraging a diversity of housing opportunities for people of different income levels;

(b) Provide for a full range of housing choices for households of all incomes, ages, and sizes;

(c) Increase the production of affordable housing units to meet existing and anticipated housing needs; and

(d) Work to overcome economic segregation, allowing the Town of Southborough to be a community of opportunity in which low and moderate-income households have the opportunity to advance economically.

(2) **Applicability.** This requirement is applicable to all residential developments with ten (10) or more dwelling units, whether new construction, substantial rehabilitation, expansion, reconstruction, or residential conversion (Applicable Projects). No project may be divided or phased to avoid the requirements of this section.

(3) **Subsidized Housing Inventory**. All units affordable to households earning 80% or less of AMI created in the MCOD under this section must be eligible for listing on EOHLC's Subsidized Housing Inventory (SHI).

(4) **Provision of Affordable Housing.** In Applicable Projects, not fewer than ten percent (10%) of housing units constructed shall be Affordable Housing Units. For the purpose of calculating the number of units of Affordable Housing required within a development project, a fractional unit shall be rounded up to the next whole number. The Affordable Units shall be available to households earning income up to eighty percent (80%) of the AMI.

(5) **Alternative Methods.**

(a) As an alternative to the requirements of paragraph (3) of this section, and in certain exceptional circumstances, the Planning Board may, at the formal written request of the developer, consider an alternative method of compliance, as provided for in §174-13.2.E.(5).

(6) **Affordability Development Standards.** Affordable Units shall be:

(a) Integrated with the rest of the development and shall be compatible in design, appearance, construction, and quality of exterior and interior materials with the other units and/or lots;

(b) Dispersed throughout the development;

(c) Located such that the units have equal access to shared amenities, including light and air, and utilities (including any bicycle storage and/or Electric Vehicle charging stations) within the development;

(d) Located such that the units have equal avoidance of any potential nuisances as market-rate units within the development;

(e) Distributed proportionately among unit sizes; and

(f) Distributed proportionately across each phase of a phased development.

(g) Occupancy permits may be issued for market-rate units prior to the end of construction of the entire development provided that occupancy permits for Affordable Units are issued simultaneously on a pro rata basis.

(7) **Administration.**

(a) The Zoning Enforcement Officer shall be responsible for administering and enforcing the requirements in this section.

I. Site Plan Review.

(1) **Applicability.** The requirements of §174.10 Site Plan Approval are applicable to any multi-family development within the MCOD, unless modified herein. An application for Site Plan Review shall be reviewed by the Planning Board for consistency with the purpose and intent of this §174-10.3.

(2) **Site Plan Approval.** Site Plan approval for uses listed in §174-10.3(D) Permitted Uses shall be granted upon determination by the Planning Board that the following requirements have been satisfied. The Planning Board may impose reasonable conditions, at the expense of the applicant, to ensure that these requirements are satisfied.

(a) the Applicant has submitted the required fees and information as set forth in *the Town of Southborough's requirements for a Building Permit and Site Plan Review; and*

(b) the project as described in the application meets the development standards set forth in §174-10.3.G General Development Standards and the requirements of §174-10.3.D.(1) and §174-10 or has received waiver(s) from the requirements therein.

(3) **Project Phasing.** An Applicant may propose, in a Site Plan Review submission, that a project be developed in phases subject to the approval of the Planning Board, provided that the submission

shows the full buildout of the project and all associated impacts as of the completion of the final phase. However, no project may be phased solely to avoid the provisions of §174-10.3.H Affordability Requirements.

J. Severability.

If any provision of this §174-10.3 is found to be invalid by a court of competent jurisdiction, the remainder of §174-10.3 shall not be affected but shall remain in full force. The invalidity of any provision of this §174-10.3 shall not affect the validity of the remainder of the Town of Southborough's Zoning Bylaw

; or do or act anything in relation thereto.

Proposed by: PLANNING BOARD
Select Board Recommendation: At Town Meeting
Advisory Committee Recommendation: At Town Meeting
Summary*: The intent of this article is to comply with Chapter 40A §3A, MBTA Multi-family zoning. The MBTA Communities shall have a zoning ordinance or by-law that provides for at least 1 district of reasonable size in which multi-family housing is permitted as of right; provided, however, that such multi-family housing shall be without age restrictions and shall be suitable for families with children. The proposed MBTA Communities Overlay District (MCOD) is comprised of 3 areas as depicted on the maps prepared by Bohler Engineering dated March 2024, as further depicted in the handouts, and to include all other changes proposed to implement the new MCOD overlay district.*

ARTICLE 37: To see if the Town will vote to amend the Town Code to add Downtown District to Chapter 174 - Zoning as follows:

- ➢ Schedule of use regulations – 174-8.C(5) after Business Village District.
- ➢ Signs – 174-11 (D) – sign regulations next to Business Village
- ➢ Signs-174-11.E [1] [a] after Business Village District.
- ➢ Signs-174-11.E [1] [b] after Business Village District.
- ➢ Signs-174-11.E [2] [a] after Business Village District.
- ➢ Signs-174-11.E [2] [b] after Business Village District.
- ➢ Signs-174-11.E (d) [1] after Business Village District.
- ➢ Signs-174-11.E (d) [2] after Business Village District.
- ➢ Outdoor Illumination – 174-12.1.E (3) (b), and Table 1 under LZ-2 add Downtown District below Business Village
- ➢ Landscaping – 174-13.A(3) as follows:

  (3) Exceptions.
  The requirements of this section do not apply to developments or renovations in the Business Village District **and the Downtown District**. However, the Planning Board may require landscaping as part of the site plan or special permit application within the Business Village District **and Downtown District**.

And anywhere else in the code where the Business Village District is referenced and appropriate.

; or do or act anything in relation thereto.

Proposed by: PLANNING BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary*: The intent of this Article is to add the phrase "Downtown District" where "Business Village District" is referenced, as applicable, throughout the Town Code.*

ARTICLE 38: To see if the Town will vote to amend Chapter 174 of the Town Code to include an expiration for special permits as required by MGL c. 40A Section 9 as follows:

In Chapter 174 Section 9 – Special Permit Requirements, to add after the sentence ending with "...or destructive of property values therein." the following clause: "Unless otherwise designated by this chapter, if the rights authorized by a special permit are not exercised within two years from the date of grant thereof, they shall lapse, and a new petition, notice, and hearing will be required for their reestablishment. The applicant may be granted a single one-year extension by applying in writing to the special permit granting authority at least 30 days prior to the date when the special permit is due to lapse. An extension will only be granted for good cause and/or at the discretion of the special permit granting authority."

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD/ZONING BOARD OF APPEALS
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary*: This article would amend the Zoning Bylaw to comply with MGL c. 40A Section 9, which requires bylaws to provide a specified period of time after which special permits will lapse.*

ARTICLE 39: To see if the Town will vote to delete in its entirety Chapter § 9-2 of the town code "Meetings prohibited on Election Day, or when Town offices are closed due to weather or other emergency" and replace it with:

§ 9-2 Meetings prohibited on Election Day, or when Town offices are closed due to a weather or other emergency

A. If the Select Board or their designee announce that all Town offices are closed due to a weather or other emergency, any scheduled public meeting shall be cancelled. However, public meetings may be held if the meeting is properly noticed for and held in an online format where the public may observe the meeting. A previously scheduled in-person only meeting may be changed to an online format by submitting a revised agenda to the Town Clerk in a timely fashion. If a meeting is cancelled, the Town Clerk shall post notice of the cancellation on the Town website.

B. This prohibition will not apply to emergency meetings held to address weather or other emergencies as defined by the Attorney General.

C. No board, committee or commission shall schedule a meeting on the day of any Town, state or federal election.

; or do or act anything in relation thereto.

Proposed by: TOWN CLERK
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary*: This Article modifies the existing town code to allow meetings to be held when town buildings are closed to the public due to a weather or other emergency, if the meeting is held in an online format where the public may observe the meeting.*

ARTICLE 40: To see if the Town will vote to accept MGL Ch 41 §19 K which states as follows:

"In any town, that accepts this section, a town clerk who has completed the necessary courses of study and training, and has been awarded a certificate by the Massachusetts Town Clerks' Association as a certified Massachusetts municipal clerk, shall receive as compensation from such town, in addition to the regular annual compensation paid by such town for services in such office, an amount equal to 10 per cent of such regular annual compensation, but not more than $1,000 per year. In order to qualify for such additional compensation, a town clerk shall submit to the board of selectmen of such town proof of the award of such certificate. The additional compensation provided in this section shall be prorated for any 12 month period in which an eligible person does not hold the office of town clerk for 12 consecutive months. Such additional compensation shall discontinue when certification is discontinued or withdrawn."

; or do or act anything in relation thereto.

Proposed by: TOWN CLERK
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary*: This Article accepts the Massachusetts General Law that provides an annual $1,000 stipend to a town clerk who obtains certification as a Massachusetts Municipal Clerk. Only 31% of Massachusetts town clerks have the required experience, have taken the required continuing education courses and passed the 250 - question examination required to earn this certification.*

ARTICLE 41: To see if the Town will vote to amend Town Code § 9-25 Meeting minutes, by deleting it in its entirety and replacing it with:

Each board, committee, or commission shall provide minutes for each of its meetings to the Town Clerk within 45 days of the meeting. Minutes shall be kept by the Town Clerk for a period as required by applicable state law. This requirement shall not apply to Executive Session Minutes, which shall only be provided to the Town Clerk within 45 days from the date that they are released for public disclosure.

A. Minutes shall indicate whether they have or have not been approved by the board, committee or commission when submitted to the Town Clerk.
(1) Minutes that have not been approved at the time of their receipt shall be labeled "Draft."
(2) The Town Clerk shall log the receipt of all minutes and the Town Clerk shall post minutes on the Town website.

B. Minutes shall be submitted in a manner consistent with the Open Meeting Law (MGL c. 30A, § 22), and the Attorney General's Open Meeting Law Guide, and must include:
- the date, time and place of the meeting;
- the members present or absent;
- the decisions made and actions taken, including a record of all votes;
- a summary of the discussions on each subject;
- a list of all documents and exhibits used at the meeting; and
- the name of any member who participated in the meeting remotely.

C. Minutes submitted to the Town Clerk shall include, as reasonably possible, copies of all documents, exhibits, and electronic files of any audio or video presentations used at the meeting, including items created by the board members, or by others allowed to make presentations at the meeting.
(1) The term "used at the meeting" shall mean a document, exhibit, audio or video presentation that was (1) identified by name, or (2) presented at the meeting, and (3) discussed at the meeting.
(2) If copies of documents or other exhibits used at the meeting cannot be provided due to the physical nature of the exhibit (e.g., size of the exhibit, etc.), the specific filing location of the document or exhibit shall be identified.

D. The last page of the minutes shall include a section labelled Documents Used at This Meeting and shall list the names of each document that was used at the meeting.

; or do or act anything in relation thereto.

Proposed by: TOWN CLERK
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary*: This Article clarifies the existing requirements for board, committee, or commission ("the board") meetings to maintain minutes and documents used at meetings. This Article adds the requirement that any audio or video presentation that a board allows to be displayed at a meeting be retained, regardless of who created the presentation. This Article also adds the requirement that the last page of the minutes includes a section labelled "Documents Used at This Meeting" with a list the names of each document that was used at the meeting. A recent review of minutes submitted to the town clerk revealed several instances where no documents were submitted by the board.*

ARTICLE 42: To see if the Town will vote to petition the General Court for the passage of special enabling legislation authorizing the Town to authorize, issue and sell pension obligation bonds to finance the Town's unfunded pension liability to the Worcester Regional Retirement System, fund any necessary reserves, and all other costs associated therewith, which special enabling legislation shall be in such form as the Select Board shall approve, and provided further that the Select Board may accept and approve any amendments required in such special act as required by the General Court, provided that such amendments do not materially impact the purpose of the Special Act, as may be approved hereunder; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary*: This article will authorize the Town to seek special legislation that would allow the Town to retire its portion of the Worcester Retirement System unfunded liability. If market conditions were favorable the Town would seek Town Meeting approval to issue pension obligation bonds for this purpose.*

ARTICLE 43: To see if the Town will vote to transfer from Free Cash the sum of Thirty Thousand Dollars ($30,000) or such other amount as Town Meeting may approve for the purpose of funding events [i.e. fireworks, parade, public art, etc.] as authorized by the Tricentennial Committee celebrating the Town of Southborough's incorporation, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This funding will serve as seed money to support the work of the Tricentennial Committee. Expenditures will be approved by the Committee Chair [subject to approval by the Committee] and may include items like patriotic bunting, memorabilia, assistance with digital media or deposits on events such as fireworks, etc.*

ARTICLE 44: To see if the Town will vote to approve the Assabet Valley Regional Vocational Technical School Committee's vote on January 9, 2024, to establish a Stabilization Fund for the Assabet Valley Regional Vocational Technical School District, pursuant to Section 16G ½ of Chapter 71 of the Massachusetts General Laws, said Stabilization Fund, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Not Support
Summary*: The purpose of this warrant article is to help with the creation and support of a Capital Improvement Fund for the school district which would be governed by the AVRVSD School Committee. Historically, Assabet has been able to accommodate Capital Improvements through the use of Out-of-District Tuition and through grant opportunities, however, neither is a continued sustainable option.*

ARTICLE 45: To see if the Town will vote that the Town hereby resolves not to seek to sell, agree to sell, or enter into a sale of the 21 Highland St. property until January 1, 2028. It is agreed that the sale or transference of the property could be detrimental to the town until the following factors are resolved: There is currently a new school project being contemplated with an unspecified school price tag that could range as high as 60-100 Million dollars at his moment. The process of planning and building a new school could take another 3 or more years to complete. There is currently 300 408 housing units likely to be built in the next 3-5 years, and the MBTA community Act currently threatens the town with another potential 750 units of multifamily zoning by right, so in the next 3+ years to come the town could lose control of housing development in many areas of the town (there are 3800 housing units in the town currently, the total new burden could add a possible 26% population increase). Although it is unrealistic to expect the full number of units, the current school estimates do not take all of these factors into account, nor can we accurately project numbers with confidence having no control over the zoning, unit type, or building process. There is no current organizational model or plan to mitigate the possible cost or space need effects upon town departments, and no current plan for town

space needs if this rapid population growth occurs. The current space need plans are dependent upon the premise of building a new school, a historically neutral residential development plan, and turning over one of the current schools to general town use for multiple departments currently inhabiting other buildings, including Recreation, Family and Youth services (both in the 21 Highland property), Building Permit departments, senior center, and Facilities (all in the Cordaville hall building), who have all have been recommended in the space needs plan to vacate their current locations (and to move to Finn currently). If there is a problem with the plan (example: No new school, or other factors as high population growth), selling the 21 Highland St. property could leave the town with little recourse except to sign commercial leases for homeless departments, potentially making the town long term dependent upon the private real estate market fluctuations, and/or possibly build space, adding to town costs. A new school is currently not approved, but selling these properties could be used as financial incentive and space need leverage to coerce support for one, knowing the sale could instigate leases and costs created by a premature property sale and vacating actions by those departments. There is minimal financial risk to delaying a sale of the property for several years. There is a greater financial risk to selling the property prematurely if the building could better serve the short, middle, or long term interests of the town given the current factors facing the town. A vote for this Article shall supersede any prior decision made or entered into by the town without regard to, or for, the legal and financial consequences of violating any and all other agreements and contracts with private parties.

; or do or act anything in relation thereto.

Proposed by: JOSEPH PALMER, et al.
Select Board Recommendation: Not Support
Advisory Committee Recommendation: At Town Meeting
Summary*: This is a citizen's petition.*

ARTICLE 46: To see if the Town will vote that the Town hereby resolves to own and rehab the current 21 Highland St. property for town, community, and/or rental use, using CPC and other bond allocations to fund the project when needed. The surrounding property will remain open for community use regardless of building use. It is required that the Select Board carry out the will of this resolution, and have a plan in place by the next town Meeting with the understanding that the citizenry will not entertain a proposal to dispose of the property till the year 2033. A vote for this Article shall supersede any prior decision made or entered into by the town without regard to, or for, the legal and financial consequences of violating any and all other agreements and contracts with private parties.

; or do or act anything in relation thereto.

Proposed by: JOSEPH PALMER, et al.
Select Board Recommendation: Not Support
Advisory Committee Recommendation: At Town Meeting
Summary*: This is a citizen's petition.*

ARTICLE 47: To see if the Town will vote that the Town hereby resolves not to seek to sell, agree to sell, or enter into a sale the 21 Highland St. property until January 1, 2030. It is agreed that the citizenry prefers to tastefully retire use of the building at 21 Highland St., and keep the building at 21 Highland St. property owned by the town if or when departments housed wherein should move to other locations and there is no reason to keep the building in use. At such time, the 21 Highland St. building interior will be "Mothballed", the exterior of the windows protected with tasteful covers, the roof and exterior sealed, so the building will keep in a relatively preserved state til it should be desired for future use again, remodeling or demolition by the town. A vote for this Article shall supersede any prior decision made or entered into by the town without regard to, or for, the legal and financial consequences of violating any and all other agreements and contracts with private parties.

; or do or act anything in relation thereto.

Proposed by: JOSEPH PALMER, et al.
Select Board Recommendation: Not Support
Advisory Committee Recommendation: At Town Meeting
Summary*: This is a citizen's petition.*

ARTICLE 48: The Citizens of Southborough hereby resolve that, any petition to the CPC for funding for a project, asset, or service on private land, or for private benefit and use, being not town owned or operated, should require a 2/3 majority passing vote tally for approval at Town Meeting; or do or act anything in relation thereto.

Proposed by: JOSEPH PALMER, et al.
Select Board Recommendation: Not Support
Advisory Committee Recommendation: Not Support
Summary*:* *This is a citizen's petition.*

And you are to give notice hereby by posting true and attested copies of the Warrant on the Town website, the Southborough Town House, 17 Common Street, Southborough Senior Center, 9 Cordaville Road, Southborough Library, 25 Main Street, and Southborough Transfer Station, 147 Cordaville Road; seven (7) days at least before the time appointed for such meeting.

Given under our hand this 4th day of March, 2024

_____

Andrew R. Dennington II, Chair

_____

Kathryn M. Cook, Vice-Chair

_____

Sam Stivers

_____

Marguerite Landry

_____

Alfred Hamilton

SELECT BOARD OF THE TOWN OF SOUTHBOROUGH

RECEIVED
By Town Clerk/ksb at 2:03 pm, Apr 04, 2024

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Monday, March 19, 2024 6:00 PM
Location: McAuliffe Hearing Room, Town House, 17 Common Street, Southborough, MA
Present: Andrew Dennington, Kathryn Cook, Al Hamilton, Marguerite Landry, Sam Stivers, Town Administrator Mark Purple and Assistant Town Administrator Vanessa Hale.

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Mr. Dennington called the meeting to order at 6:00 PM.

II. Public Comment

Mr. Bruce Sturgeon, 40 Atwood Road, requested that his property be tested sooner rather than later for lead contamination and at a depth of at least 24 inches, due to his proximity to the water tower.

III. Scheduled Appointments *(Board may vote)*

Mr. Dennington moved to Scheduled Appointment "b" at this time.

a. Pole Hearings: National Grid/Verizon

i. 6:35 PM; 121 Northboro Road

Mr. Purple read the public hearing notice into the public record. Mr. Dennington opened the public hearing at 6:36 PM. Mr. Hamilton recused himself from the matter, as a relative is an abutter and provides access to National Grid. Mr. Al Galvin, Engineer for National Grid, appeared before the Board on the matter. Mr. Galvin requested that a stabilizing pole holding a feeder monitor be installed to monitor voltages. There were no questions from the Board. Mr. Dennington moved to close the public hearing at 6:38 PM. Mr. Stivers seconded the motion. The motion was unanimously approved (4-0-0). Mr. Dennington moved to approve the pole application for 121 Northboro Road. Mr. Stivers seconded the motion. The motion was unanimously approved (4-0-0).

Mr. Hamilton rejoined the meeting.

ii. 6:40 PM; 154 Northboro Road

Mr. Purple read the public hearing notice into the public record. Mr. Dennington opened the public hearing at 6:38 PM. Mr. Galvin requested that a stabilizing pole holding a feeder monitor be installed to monitor voltages. There were no questions from the Board. Mr. Dennington moved to close the public hearing at 6:39 PM. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Mr. Dennington moved to approve the pole application for 154 Northboro Road. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

iii. 6:45 PM; 20 Jericho Hill Road

Mr. Purple read the public hearing notice into the public record. Mr. Dennington opened the public hearing at 6:40 PM. Mr. Galvin requested that a stabilizing pole holding a feeder monitor be installed to monitor voltages. Mr. Stivers asked if communication lines are located on any of the poles in question. Mr. Galvin stated that the application contains crossbars for stability to support adding communication lines but, presently, there are no communication lines. Mr. Dennington moved to close the public hearing at 6:43 PM. Mr. Stivers seconded the motion. The motion was unanimously

approved (5-0-0). Mr. Dennington moved to approve the pole application for 20 Jericho Hill Road. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

iv. 6:50 PM; 33 Turnpike Road

Mr. Purple read the public hearing notice into the public record. Mr. Dennington opened the public hearing at 6:43 PM. Mr. Galvin requested that a pole be installed for a commercial customer to support an EV charger. Mr. Stivers asked who pays for the pole. Mr. Galvin stated that the customer pays for the pole installation. Mr. Dennington moved to close the public hearing at 6:45 PM. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Mr. Dennington moved to approve the pole application for 33 Turnpike Road. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

b. Joint meeting with the Planning Board

Planning Board Chair Luttrell called the Planning Board meeting to order at 6:04 PM. Members present: Meme Luttrell, Lisa Braccio, Deb DeMuria and Marnie Hoolahan.

i. Approval of 2024 National Grid Vegetation Management Plan

Mr. Luke Fisk, from National Grid, appeared before the Board, via ZOOM, on the matter. He stated that this year's plan is similar to the 2023 Vegetation Management Plan (VMP). Mr. Hamilton recused himself from the matter, as a relative is an abutter and provides access to National Grid. The Board had no questions. Ms. DeMuria asked if National Grid coordinates with other pole users (i.e. providers). Mr. Fisk stated that National Grid only trims for the electrical assets. Ms. Luttrell asked for clarification that any hazard trees taller than 8 inches would be subject to the hearing process. Mr. Fisk confirmed that is the case. Mr. Tim Litt, 148 Woodland Road, stated he is concerned about the lack of coordination between National Grid and other pole users. He asked why National Grid stopped coordinating with other pole users and how National Grid might begin coordination. Mr. Fisk stated that the cable companies withdrew from prior agreements. Mr. Dennington moved that the Board approve the proposed National Grid Vegetation Management Plan for FY2025. Mr. Stivers seconded the motion. The motion was unanimously approved (4-0-0). Ms. Hoolahan moved that the Planning Board approve the proposed National Grid Vegetation Management Plan for FY2025. Ms. DeMuria seconded the motion. The motion was unanimously approved (4-0-0).

ii. Discussion of MBTA Communities bylaw and Special Town Meeting

Ms. Luttrell updated the Board on the steps the Planning Board and Planning Department have taken on behalf of the Town to comply with the MBTA initiative. Ms. Luttrell stated that the Planning Board only recently learned that the area within the .5-mile radius of the commuter rail station was not incompliance, relative to unit capacity, due to incorrect modeling by Bohler Engineering. She stated the Planning Board recommends that the Town seek relief from the State for the following: 1) a reduction in the unit capacity within the .5-mile radius of the commuter rail station, due to historical and geographical constraints; and 2) an extension of time to obtain compliance, due to the incorrect information from the consultant. The Board discussed how to move forward, given recent developments. Mr. Dennington stated that the Police Department budget/dispatchers matter would be addressed at a Fall Town Meeting and suggested the Planning Board bring forth the MBTA Communities bylaw at that time. The Board and Planning Board discussed timing of the approval of the MBTA Communities bylaw. The Planning Board agreed that a September Town Meeting would be preferable. Ms. Braccio noted that an additional Special Town meeting would need to be scheduled by December 31, 2024, if the bylaw is not approved at a Fall Town Meeting. The Board and Planning Board agreed the Planning Board would draft a letter, with the assistance of Town Counsel, to the State requesting relief for reasons 1 and 2 described above. The Board and Planning Board agreed to move forward with compliance, regardless of the outcome of the Town's request to the State. Ms. Braccio moved to adjourn the Planning Board meeting at 6:33 PM. Ms. DeMuria seconded the motion. The motion was unanimously approved (4-0-0). Mr. Andrew Pfaff, 50 Oak Hill Road and Chair of the Advisory Committee, suggested the Town write a letter to the State Auditor

requesting a determination as to whether or not the MBTA Communities initiative is an unfunded mandate. The Board took no action on the suggestion.

Mr. Dennington moved to Scheduled Appointments "a" at this time.

c. Committee Appointments/Interviews:

i. Destin Heilman – 21 Highland Street Future Use Committee; term to expire 6/30/2024

Destin Heilman appeared before the Board on the matter. The Board interviewed Dr. Heilman. Mr. Dennington moved to appoint Destin Heilman to the 21 Highland Street Future Use Committee, term to expire 6/30/2024. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

ii. Albena Philippo – 21 Highland Street Future Use Committee; term to expire 6/30/2024

Albena Philippo appeared before the Board, via Zoom, on the matter. The Board interviewed Ms. Philippo. Mr. Dennington moved to appoint Albena Philippo to the 21 Highland Street Future Use Committee, term to expire 6/30/2024. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

iii. Frederica Gillespie – Open Space Preservation Commission Rep. to 21 Highland Future Use Committee; term to expire 6/30/2024

Frederica Gillespie did not appear before the Board on the matter. Mr. Dennington moved to appoint Freddie Gillespie as the Open Space Preservation Commission Rep. to the 21 Highland Future Use Committee, term to expire 6/30/2024. Mr. Stivers seconded the motion. The motion passed (4-1-0). Mr. Hamilton voted against the motion.

iv. Maria Romero Vagnini-Scholarship Committee, term to expire 6/30/2024

v. Christine Pearson-Scholarship Committee, term to expire 6/30/2024

Maria Romero Vagnini and Christine Pearson appeared jointly before the Board on the matter. The Board interviewed Ms. Romero Vagnini and Ms. Pearson. Mr. Dennington moved to appoint both Maria Romero Vagnini and Christine Pearson to the Scholarship Committee, terms to expire 6/30/2024. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Mr. Purple announced that Scholarship applications are due on May 9th and further information can be found on the Town's website. He also stated he would place a notice in his weekly newsletter.

vi. Lisa Braccio-Scholarship Committee, term to expire 6/30/2025

Lisa Braccio did not appear before the Board on the matter. Mr. Dennington moved to appoint Lisa Braccio to the Scholarship Committee, term to expire 6/30/2025. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

vii. Appoint Johanna Sheyner as the Recreation Commission Rep. to 21 Highland Future Use Committee; term to expire 6/30/2024

Johanna Sheyner did not appear before the Board on the matter. Mr. Dennington moved to re-appoint Johanna Sheyner as the Recreation Commission Rep. to the 21 Highland Future Use Committee, term to expire 6/30/2024. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

d. DPW Superintendent Bill Cundiff and water consultant Matt Abrahams: FY25 water rates discussion

Mr. Dennington addressed this matter after the Consent Agenda. Mr. Abrahams and DPW Superintendent Cundiff appeared before the Board on the matter. Mr. Abrahams presented the water rate study, which included recommendations for the Town to consider. The Board discussed how to pay for the Atwood lead issue and agreed that funding could be addressed at a Special Town Meeting. The Board acknowledged that the water rate recommendations do not include addressing payment for the Atwood lead issue. Mr. Abrahams stated that weather patterns play a role in water revenue for the Town. The Board discussed the options presented by Mr. Abrahams, including an increase spread over 3 quarters versus 4 quarters. The Board agreed with the methodology used to determine the rates, which included increases in the base and rate charges. Mr. Dennington moved

to approve the FY25 water rates as reflected on slide 7 of the presentation by Mr. Abrahams. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Superintendent Cundiff stated that he would frequently return to discuss water rates with the Board on a case-by-case basis.

The Board recessed at 8:09 PM and returned at 8:18 PM to discuss Other Matters.

IV. Reports

a. Chair's Report

i. Close-out of MA DLS citation re: Transfer Station

Mr. Dennington reported that the DPW had quickly and successfully resolved issues surrounding the recent incident at the Transfer Station and subsequent citation issued by the Massachusetts Department of Labor Standards.

ii. Update on CPC-Select Board discussion regarding CPC community housing funds

Mr. Dennington reported that the Community Preservation Commission (CPC) has invited the Affordable Housing Trust Fund Committee (AHTFC) to a meeting on April 25th to discuss the direct transfer of Community Preservation Act (CPA) funds to the AHTFC for the purposes of assisting with increasing the Town's affordable housing stock.

iii. Northboro Road 61A parcels

Mr. Dennington reported that the Town has not received a response to the letter sent to the property owner, which stated the Town did not believe the owner's offer was in compliance with State requirements. He also stated that Mr. Purple had requested feedback on potential uses of the parcels by April 12th from the Planning Board, SHOPC, the Open Space Preservation Commission and the Recreation Commission. Mr. Dennington stated that the feedback would be discussed at the Board's April 23rd meeting. He noted that the Board would need to choose whether or not to exercise its right of first refusal before June 4, 2024.

b. Member's Report

i. Update on Neary Building project

Ms. Cook reported that the Neary School Building Committee (NSBC) would hold another informational session on April 11th to provide information and obtain public feedback on the project. She stated that on May 14th, the NSBC would submit the scope of potential solutions to the Massachusetts School Building Authority (MSBA) and, over the summer, Arrowstreet would evaluate the options and make a recommendation to the MSBA on August 29th. Ms. Cook stated the MSBA would make a determination on the recommendation in October.

ii. Regional Dispatch

Mr. Hamilton stated that he and Mr. Stivers met with the Police Chief, sergeants and lieutenants to understand the requirements of a successful regional dispatch system and will meet with similar representatives of the Fire Department in the next two weeks. He reported that he and Mr. Stivers met with representatives from Westborough and learned they are 28-30 months away from opening their Regional Emergency Communications Center (RECC). He stated that the Town Administrator from Grafton has experience with regional dispatch and would share that information. Mr. Stivers stated that the Police Staffing Study would provide important information regarding regional dispatch prior to the Fall Town Meeting.

iii. ATM/Easter Egg Hunt parking

Mr. Hamilton stated he had coordinated with the group hosting the Easter Egg Hunt and reported that the Police Department had created a parking and overflow-parking plan for Saturday, March 23rd to accommodate both events. Ms. Cook stated she does not think any events should be scheduled on Town property on Town Meeting Day.

iv. Atwood lead update

Mr. Hamilton reported that the secondary report had been received confirming there is a lead issue at the site and may be potential leaching. He stated that the next step would include testing in a grid fashion. He suggested the testing consultant appear before the Board to discuss the matter. He also stated that he is forwarding information to abutters. Mr. Dennington asked about the cost of testing. Mr. Hamilton stated that the estimate for comprehensive testing is approximately $80,000. DPW Superintendent Cundiff described the comprehensive testing process and noted that there were no PCBs found and PFAs are not associated with this matter. The Board discussed potential funding for the testing.

c. Town Administrator's Report

There was no Town Administrator's report.

V. Consent Agenda

a. Approve Open Session Meeting Minutes: February 27, 2024; March 4, 2024

Mr. Dennington requested to hold Consent Agenda item "a." **February 27, 2024, minutes:** Mr. Dennington and Mr. Stivers had scrivener's changes to the minutes. Mr. Dennington moved to approve the February 27, 2024, minutes, as amended. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). **March 4, 2024, minutes:** Mr. Stivers had scrivener's changes to the minutes. Mr. Dennington moved to approve the March 4, 2024, minutes, as amended. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

b. Approve Community Center Exploration Committee Meeting Minutes: January 22, 2024

c. Approve request to exchange cemetery graves in the Rural Cemetery

Ms. Cook requested to hold Consent Agenda item "c." Ms. Cook asked about the procedure when a request occurs. Mr. Purple stated that requests are rare but, historically, the Board has approved such requests. Mr. Dennington moved to approve Consent Agenda item "c." Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

d. Approval of job descriptions:

i. IT Manager
ii. Senior IT Specialist
iii. Accountant
iv. Assistant Accountant

Mr. Dennington moved to approve Consent Agenda items "b" and "d." Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

VI. Other Matters *(Board may vote)*

a. Town Meeting preparation

ii. Assignment of motions/presentation for Warrant articles

The Board agreed Mr. Dennington would present Article #33 – to amend the Special Act, Mr. Stivers would present Article #34 –the creation of the Public Works Advisory Committee (PWAC) and Ms. Cook would present Article #35 – amending the membership requirement for the Capital Improvement and Planning Committee (CIPC). The Board also agreed to be prepared to discuss any split votes that occurred. The Board discussed how to present Article #5 – the Town Budget – relative to Article #6 and Article #7. The Board agreed to discuss the process the Board will take prior to a Fall Town Meeting where the Town would be asked to decide the dispatch/regionalization matter. Mr. Hamilton moved that it be the policy of the Town of Southborough that the Select Board, in the event it desires to enter into a RECC, will make a presentation to Town Meeting to seek its advice, understanding that the ultimate decision resides with the Select Board. Mr. Dennington seconded the motion. The motion was unanimously approved (5-0-0). Mr. John Butler, 4 Davis Road, stated he would move to indefinitely postpone Article #8 at Town Meeting after the Board described their vote taken regarding Mr. Hamilton's motion this evening. Ms. Cook agreed to present the

Board's position at Town Meeting as to why it voted 3-2 not to support Articles #6 and #7. Mr. Litt stated that the slides for Articles #33 and #34 describe the process for both Articles and must be sent to the IT Department for display at Town Meeting. Mr. Cimino requested that the slides be submitted soon, as the deadline for submission of such materials for Town Meeting was March 18th. The Board agreed not to hand out the FAQs for Articles #33 and #34 at Town Meeting. Mr. Purple will submit the materials for Articles #33 and #34 to the Town Clerk tomorrow.

iii. Discussion of Select Board report to Town Meeting

Mr. Hamilton suggested that the Board deliver a brief report at Town Meeting, which provides an overview of the issues facing the Town for the next 3-4 years. The Board discussed the lack of time to prepare the report and discussed other vehicles to deliver this type of information from the Board, including Southborough Access Media (SAM), the Town website and mailers. Mr. Paul Cimino, Town Moderator, clarified that reports unrelated to specific articles would take place prior to the start of Town Meeting and there would be opportunities for the Board to speak as sponsors of specific articles. The Board agreed not to move forward with Mr. Hamilton's suggestion at this time but consider other opportunities to communicate the information.

iv. Discussion of FY25 recommended Police and Communications budget and future of dispatch operations

See Other Matters a. ii. above.

b. Amend charge to the 21 Highland Street Future Use Committee

The Board discussed the matter and agreed to the following changes to the 21 Highland Street Future Use Committee: 1) extend the charge's expiration date to December 31, 2024; change the interim report due date to no later than November 30, 2024; and 2) change the final report due date to no later than January 1, 2025. Mr. Dennington moved that the Board approve the amendments to the 21 Highland Street Future Use Committee, as described above. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

c. Approve Select Board meeting calendar from April 1, 2024 through June 30, 2024

The Board agreed with the meeting schedule through June 30, 2024, as presented in tonight's packet. The Board agreed to hold Office Hours on the following dates from 6-7 PM: April 9th – Ms. Cook and Mr. Dennington and June 11th – Ms. Landry and Mr. Hamilton.

d. Discussion of Special Town Meeting dates

The Board discussed potential Fall Town Meeting Dates and agreed that Monday, September 23rd, is a strong possibility but will make a final decision at a later date. Mr. Purple will investigate logistics for a September 23rd meeting.

VII. Public Comment

There was no public comment.

VII. Adjournment

Mr. Dennington moved to enter Executive Session per M.G.L. Chapter 30A, Section 21, and not return to Open Session at 9:24 PM for the following purpose: (1) to review and approve Executive Session minutes from October 24, 2023. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Dennington, aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye (5-0-0).

Upcoming Meetings	
March 23, 2024	*April 2, 2024*

Respectfully submitted,

Bridgid Rubin, Recording Secretary

List of Documents referred to at the March 19, 2024 SB Meeting:

- Legal Notice for Pole near 121 Northboro Road
- Letter from Helton Lopes, dated January 18, 2024, RE: petition from National Grid for pole near 121 Northboro Road, with attachments
- Legal Notice for Pole at 154 Northboro Road
- Letter from Helton Lopes, dated January 17, 2024, RE: petition from National Grid for pole near 154 Northboro Road, with attachments
- Legal Notice for Pole at 20 Jericho Hill Road
- Letter from Helton Lopes, dated January 17, 2024, RE: petition from National Grid for pole at 20 Jericho Hill Road, with attachments
- Legal Notice for Pole at 33 Turnpike Road
- Letter from Helton Lopes, dated January 12, 2024, RE: petition from National Grid for pole at 33 Turnpike Road, with attachments
- National Grid proposed FY25 Vegetation Management Plan, with attacments
- Board and Committee Volunteer Form for Destin Heilman, dated March 4, 2024
- Board and Committee Volunteer Form for Albena Phillipo, dated March 1, 2024
- Email Communication from Isabelle Murphy, dated March 9, 2024, RE: Maria Romero Vagnini and Christine Pearson, with attachments
- Email Communication from Jen Hansen, dated May 19, 2023, RE: Johanna Sheyner
- Town of Southborough Water Rate Study, dated March 2024, with attachments
- Open Session Meeting Minutes, dated February 27, 2024
- Open Session Meeting Minutes, dated March 4, 2024
- Letter from Bill Cundiff, dated March 6, 2024, RE: Beverly Poole, with attachments
- Job Description for Assistant Town Accountant
- Job Description for Town Accountant
- Job Description for IT Manager
- Job Description for Senior IT Specialist
- Annual Town Meeting Record, dated March 23, 2024
- Moderator Town Meeting Article Consent List
- Annual Town Meeting Warrant, dated March 23, 2024
- Memorandum from Melanie Otsuka, dated March 19, 2024, RE: Proposed Select Board Meeting Dates
- Board and Committee Volunteer Form for Lisa Braccio, dated March 15, 2024

Legal Notice of

POLE HEARING

Town of Southborough

The Southborough Select Board shall hold a public hearing on Tuesday, March 19, 2024, at 6:35 p.m. in the McAuliffe Hearing Room at the Southborough Town House, 17 Common Street, Southborough, MA, to consider a petition by Mass. Electric Company (National Grid) and Verizon New England, Inc. to: install one joint-owned pole near 121 Northboro Road. The meeting may also be listened to or viewed by the public through a link located at: https://ma-southborough.civicplus.com/674/Virtual-Meetings

Southborough Select Board

nationalgrid

January 18, 2024

The Board of Selectmen of Southborough, Massachusetts

To Whom It May Concern:

Enclosed please find a petition of NATIONAL GRID and VERIZON, covering joint NATIONAL GRID-VERIZON pole location(s)

If you have any questions regarding this permit, please contact:

Kalvin Fonseca #774-422-1294

Please notify National Grid's Emily O'Brien of the hearing date / time to emily.obrien@nationalgrid.com

If this petition meets with your approval, please return an executed copy to:

National Grid: Emily O'Brien; 100 East Ashland St, Brockton, MA 02302

Very truly yours,

Helton Lopes

Helton Lopes
Supervisor, Distribution Design

Enclosures

Questions contact – Kalvin Fonseca #774-422-1294

PETITION FOR JOINT OR IDENTICAL POLE LOCATIONS

To the Board of Selectmen
Of Southborough, Massachusetts

Massachusetts Electric Company d/b/a NATIONAL GRID and Verizon New England, Inc requests permission to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and across the following public way:

Northborough Road - Install one JO Pole on Northborough Road. Beginning at a point approximately 919 feet West of the centerline of the intersection of Jericho Hill Road. Install midspan: 46-50, 45'Cl.2 between Poles 47 and 46. Install feeder monitor, comm unit, and three lighting arrestors.

Location approximately as shown on plan attached.

Wherefore it prays that after due notice and hearing as provided by law, it be granted a location for and permission to erect and maintain poles and wires, together with such sustaining and protecting fixtures as it may find necessary, said poles to be erected substantially in accordance with the plan filed herewith marked – Northborough Road - Southborough, Massachusetts.

No.# 30852982

Also, for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

Your petitioner agrees to reserve space for one cross-arm at a suitable point on each of said poles for the fire, police, telephone, and telegraph signal wires belonging to the municipality and used by it exclusively for municipal purposes.

Massachusetts Electric Company d/b/a
NATIONAL GRID Helton Lopes
BY _____
Engineering Department

VERIZON NEW ENGLAND, INC.
BY Albert E. Bessette Jr.
Manager / Right of Way

Dated: December 7, 2023

NG Copy

Questions contact – Kalvin Fonseca #774-422-1294

ORDER FOR JOINT OR IDENTICAL POLE LOCATIONS

To the Board of Selectmen
Southborough, Massachusetts

Notice having been given and public hearing held, as provided by law,
IT IS HEREBY ORDERED: that Massachusetts Electric Company d/b/a NATIONAL GRID and VERIZON NEW ENGLAND INC. (formerly known as NEW ENGLAND TELEPHONE AND TELEGRAPH COMPANY) be and they are hereby granted joint or identical locations for and permission to erect and maintain poles and wires to be placed thereon, together with such sustaining and protecting fixtures as said Companies may deem necessary, in the public way or ways hereinafter referred to, as requested in petition of said Companies dated the 7th day of December 2023.

All construction under this order shall be in accordance with the following conditions:
Poles shall be of sound timber, and reasonable straight, and shall be set substantially at the points indicated upon the plan marked – Northborough Road - Southborough, Massachusetts.

No.# 30852982

Filed with this order:

There may be attached to said poles by Massachusetts Electric Company d/b/a NATIONAL GRID and Verizon New England Inc. such wires, cables, and fixtures as needed in their business and all of said wires and cables shall be placed at a height of not less than twenty (20) feet from the ground.

The following are the public ways or part of ways along which the poles above referred to may be erected, and the number of poles which may be erected thereon under this order:

Northborough Road - Install one JO Pole on Northborough Road. Beginning at a point approximately 919 feet West of the centerline of the intersection of Jericho Hill Road. Install midspan: 46-50, 45'Cl.2 between Poles 47 and 46. Install feeder monitor, comm unit, and three lighting arrestors.

Also, for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

I hereby certify that the foregoing order was adopted at a meeting of the
Of the City/Town of ,Massachusetts held on the day of 20 .

City/Town Clerk.

Massachusetts 20 .

Received and entered in the records of location orders of the City/Town of
Book Page

Attest:
City/Town Clerk

I hereby certify that on 20 , at o'clock, M
At a public hearing was held on the petition of
Massachusetts Electric Company d/b/a NATIONAL GRID and VERIZON NEW ENGLAND, INC. for permission to erect the poles, wires, and fixtures described in the order herewith recorded, and that we mailed at least seven days before said hearing a written notice of the time and place of said hearing to each of the owners of real estate (as determined by the last preceding assessment for taxation) along the ways or parts of ways upon which the Company is permitted to erect Poles, wires, and fixtures under said order. And that thereupon said order was duly adopted.

City/Town Clerk.

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Board or Council of Town or City, Massachusetts

CERTIFICATE

I hereby certify that the foregoing is a true copy of the location order and certificate of hearing with notice adopted by the of the City of Massachusetts, on the day of 20 and recorded with the records of location orders of the said City, Book , and Page . This certified copy is made under the provisions of Chapter 166 of General Laws and any additions thereto or amendments thereof.

Attest:
City/Town Clerk

Town Copy

Questions contact – Kalvin Fonseca #774-422-1294

ORDER FOR JOINT OR IDENTICAL POLE LOCATIONS

To the Board of Selectmen
Southborough, Massachusetts

Notice having been given and public hearing held, as provided by law,
IT IS HEREBY ORDERED: that Massachusetts Electric Company d/b/a NATIONAL GRID and VERIZON NEW ENGLAND INC. (formerly known as NEW ENGLAND TELEPHONE AND TELEGRAPH COMPANY) be and they are hereby granted joint or identical locations for and permission to erect and maintain poles and wires to be placed thereon, together with such sustaining and protecting fixtures as said Companies may deem necessary, in the public way or ways hereinafter referred to, as requested in petition of said Companies dated the 7th day of December 2023.

All construction under this order shall be in accordance with the following conditions:
Poles shall be of sound timber, and reasonable straight, and shall be set substantially at the points indicated upon the plan marked – Northborough Road - Southborough, Massachusetts.

No.# 30852982

Filed with this order:

There may be attached to said poles by Massachusetts Electric Company d/b/a NATIONAL GRID and Verizon New England Inc. such wires, cables, and fixtures as needed in their business and all of said wires and cables shall be placed at a height of not less than twenty (20) feet from the ground.

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Northborough Road - Install one JO Pole on Northborough Road. Beginning at a point approximately 919 feet West of the centerline of the intersection of Jericho Hill Road. Install midspan: 46-50, 45'Cl.2 between Poles 47 and 46. Install feeder monitor, comm unit, and three lighting arrestors.

Also, for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

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City/Town Clerk.

Massachusetts 20 .

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Massachusetts Electric Company d/b/a NATIONAL GRID and VERIZON NEW ENGLAND, INC. for permission to erect the poles, wires, and fixtures described in the order herewith recorded, and that we mailed at least seven days before said hearing a written notice of the time and place of said hearing to each of the owners of real estate (as determined by the last preceding assessment for taxation) along the ways or parts of ways upon which the Company is permitted to erect Poles, wires, and fixtures under said order. And that thereupon said order was duly adopted.

City/Town Clerk.

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Board or Council of Town or City, Massachusetts

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Attest:
City/Town Clerk

Verizon Copy

Questions contact – Kalvin Fonseca #774-422-1294

ORDER FOR JOINT OR IDENTICAL POLE LOCATIONS

To the Board of Selectmen
Southborough, Massachusetts

Notice having been given and public hearing held, as provided by law,
IT IS HEREBY ORDERED: that Massachusetts Electric Company d/b/a NATIONAL GRID and VERIZON NEW ENGLAND INC. (formerly known as NEW ENGLAND TELEPHONE AND TELEGRAPH COMPANY) be and they are hereby granted joint or identical locations for and permission to erect and maintain poles and wires to be placed thereon, together with such sustaining and protecting fixtures as said Companies may deem necessary, in the public way or ways hereinafter referred to, as requested in petition of said Companies dated the 7th day of December 2023.

All construction under this order shall be in accordance with the following conditions:
Poles shall be of sound timber, and reasonable straight, and shall be set substantially at the points indicated upon the plan marked – Northborough Road - Southborough, Massachusetts.

No.# 30852982

Filed with this order:

There may be attached to said poles by Massachusetts Electric Company d/b/a NATIONAL GRID and Verizon New England Inc. such wires, cables, and fixtures as needed in their business and all of said wires and cables shall be placed at a height of not less than twenty (20) feet from the ground.

The following are the public ways or part of ways along which the poles above referred to may be erected, and the number of poles which may be erected thereon under this order:

Northborough Road - Install one JO Pole on Northborough Road. Beginning at a point approximately 919 feet West of the centerline of the intersection of Jericho Hill Road. Install midspan: 46-50, 45'Cl.2 between Poles 47 and 46. Install feeder monitor, comm unit, and three lighting arrestors.

Also, for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

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Of the City/Town of ,Massachusetts held on the day of 20 .

City/Town Clerk.

Massachusetts 20 .

Received and entered in the records of location orders of the City/Town of
Book Page

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City/Town Clerk

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At a public hearing was held on the petition of Massachusetts Electric Company d/b/a NATIONAL GRID and VERIZON NEW ENGLAND, INC. for permission to erect the poles, wires, and fixtures described in the order herewith recorded, and that we mailed at least seven days before said hearing a written notice of the time and place of said hearing to each of the owners of real estate (as determined by the last preceding assessment for taxation) along the ways or parts of ways upon which the Company is permitted to erect Poles, wires, and fixtures under said order. And that thereupon said order was duly adopted.

City/Town Clerk.

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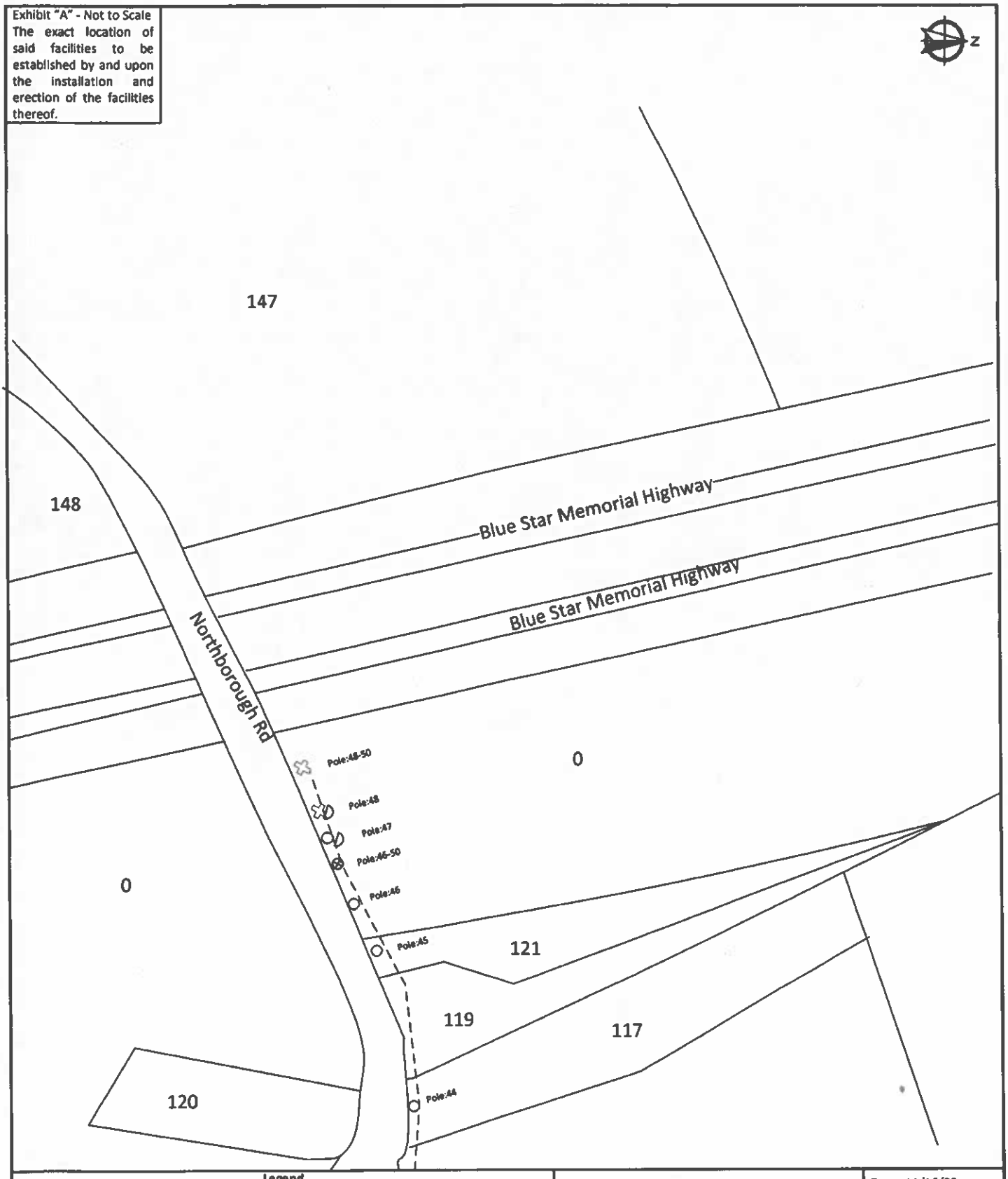
Board or Council of Town or City, Massachusetts

CERTIFICATE

I hereby certify that the foregoing is a true copy of the location order and certificate of hearing with notice adopted by the of the City of Massachusetts, on the day of 20 and recorded with the records of location orders of the said City, Book , and Page . This certified copy is made under the provisions of Chapter 166 of General Laws and any additions thereto or amendments thereof.

Attest:
City/Town Clerk

Exhibit "A" - Not to Scale
The exact location of said facilities to be established by and upon the installation and erection of the facilities thereof.



Legend

- Exist Joint pole
- Exist Riser
- Exist sole pole
- OH conductor
- Install Joint pole

DRELIABLE
121 Northborough Rd, Southborough

Date: 11/16/23
Designer:FONSEK1
WR: 30852982

Notes: Install midspan 46-50 between poles 47 and 46

Sheet 1 of 1

nationalgrid

Legal Notice of

POLE HEARING

Town of Southborough

The Southborough Select Board shall hold a public hearing on Tuesday, March 19, 2024, at 6:40 p.m. in the McAuliffe Hearing Room at the Southborough Town House, 17 Common Street, Southborough, MA, to consider a petition by Mass. Electric Company (National Grid) and Verizon New England, Inc. to: install one joint-owned pole at 154 Northboro Road. The meeting may also be listened to or viewed by the public through a link located at: https://ma-southborough.civicplus.com/674/Virtual-Meetings

Southborough Select Board

nationalgrid

January 17, 2024

The Board of Selectmen of Southborough, Massachusetts

To Whom It May Concern:

Enclosed please find a petition of NATIONAL GRID and VERIZON, covering joint NATIONAL GRID-VERIZON pole location(s)

If you have any questions regarding this permit, please contact:

Rummah Himat #617-405-1791

Please notify National Grid's Emily O'Brien of the hearing date / time to emily.obrien@nationalgrid.com

If this petition meets with your approval, please return an executed copy to:

National Grid: Emily O'Brien; 100 East Ashland St, Brockton, MA 02302

Very truly yours,

Helton Lopes

Helton Lopes
Supervisor, Distribution Design

Enclosures

Questions contact – Rummah Himat #617-405-1791

PETITION FOR JOINT OR IDENTICAL POLE LOCATIONS

To the Board of Selectmen
Of Southborough, Massachusetts

Massachusetts Electric Company d/b/a NATIONAL GRID and Verizon New England, Inc requests permission to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and across the following public way:

Northborough Road - Install one JO Pole on Northborough Road. Beginning at a point approximately 15 feet South of the centerline of the intersection of Northborough Road. Install a mis span Pole 54-50 between Pole 54 and Pole 55. 154 Northboro, Southborough.

Location approximately as shown on plan attached.

Wherefore it prays that after due notice and hearing as provided by law, it be granted a location for and permission to erect and maintain poles and wires, together with such sustaining and protecting fixtures as it may find necessary, said poles to be erected substantially in accordance with the plan filed herewith marked – Northborough Road - Southborough, Massachusetts.

No.# 30853065

Also, for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

Your petitioner agrees to reserve space for one cross-arm at a suitable point on each of said poles for the fire, police, telephone, and telegraph signal wires belonging to the municipality and used by it exclusively for municipal purposes.

Massachusetts Electric Company d/b/a
NATIONAL GRID Helton Lopes
BY _____
Engineering Department

VERIZON NEW ENGLAND, INC.
BY Albert E. Bessette Jr.
Manager / Right of Way

Dated: December 6, 2023

NG Copy

Questions contact – Rummah Himat #617-405-1791

ORDER FOR JOINT OR IDENTICAL POLE LOCATIONS

To the Board of Selectmen
Southborough, Massachusetts

Notice having been given and public hearing held, as provided by law,
IT IS HEREBY ORDERED: that Massachusetts Electric Company d/b/a NATIONAL GRID and VERIZON NEW ENGLAND INC. (formerly known as NEW ENGLAND TELEPHONE AND TELEGRAPH COMPANY) be and they are hereby granted joint or identical locations for and permission to erect and maintain poles and wires to be placed thereon, together with such sustaining and protecting fixtures as said Companies may deem necessary, in the public way or ways hereinafter referred to, as requested in petition of said Companies dated the 6th day of December 2023.

All construction under this order shall be in accordance with the following conditions:
Poles shall be of sound timber, and reasonable straight, and shall be set substantially at the points indicated upon the plan marked – Northborough Road - Southborough, Massachusetts.

No.# 30853065

Filed with this order:

There may be attached to said poles by Massachusetts Electric Company d/b/a NATIONAL GRID and Verizon New England Inc. such wires, cables, and fixtures as needed in their business and all of said wires and cables shall be placed at a height of not less than twenty (20) feet from the ground.

The following are the public ways or part of ways along which the poles above referred to may be erected, and the number of poles which may be erected thereon under this order:

Northborough Road - Install one JO Pole on Northborough Road. Beginning at a point approximately 15 feet South of the centerline of the intersection of Northborough Road. Install a mis span Pole 54-50 between Pole 54 and Pole 55. 154 Northboro, Southborough.

Also, for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

I hereby certify that the foregoing order was adopted at a meeting of the
Of the City/Town of ,Massachusetts held on the day of 20 .

City/Town Clerk.

Massachusetts 20 .

Received and entered in the records of location orders of the City/Town of
Book Page

Attest:
City/Town Clerk

I hereby certify that on 20 , at o'clock, M
At a public hearing was held on the petition of
Massachusetts Electric Company d/b/a NATIONAL GRID and VERIZON NEW ENGLAND, INC. for permission to erect the poles, wires, and fixtures described in the order herewith recorded, and that we mailed at least seven days before said hearing a written notice of the time and place of said hearing to each of the owners of real estate (as determined by the last preceding assessment for taxation) along the ways or parts of ways upon which the Company is permitted to erect Poles, wires, and fixtures under said order. And that thereupon said order was duly adopted.

City/Town Clerk.

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Board or Council of Town or City, Massachusetts

CERTIFICATE

I hereby certify that the foregoing is a true copy of the location order and certificate of hearing with notice adopted by the of the City of Massachusetts, on the day of 20 and recorded with the records of location orders of the said City, Book , and Page . This certified copy is made under the provisions of Chapter 166 of General Laws and any additions thereto or amendments thereof.

Attest:
City/Town Clerk

Town Copy

Questions contact – Rummah Himat #617-405-1791

ORDER FOR JOINT OR IDENTICAL POLE LOCATIONS

To the Board of Selectmen
Southborough, Massachusetts

Notice having been given and public hearing held, as provided by law,
IT IS HEREBY ORDERED: that Massachusetts Electric Company d/b/a NATIONAL GRID and VERIZON NEW ENGLAND INC. (formerly known as NEW ENGLAND TELEPHONE AND TELEGRAPH COMPANY) be and they are hereby granted joint or identical locations for and permission to erect and maintain poles and wires to be placed thereon, together with such sustaining and protecting fixtures as said Companies may deem necessary, in the public way or ways hereinafter referred to, as requested in petition of said Companies dated the 6th day of December 2023.

All construction under this order shall be in accordance with the following conditions:
Poles shall be of sound timber, and reasonable straight, and shall be set substantially at the points indicated upon the plan marked – Northborough Road - Southborough, Massachusetts.

No.# 30853065

Filed with this order:

There may be attached to said poles by Massachusetts Electric Company d/b/a NATIONAL GRID and Verizon New England Inc. such wires, cables, and fixtures as needed in their business and all of said wires and cables shall be placed at a height of not less than twenty (20) feet from the ground.

The following are the public ways or part of ways along which the poles above referred to may be erected, and the number of poles which may be erected thereon under this order:

Northborough Road - Install one JO Pole on Northborough Road. Beginning at a point approximately 15 feet South of the centerline of the intersection of Northborough Road. Install a mis span Pole 54-50 between Pole 54 and Pole 55. 154 Northboro, Southborough.

Also, for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

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Of the City/Town of ,Massachusetts held on the day of 20 .

City/Town Clerk.

Massachusetts 20 .

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Book Page

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City/Town Clerk

I hereby certify that on 20 , at o'clock, M
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Massachusetts Electric Company d/b/a NATIONAL GRID and VERIZON NEW ENGLAND, INC. for permission to erect the poles, wires, and fixtures described in the order herewith recorded, and that we mailed at least seven days before said hearing a written notice of the time and place of said hearing to each of the owners of real estate (as determined by the last preceding assessment for taxation) along the ways or parts of ways upon which the Company is permitted to erect Poles, wires, and fixtures under said order. And that thereupon said order was duly adopted.

City/Town Clerk.

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Board or Council of Town or City, Massachusetts

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Attest:
City/Town Clerk

Verizon Copy

Questions contact – Rummah Himat #617-405-1791

ORDER FOR JOINT OR IDENTICAL POLE LOCATIONS

To the Board of Selectmen
Southborough, Massachusetts

Notice having been given and public hearing held, as provided by law,
IT IS HEREBY ORDERED: that Massachusetts Electric Company d/b/a NATIONAL GRID and VERIZON NEW ENGLAND INC. (formerly known as NEW ENGLAND TELEPHONE AND TELEGRAPH COMPANY) be and they are hereby granted joint or identical locations for and permission to erect and maintain poles and wires to be placed thereon, together with such sustaining and protecting fixtures as said Companies may deem necessary, in the public way or ways hereinafter referred to, as requested in petition of said Companies dated the 6th day of December 2023.

All construction under this order shall be in accordance with the following conditions:
Poles shall be of sound timber, and reasonable straight, and shall be set substantially at the points indicated upon the plan marked – Northborough Road - Southborough, Massachusetts.

No.# 30853065

Filed with this order:

There may be attached to said poles by Massachusetts Electric Company d/b/a NATIONAL GRID and Verizon New England Inc. such wires, cables, and fixtures as needed in their business and all of said wires and cables shall be placed at a height of not less than twenty (20) feet from the ground.

The following are the public ways or part of ways along which the poles above referred to may be erected, and the number of poles which may be erected thereon under this order:

Northborough Road - Install one JO Pole on Northborough Road. Beginning at a point approximately 15 feet South of the centerline of the intersection of Northborough Road. Install a mis span Pole 54-50 between Pole 54 and Pole 55. 154 Northboro, Southborough.

Also, for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

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City/Town Clerk.

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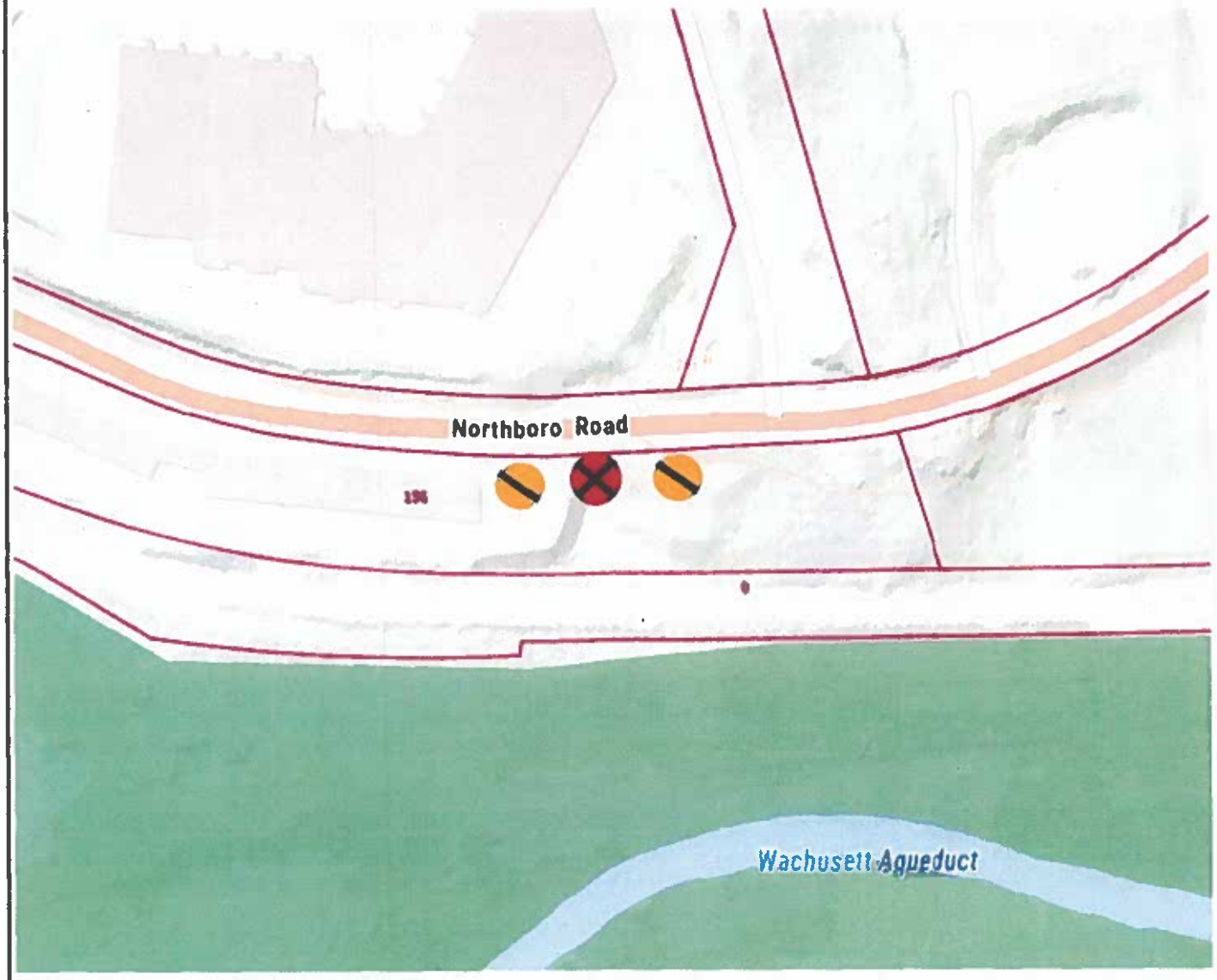
Board or Council of Town or City, Massachusetts

CERTIFICATE

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Attest:
City/Town Clerk

Exhibit "A" - Not to Scale
The exact location of said facilities to be established by and upon the installation and erection of the facilities thereof.



Legend		
New proposed mid span pole (pole 54-50)	INSTALL A MID SPAN POLE 54-50 BETWEEN POLE 54 AND POLE 55	Date: 11/17/2023 Designer: HIMATR WR: 30853065
EXSITING POLES (POLE 54 & POLE 55)	Closest address: 154 Northborough Rd, Southborough MA. WR# 30853065	nationalgrid

Legal Notice of

POLE HEARING

Town of Southborough

The Southborough Select Board shall hold a public hearing on Tuesday, March 19, 2024, at 6:45 p.m. in the McAuliffe Hearing Room at the Southborough Town House, 17 Common Street, Southborough, MA, to consider a petition by Mass. Electric Company (National Grid) and Verizon New England, Inc. to: install one joint-owned pole at 20 Jericho Hill Road. The meeting may also be listened to or viewed by the public through a link located at: https://ma-southborough.civicplus.com/674/Virtual-Meetings

Southborough Select Board

nationalgrid

January 18, 2024

The Board of Selectmen of Southborough, Massachusetts

To Whom It May Concern:

Enclosed please find a petition of NATIONAL GRID and VERIZON, covering joint NATIONAL GRID-VERIZON pole location(s)

If you have any questions regarding this permit, please contact:

Muhammad Jamous #617-405-1692

Please notify National Grid's Emily O'Brien of the hearing date / time to emily.obrien@nationalgrid.com

If this petition meets with your approval, please return an executed copy to:

National Grid: Emily O'Brien; 100 East Ashland St, Brockton, MA 02302

Very truly yours,

Helton Lopes

Helton Lopes
Supervisor, Distribution Design

Enclosures

Questions contact - Muhammad Jamous #617-405-1692

PETITION FOR JOINT OR IDENTICAL POLE LOCATIONS

To the Board of Selectmen
Of Southborough, Massachusetts

Massachusetts Electric Company d/b/a NATIONAL GRID and Verizon New England, Inc requests permission to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and across the following public way:

Jericho Hill Road - Install one JO Pole on Jericho Hill Road. Beginning at a point approximately 23 feet Southwest of the centerline. Install P5-50, 45 CL2. Install FM on P5-50, extend secondary from P4.

Location approximately as shown on plan attached.

Wherefore it prays that after due notice and hearing as provided by law, it be granted a location for and permission to erect and maintain poles and wires, together with such sustaining and protecting fixtures as it may find necessary, said poles to be erected substantially in accordance with the plan filed herewith marked – Jericho Hill Road - Southborough, Massachusetts.

No.# 30853123

Also, for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

Your petitioner agrees to reserve space for one cross-arm at a suitable point on each of said poles for the fire, police, telephone, and telegraph signal wires belonging to the municipality and used by it exclusively for municipal purposes.

Massachusetts Electric Company d/b/a
NATIONAL GRID Helton Lopes
BY _____
Engineering Department

VERIZON NEW ENGLAND, INC.
BY Albert E. Bessette Jr.
Manager / Right of Way

Dated: November 29, 2023

NG Copy

Questions contact – Muhammad Jamous #617-405-1692

ORDER FOR JOINT OR IDENTICAL POLE LOCATIONS

To the Board of Selectmen
Southborough, Massachusetts

Notice having been given and public hearing held, as provided by law,
IT IS HEREBY ORDERED: that Massachusetts Electric Company d/b/a NATIONAL GRID and VERIZON NEW ENGLAND INC. (formerly known as NEW ENGLAND TELEPHONE AND TELEGRAPH COMPANY) be and they are hereby granted joint or identical locations for and permission to erect and maintain poles and wires to be placed thereon, together with such sustaining and protecting fixtures as said Companies may deem necessary, in the public way or ways hereinafter referred to, as requested in petition of said Companies dated the 29th day of November 2023.

All construction under this order shall be in accordance with the following conditions:
Poles shall be of sound timber, and reasonable straight, and shall be set substantially at the points indicated upon the plan marked – Jericho Hill Road - Southborough, Massachusetts.

No.# 30853123

Filed with this order:

There may be attached to said poles by Massachusetts Electric Company d/b/a NATIONAL GRID and Verizon New England Inc. such wires, cables, and fixtures as needed in their business and all of said wires and cables shall be placed at a height of not less than twenty (20) feet from the ground.

The following are the public ways or part of ways along which the poles above referred to may be erected, and the number of poles which may be erected thereon under this order:

Jericho Hill Road - Install one JO Pole on Jericho Hill Road. Beginning at a point approximately 23 feet Southwest of the centerline. Install P5-50, 45 CL2. Install FM on P5-50, extend secondary from P4.

Also, for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

I hereby certify that the foregoing order was adopted at a meeting of the
Of the City/Town of ,Massachusetts held on the day of 20 .

City/Town Clerk.

Massachusetts 20 .

Received and entered in the records of location orders of the City/Town of
Book Page

Attest:
City/Town Clerk

I hereby certify that on 20 , at o'clock, M
At a public hearing was held on the petition of
Massachusetts Electric Company d/b/a NATIONAL GRID and VERIZON NEW ENGLAND, INC. for permission to erect the poles, wires, and fixtures described in the order herewith recorded, and that we mailed at least seven days before said hearing a written notice of the time and place of said hearing to each of the owners of real estate (as determined by the last preceding assessment for taxation) along the ways or parts of ways upon which the Company is permitted to erect Poles, wires, and fixtures under said order. And that thereupon said order was duly adopted.

City/Town Clerk.

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Board or Council of Town or City, Massachusetts

CERTIFICATE

I hereby certify that the foregoing is a true copy of the location order and certificate of hearing with notice adopted by the of the City of Massachusetts, on the day of 20 and recorded with the records of location orders of the said City, Book , and Page . This certified copy is made under the provisions of Chapter 166 of General Laws and any additions thereto or amendments thereof.

Attest:
City/Town Clerk

Town Copy

Questions contact – Muhammad Jamous #617-405-1692

ORDER FOR JOINT OR IDENTICAL POLE LOCATIONS

To the Board of Selectmen
Southborough, Massachusetts

Notice having been given and public hearing held, as provided by law,
IT IS HEREBY ORDERED: that Massachusetts Electric Company d/b/a NATIONAL GRID and VERIZON NEW ENGLAND INC. (formerly known as NEW ENGLAND TELEPHONE AND TELEGRAPH COMPANY) be and they are hereby granted joint or identical locations for and permission to erect and maintain poles and wires to be placed thereon, together with such sustaining and protecting fixtures as said Companies may deem necessary, in the public way or ways hereinafter referred to, as requested in petition of said Companies dated the 29th day of November 2023.

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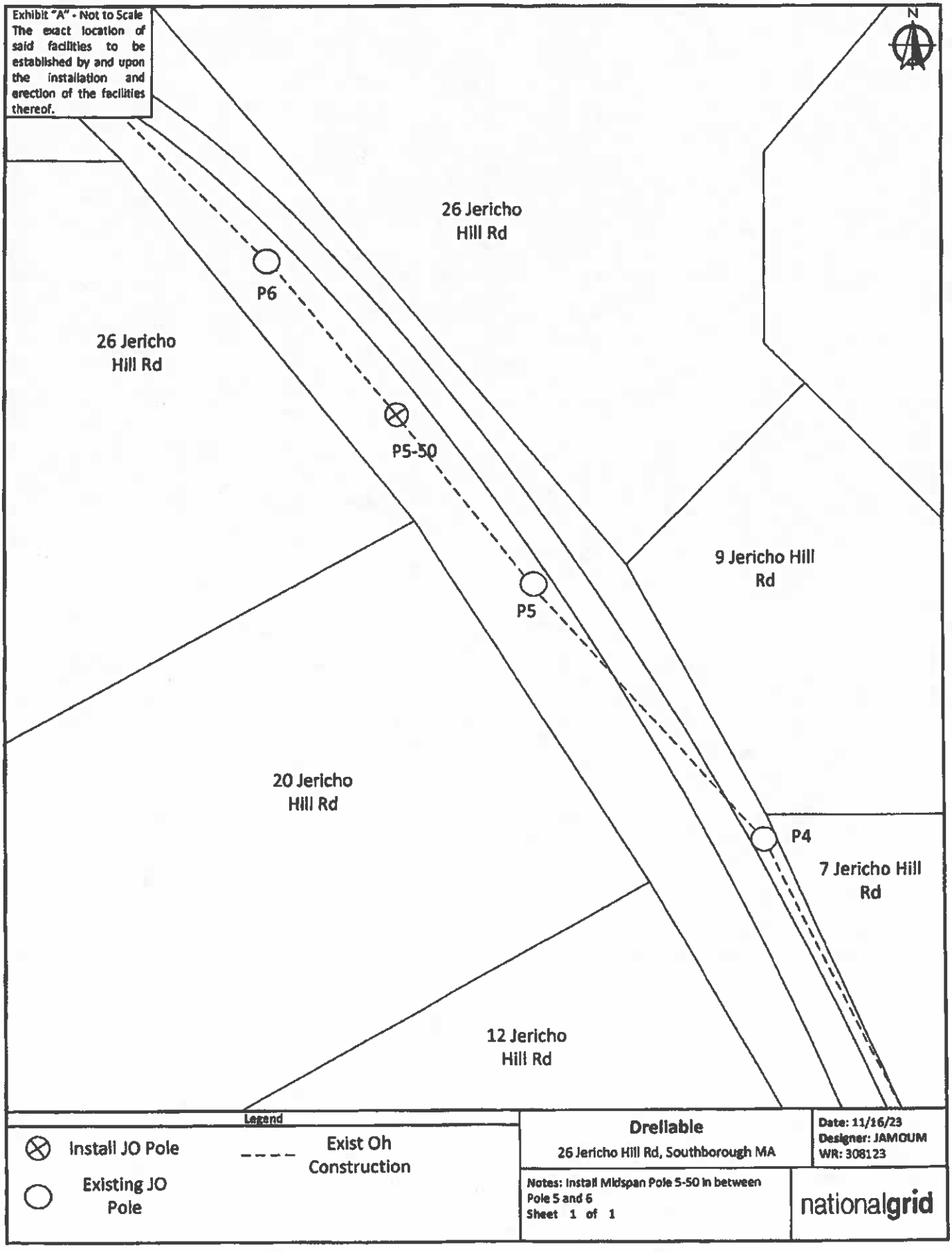
Board or Council of Town or City, Massachusetts

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Exhibit "A" - Not to Scale
The exact location of said facilities to be established by and upon the installation and erection of the facilities thereof.
N
26 Jericho Hill Rd
P6
26 Jericho Hill Rd
P5-50
9 Jericho Hill Rd
P5
20 Jericho Hill Rd
P4
7 Jericho Hill Rd
12 Jericho Hill Rd
Legend
Install JO Pole
Existing JO Pole
Exist Oh Construction
Drellable
26 Jericho Hill Rd, Southborough MA
Date: 11/16/23
Designer: JAMOUM
WR: 308123
Notes: Install Midspan Pole S-50 in between Pole 5 and 6
Sheet 1 of 1
nationalgrid

Legal Notice of

POLE HEARING

Town of Southborough

The Southborough Select Board shall hold a public hearing on Tuesday, March 19, 2024, at 6:50 p.m. in the McAuliffe Hearing Room at the Southborough Town House, 17 Common Street, Southborough, MA, to consider a petition by Mass. Electric Company (National Grid) and Verizon New England, Inc. to: install one joint-owned pole at 33 Turnpike Road. The meeting may also be listened to or viewed by the public through a link located at: https://ma-southborough.civicplus.com/674/Virtual-Meetings

Southborough Select Board

nationalgrid

January 12, 2024

The Board of Selectmen of Southborough, Massachusetts

To Whom It May Concern:

Enclosed please find a petition of NATIONAL GRID and VERIZON, covering joint NATIONAL GRID-VERIZON pole location(s)

If you have any questions regarding this permit, please contact:

Dana Larson #508-482-1243

Please notify National Grid's Emily O'Brien of the hearing date / time to emily.obrien@nationalgrid.com

If this petition meets with your approval, please return an executed copy to:

National Grid: Emily O'Brien; 100 East Ashland St, Brockton, MA 02302

Very truly yours,

Helton Lopes

Helton Lopes
Supervisor, Distribution Design

Enclosures

Questions contact – Dana Larson #508-482-1243

PETITION FOR JOINT OR IDENTICAL POLE LOCATIONS

To the Board of Selectmen
Of Southborough, Massachusetts

Massachusetts Electric Company d/b/a NATIONAL GRID and Verizon New England, Inc requests permission to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and across the following public way:

Turnpike Road - Install one JO Pole on Turnpike Road. Beginning at a point approximately 200 feet West of the centerline of the intersection of Willow Street. Installing new Pole 15-5 for EV charger at 33 Turnpike Road.

Location approximately as shown on plan attached.

Wherefore it prays that after due notice and hearing as provided by law, it be granted a location for and permission to erect and maintain poles and wires, together with such sustaining and protecting fixtures as it may find necessary, said poles to be erected substantially in accordance with the plan filed herewith marked – Turnpike Road - Southborough, Massachusetts.

No.# 30815360

Also, for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

Your petitioner agrees to reserve space for one cross-arm at a suitable point on each of said poles for the fire, police, telephone, and telegraph signal wires belonging to the municipality and used by it exclusively for municipal purposes.

Massachusetts Electric Company d/b/a
NATIONAL GRID Helton Lopes
BY _____
Engineering Department

VERIZON NEW ENGLAND, INC.
BY Albert F. Bessette Jr.
Manager / Right of Way

Dated: December 8, 2023

NG Copy

Questions contact – Dana Larson #508-482-1243

ORDER FOR JOINT OR IDENTICAL POLE LOCATIONS

To the Board of Selectmen
Southborough, Massachusetts

Notice having been given and public hearing held, as provided by law,
IT IS HEREBY ORDERED: that Massachusetts Electric Company d/b/a NATIONAL GRID and VERIZON NEW ENGLAND INC. (formerly known as NEW ENGLAND TELEPHONE AND TELEGRAPH COMPANY) be and they are hereby granted joint or identical locations for and permission to erect and maintain poles and wires to be placed thereon, together with such sustaining and protecting fixtures as said Companies may deem necessary, in the public way or ways hereinafter referred to, as requested in petition of said Companies dated the 8th day of December 2023.

All construction under this order shall be in accordance with the following conditions:
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No.# 30815360

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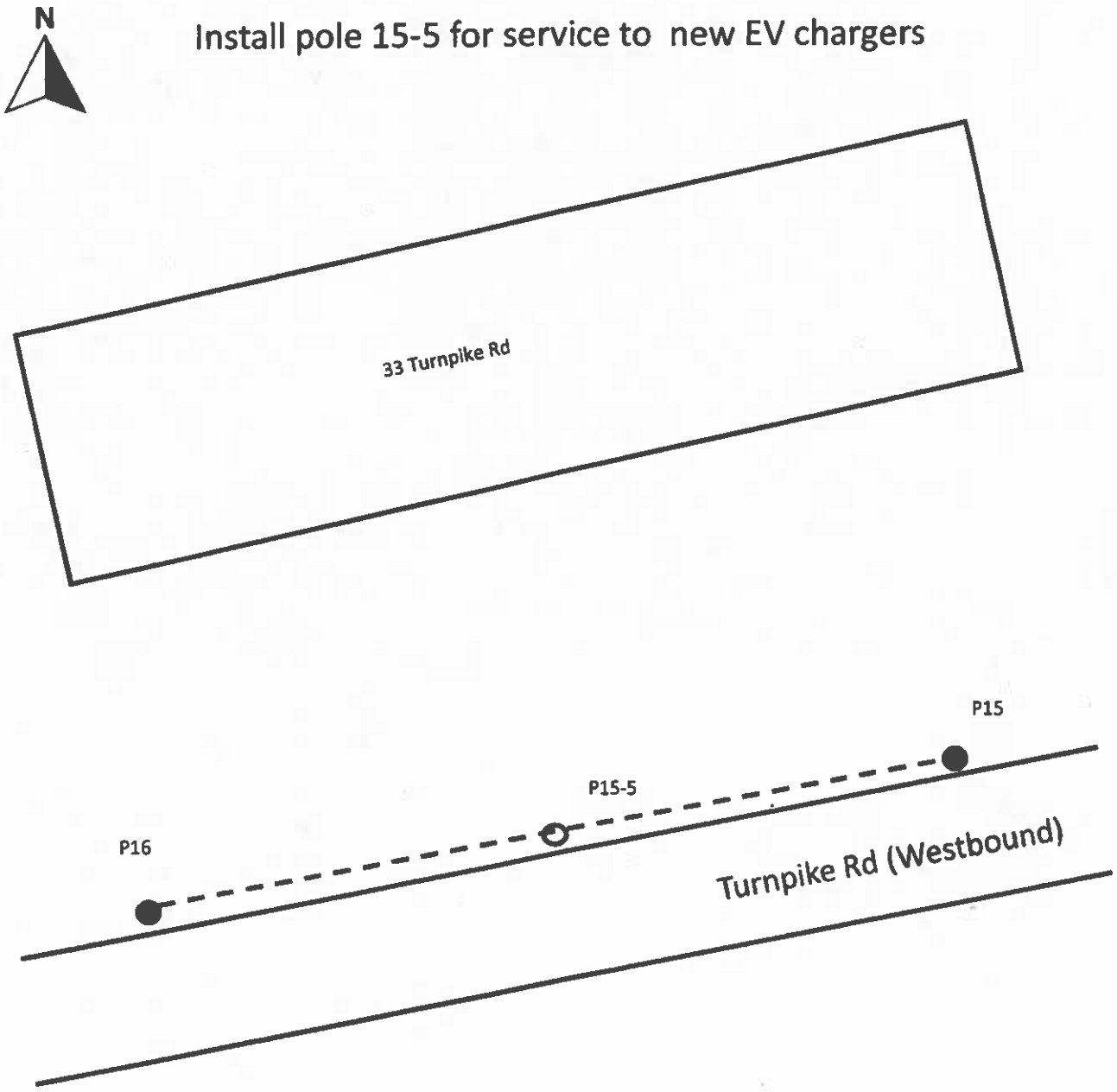
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LEGEND	Petition Sketch	DATE: 12/4/23
Overhead Cable		DESIGNER: D.LARSON
Proposed JO Pole—Public Property	33 Turnpike Rd Southborough, Ma	WR—30815360
Existing JO Pole—Public Property	Exhibit 'A' not to scale. The said facilities to be established by and upon the installation and erection of the facilities thereof.	Nationalgrid

nationalgrid

Commonwealth of Massachusetts
Town of Southborough

Town of Southborough
Tree Warden
Select Board

Vegetation Management Plan Approval FY 25
(April 1st 2024 to March 31st 2025)

This vegetation management plan is hereby approved in accordance with Massachusetts General Laws, Chapter 87, Public Shade Tree Law, Section 14 (Vegetation Management Plan). The Applicant is National Grid, Forestry Department, c/o David Donoghue, 245 South Main Street, Hopedale MA 01747

Requested conditions & modifications to standards agreed to by National Grid Forestry Department:

Condition: Locations with number of crews will be provided to the Tree Warden Designee (Chris Leroy) daily by the contractor supervisor via email.

Condition: A list of circuits and maps will be provided at the beginning of this fiscal year.

Condition: Tree Warden Designee (Chris Leroy) will be present on first day of trimming with crews to observe work and provide insight and preferences on work style. Spot checks will occur throughout the duration of the project; feedback from these checks will be reviewed with the crews.

Condition: Trees will not be "topped" in the course of trimming and maintenance.

APPROVAL:

_____ Date _____

Mark Purple

Town Administrator, duly authorized by the Select Board, as Tree Warden

---

David Donoghue, Southeast Forestry Supervisor, 245 South Main Street, Hopedale MA 01747

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nationalgrid

National Grid Utility Vegetation Management Annual Plan: Southborough, MA FY 25 (April 1st 2024 to March 31st 2025)

- National Grid Prunes on a fiscal year basis; April 1st to March 31st. The end date may fluctuate due to lost time responding to storm events.
- This Vegetation Management Annual Plan for FY 25 covers work on the following roads, listed by feeder/circuit:
  - 317w1 – Ward Road, Johnson Road, Bigelow Road, Brigham Street, Granuaile Road, High Street, Main Street, Coslin Drive
  - 317w3 – Northboro Road, Main Street, Parkerville Road, Turnpike Road, Middle Road, Breakneck Hill Road, Mount Vickery Road, View Hill Road, Woodland Road, Gilmore Road, Summit Road, Fairview Drive, High Ridge Road
- Locations with number of crews will be provided to the Tree Warden Designee (Chris Leroy) daily by the contractor supervisor via email.
- The equipment the crews will be utilizing are as follows: 45ft, 60ft & 70ft bucket trucks with disk chippers. Equipment used for trimming will vary from hydraulic stick saws, pruning chain saws and hand saws.
- A list of circuits and maps will be provided at the beginning of this fiscal year.
- Police details will be utilized for traffic control for the safety of the public and tree crews. School zones will be prioritized to possibly be done during non-school times.
- David Donoghue, National Grid Forestry Supervisor, will be the first point of contact. The name and number of the General Foreman managing the tree crews will also be made available.
- We do not have any hazard tree removal work planned currently for these circuits. Hazard tree removals will be handled through a public hearing as needs arise based on requests from residents or needs of electrical equipment upgrades arise.

Scope of work:

-4.1 Pruning Standards: All pruning shall be performed in accordance with ANSI A300 standards as well as the Best Management Practices – Tree Pruning publication. All cuts shall be made at a parent branch or limb, so that no stub shall remain. In cutting back a branch, the cut shall be made at a crotch or node where the branch being removed is at least one-third the diameter of the parent limb. All pruning cuts shall be made in accordance with proper collar cutting methods, utilizing drop crotch principles to minimize the number of pruning cuts, promote natural growth patterns, and maintain tree health and vigor (ANSI A300). Climbing irons or spurs shall not be used in pruning a shade/ornamental tree to be saved. Tree wound dressings shall not be applied.

-4.2 Line Clearance within Maintained Areas: All overhead primary lines shall be pruned to provide a minimum of ten (10) feet of overhead clearance, a minimum of six (6) feet of side clearance from the outermost phase and a minimum of ten (10) feet of clearance below the wires. The contractor

David Donoghue, Southeast Forestry Supervisor, 245 South Main Street, Hopedale MA 01747

shall recognize that the use of ANSI A300 standards and techniques will result in clearances beyond the dimensions noted above.

-4.2.1 The main trunk of the tree or major leads which are structurally sound and healthy may be left growing within these distances as long as none of the smaller diameter end branches are within the clearance dimensions. In that case the lead must be removed.

-4.2.3 The contractor shall ground cut any new volunteer growth capable of growing into the wires from around poles, guys, fences, etc. within the maintained yard areas after notifying the property owner.

-4.2.5 Contractor shall exercise extreme care when pruning ornamental plantings. Species, growth rates and growth characteristics should be taken into account and may require differing clearances.

-4.2.6 All slash from pruning in maintained areas shall be disposed of through chipping.

-4.3 Line Clearance Outside of Maintained Areas: All overhead lines shall be pruned to provide a minimum of fifteen (15) feet of overhead clearance and six (6) feet of side clearance from the outermost phase.

-4.3.3 The contractor shall ground cut all trees and shrubs which have the ability to interfere with the conductor out to the limits of the existing maintenance corridor. Ground cutting shall include stems of eight (8) inches d.b.h. or less.

-4.3.6 All slash along the roadway or near residences shall be disposed of by chipping.

-4.4 All dead or damaged overhead limbs, branches or leads that are capable of falling onto overhead primary wires from above or alongside the right-of-way and potentially causing a tree outage, shall be removed at the time of pruning.

-4.6 Pruning Clearance for Secondary and Service Lines:

-4.6.1 All secondary wire (triplex and open wire), other than that serving streetlights only, shall be pruned to provide a minimum of eighteen inches of clearance from wire to vegetation.

-4.6.2 All service wires (triplex or open wire) and street light secondary on the circuit shall be inspected at the time of scheduled vegetation maintenance. For branches that are either making hard contact with the service wire, pushing on or creating tension enough to force the wire out of a natural arc, or redirecting the wire out of a straight-

nationalgrid

line run, the vendor shall do whatever pruning is necessary to correct that situation. The entire service drop need not be pruned, only the point of conflict.

-4.6.3 For open wire services, pruning is required for all the situations noted in 4.6.2 as well as anytime vegetative growth is forcing the three wires out of their normal configuration. The vendor must take extra care when pruning around open wire services so not to cause a service interruption to our customers.

-4.10 Vine Control: All vines growing on poles, guy wires, stub poles or towers shall be cut so as to create a "growth gap" of 4 feet. Contactors should not attempt to remove vines from any structure.

Feeder Number	Voltage (KV)	Circuit Miles (not all in Southborough)
317w1	13.8	8.77
317w3	13.8	11.5

David Donoghue, Southeast Forestry Supervisor, 245 South Main Street, Hopedale MA 01747

FOREWORD

This specification documents the objectives, practices and procedures for vegetation management on National Grid companies' distribution circuits in **Massachusetts only**. The specification also defines the responsibilities of National Grid vegetation management personnel and contractors, identifies procedures to be followed by contractors performing all work and defines the requirements to maintain vegetation acceptable to the Company.

Questions or inquiries regarding information provided in this document should be referred to the National Grid's Manager of Vegetation Strategy.

Bert Stewart III
Bert H Stewart III
Manager
Vegetation Strategy

Seth Bernatchez
Seth Bernatchez
Director
T&D Forestry, New England

Date: 7/5/2022

Date of Review/Revision:		
Revision	**Date**	**Description**
0	April 20, 2015	Original Specification
1	June 22, 2017	Edited language regarding police details
2	July 2, 2019	Edited section regarding service drops
3	May 14, 2020	Added Seth as Manager of NE Forestry
4	May 24, 2021	Updates for FY23 RFP
5	July 5, 2022	Updates for FY24 RFP

nationalgrid

I. Scope/Intent

1.1 These specifications cover the cutting, clearing, pruning, tree removal and herbicide treatment of vegetation along overhead electric distribution lines and the corresponding substations. The intent is to define the minimum clearances to be obtained between the overhead conductors and vegetation that will be acceptable to National Grid. These specifications are strictly for use on overhead line maintenance pruning projects. This is not a specification to be used for enhanced hazard tree removal, new construction clearing or rebuild construction clearing.

II. Program Objectives:

2.1 The goals and objectives of the NGRID Distribution Line Clearance program are to provide safe, reliable, electric service through a cost effective, integrated vegetation management program. NGRID acknowledges differences in the manner in which various landowners respond to the need for routine line clearance activities, together with occasional differences in easement rights. Therefore, these specifications are designed to address:

- the minimum clearance requirements necessary to sustain safe, reliable electric service while striving to satisfy the concerns of sensitive customers,
- and the optimum clearance requirements necessary to sustain an appropriate level of safety and reliability.

III. Definitions:

Maintained Area: Generally defined as an area where the landowner or occupant is mowing the lawn and/or caring for gardens, ornamental shrubs or trees in the area under and immediately adjacent to the distribution poles. It includes commercial land uses such as business areas, parking lot edges and the tree lawn areas along urban and suburban streets. Un-maintained areas, of course, hold the opposite of these characteristics. It should be noted that within residential (maintained) areas there may be small sections of un-maintained property between yards or along the roadside of residential front lawns, etc. These small sections shall be treated as maintained areas for the purposes of this specification.

Mature Tree Line: A generally straight and contiguous line of trees nine (9) inches d.b.h. or greater, that mark the boundary between the forested edge and the maintenance corridor. In the case of an existing mature tree line, there may be individual mature trees that are rooted closer to the pole centerline than the common mature tree line. In these instances the mature tree line continues behind those individual trees.

Maintenance Corridor: The area physically located under and alongside the overhead distribution feeder bounded by the mature tree line when one exists. In the absence of a mature tree line the maintenance corridor is defined as the area that is at least ten (10) feet either side of the pole centerline or equal to the previously maintained dimensions if greater than ten (10) feet.

Service Drop or Service Line: The last span of triplex or open three wire extending to the building or meter pole or a multi-span run of either triplex or open three wire that serves a single customer. This does not include street light services.

Secondary: The conductor, either triplex or open wire, which extends from the transformer to the Service Drop. Secondary spans may run along under primary spans or separately.

Street Light Secondary: The conductor, either triplex or open wire, which leaves the primary pole to pole configuration and extends out to service a street light or lights.

IV. Scope of Work:

4.1 Pruning Standards: All pruning shall be performed in accordance with ANSI A300 standards as well as the Best Management Practices – Tree Pruning publication. All cuts shall be made at a parent branch or limb, so that no stub shall remain. In pruning back a branch, the cut shall be made at a crotch or node where the branch being removed is at least one-third the diameter of the parent limb. All pruning cuts shall be made in accordance with proper collar cutting methods, utilizing drop crotch principles to minimize the number of pruning cuts, promote natural growth patterns, and maintain tree health and vigor (ANSI A300). Climbing irons or spurs shall not be used in pruning a shade/ornamental tree to be saved. Tree wound dressings shall not be applied.

4.2 Line Clearance within Maintained Areas: All overhead primary lines shall be pruned to provide a minimum of ten (10) feet of overhead clearance, a minimum of six (6) feet of side clearance from the outermost phase and a minimum of ten (10) feet of clearance below the wires. The contractor shall recognize that the use of ANSI A300 standards and techniques will result in clearances beyond the dimensions noted above.

4.2.1 The main trunk of the tree or major leads which are structurally sound and healthy may be left growing within these distances as long as none of the smaller diameter end branches are within the clearance dimensions. In that case the lead must be removed.

4.2.2 Where greater clearances have been achieved in previous cycles, the pruning shall be completed so as to re-establish the clearances in a manner that equals or exceeds the previous clearance conditions.

4.2.3 All ground cutting shall be treated with approved/appropriate herbicide, any new volunteer growth capable of growing into the wires from around

poles, guys, fences, etc. within the maintained yard areas after notifying the property owner.

4.2.4 It is an objective of National Grid's program to continually strive to reduce the number of under-wire tree and branch growth that will continually require pruning, by removing as many stems and growth as possible on each cycle. The Contractor is expected to emphasize this type of removal through the landowner contacts made by their customer contact personnel.

4.2.5 Tree workers shall exercise extreme care when pruning ornamental plantings. Species, growth rates and growth characteristics should be taken into account and may require differing clearances.

4.2.6 All slash from pruning in maintained areas shall be disposed of through chipping. Large diameter wood may remain on site provided it is cut into manageable lengths and piled neatly. Smaller debris shall be raked up and removed so as to leave the property in a condition equal to the start of work.

4.3 Line Clearance Outside of Maintained Areas: All overhead lines shall be pruned to provide a minimum of fifteen (15) feet of overhead clearance and six (6) feet of side clearance from the outermost phase.

4.3.1 Along off-road sections tree workers shall completely remove all side branches that extend into the maintenance corridor from below and beside the lines in order to "box out" the maintenance corridor. This practice will minimize future pruning efforts as well as improve storm restoration and line inspection efficiencies.

4.3.2 Where greater clearances have been achieved in previous cycles, the pruning shall be completed so as to re-establish the clearances in a manner that equals or exceeds the previous clearance conditions.

4.3.3 The contractor shall ground cut all trees and shrubs which have the ability to interfere with the conductor out to the limits of the existing maintenance corridor. Where a maintenance corridor does not already exist, ground cutting shall be performed for a minimum distance of ten (10) feet either side of centerline. Ground cutting shall include stems of eight (8) inches d.b.h. or less, all as part of the fixed price bid. Along individual spans that have been previously maintained using National Grid's past eight (8) foot targeted ground cutting specification (trimming and removal) the same approach shall be utilized.

4.3.4 Where trees beyond the limits of the maintenance corridor are extending into the corridor, the contractor shall either prune those limbs back or have the option to remove the tree as part of the fixed price bid. For trees, eight (8) inches d.b.h. or less, where the top of the tree is leaning out into the corridor so that topping would be the only possible correction, the tree shall be ground cut and treated as part of the fixed price bid.

4.3.5 Stumps shall be cut flat and as close to grade as possible.

4.3.6 All slash along the roadway or near residences shall be disposed of by chipping or mowing/mulching. Where practical, chips may be blown back onto the site without creating large chip piles. On off-road, un-maintained sites, slash shall be mowed/mulched or neatly windrowed to the edge of the maintenance corridor and cut to lie close to the ground, away from sensitive locations. No debris shall be left anywhere that will potentially block access, significantly alter any drainage or water resource, or create any unsafe condition for the public. Alternatives to these practices must be approved by National Grid's Forestry representative and by the current landowner.

4.4 All dead or damaged overhead limbs, branches or leads that are capable of falling onto overhead primary wires from above or along side the right-of-way and potentially causing a tree outage, shall be removed at the time of pruning, and included in the fixed price bid.

4.5 For all pine species growing above the overhead clearance limits with boughs overhanging primary conductor - All overhanging boughs shall be shortened so to reduce the length of the branch by approximately 1/3 without removing all needle growth from the entire branch. This shall be done in a progressive manner beginning at the upper clearance dimension (10 or 15 feet) and working upwards generally two (2) whorls in the tree as necessary to reduce the likelihood of a long pine bough loaded with ice or wet snow, drooping down or breaking onto the conductors.

4.6 Pruning Clearance for Secondary and Service Lines:

4.6.1 All secondary wire (triplex and open wire), other than that serving streetlights only, shall be pruned to provide a minimum of eighteen inches of clearance from wire to vegetation.

4.6.2 All service wires (triplex or open wire) and streetlight secondary on the circuit shall be inspected at the time of scheduled vegetation maintenance. For branches that are either making hard contact with the service wire, pushing on or creating tension enough to force the wire out of a natural arc, or redirecting the wire out of a straight-line run, the vendor shall do whatever pruning is necessary to correct that situation. The entire service drop need not be pruned, only the point of conflict.

4.6.3 For open wire services, pruning is required for all the situations noted in 4.6.2 as well as anytime vegetative growth is forcing the three wires out of their normal configuration. Extra care must be taken when pruning around open wire services so not to cause a service interruption to our customers.

4.7 Multiple Circuits and Under-builds: All distribution circuits on a pole, unless otherwise called out on the bid documents, shall be pruned. Where a distribution circuit is under-built below a sub-transmission line the contactor is responsible for

the pruning of both the distribution circuit as well as the over-built circuit utilizing the specification of the higher voltage circuit unless otherwise directed in the bid documents. The contractor is also responsible for work on any primary, secondary or service tap running off the sub-transmission pole line along that specific distribution circuit. Any exceptions to the above will be explained at the time of bidding. Reference the appropriate sections of either National Grid's Sub-T IVM and/or Sideline specifications depending on the under-built situation.

4.8 Circuits along Transmission Rights-of-Way: The same specifications shall be employed on all sections of distribution circuits that run along segments of transmission rights-of-way except for areas where the distribution circuit is actually under-built on the same pole. In those cases, the above section will apply. Any exceptions to the above will be explained at the time of bidding.

4.9 Substation Clearances: All vegetation within 10' of the substation fence shall be pruned, from ground to sky, removed and chipped and no overhanging branches shall be allowed to remain. Where shrubs and trees have been planted for screening purposes and are rooted within the 10' distance, only the fence side branches shall be removed. Any volunteer growth (natural regeneration) rooted within the 10' distance shall be removed.

4.10 Vine Control: All vines growing on poles, guy wires, stub poles or towers shall be cut so as to create a "growth gap" of 4 feet and treated (where appropriate) with a herbicide approved by the company. Do not attempt to remove vines from any structure.

4.11 Hazard Tree Inspection and Removal: Other than work required in previous sections, the removal of any tree over 8 inches d.b.h. within the maintenance corridor or outside the maintenance corridor shall be considered a hazard tree removal and is outside the fixed price bid.

4.11.1 While pruning the circuit, the contractor's personnel shall perform a visual inspection of each tree along the circuit in order to identify potential defects and determine the potential risk for the tree to cause an interruption over the length of the pruning cycle. The crew shall work closely with National Grid Forestry representative to determine potential hazard trees, preparing a list of trees in accordance with National Grid's Hazard Tree Reporting Form. The completed lists of potential hazard trees shall be regularly provided to the Forestry representative for review and approval prior to removing any of those specific trees. Exceptions to this procedure may be approved to enable removals of trees that have been pre-identified as hazard trees by National Grid representatives, trees that pose an imminent risk, or to authorize hazard tree removals in off-road areas where a skidder bucket is already on site.

4.11.2 Once a crew completes the removals on an approved list they shall note the completion details on the Hazard Tree Reporting Form. This form shall be submitted to the Forestry representative on a timely basis. Once the list is audited the contractor may submit an invoice for that specific work.

V. Contractor Requirements

5.1 The Contractor shall do all work and furnish all labor including supervision, tools, machinery and transportation necessary for the pruning, removal and herbicide treatment of trees to provide acceptable vegetation clearance for overhead lines of National Grid. Work at the fixed price rates will be designated on the distribution circuit maps and identified in the pre-bid documents. Work at the fixed price is based on overhead primary miles of line, and includes pruning, tree and lead removal and herbicide treatment to all primary, secondary, service drops, and substation fence areas as clarified in the Work Scope section of this specification. Work at unit prices and/or hourly rates as also defined in the Work Scope section will be designated at the pre-bid meeting or by a National Grid Forestry representative as required.

VI. Contractor's Responsibility

6.1 The Contractor shall provide all necessary supervision, labor, material, tools and equipment for the safe execution of all work covered by these specifications.

6.2 The Contractor shall employ a competent field supervisor and customer contact person(s) acceptable to the Corporation, in addition to the crew Foreman and senior Company management. Notification personnel shall be qualified in tree identification including identification of "proper under powerline trees". The supervisor shall be available to the Corporation at all reasonable times during the entire extent of the project and/or contract. In addition, at least one member of each stand-alone crew or unit of crews shall be fluent in the English language and on-site.

6.3 The Contractor shall comply with all building and sanitary laws and all Federal, State, County, Town and Municipal laws, ordinances and regulations pertaining to the work. The contractor shall be responsible for obtaining all permits necessary to perform the work unless otherwise provided by National Grid.

6.4 The Contractor shall notify each landowner and inform them of the clearing, removal, pruning and herbicide work to be done, and where appropriate, agree on access point(s), before crossing the property and then abide by the same. The

Contractor shall designate a Customer Contact Person(s) for each project they are awarded and communicate that name and phone contact information for that person to the National Grid forestry representative for that project.

6.5 In the event that the Contractor cannot locate the landowner after using all reasonable measures, or upon locating them is aware of an objection to the work to be performed, the Contractor shall document the landowners concern and then notify the National Grid's forestry representative within 24 hours in order to obtain specific instructions and/or their permission prior to commencing work on that property.

6.6 In addition to the above notifications, where herbicide applications will be made, the Contractor must follow any and all current notification requirements of any applicable regulations.

6.7 The Contractor shall be held solely liable and indemnify National Grid fully for any and all claims and legal expenses for damage to crops, land, trees or otherwise resulting from such violations, failure or damages arising out of the Contractor's negligence. The Contractor shall not be liable for claims or suits for damage to property if the work causing such damage is done under specific direction from NGRID.

6.8 The Contractor shall replace or make necessary repairs to all property destroyed or damaged in the course of the work and exercise due care and diligence in adequately protecting all properties, both real and personal, from damage of whatsoever nature whenever crossed over, on, or in the vicinity of the work. If the contractor neglects or fails to promptly make said repairs or make good of said destruction, the Corporation may make any and all necessary repairs to the satisfaction of the property owner and the Contractor agrees to promptly reimburse the Corporation the amount of its incurred cost and expenses.

6.9 The contractor shall inform the National Grid Forestry representative of their intent to start work at least two weeks prior to the start of any action on a feeder.

6.10 The Contractor shall implement and provide the required training and certification programs necessary to provide fully qualified Line Clearance Tree Trimmers or Line Clearance Tree Trimmer Trainees. A single Foreman may supervise multiple bucket trucks on the same project. In that case however, the minimum qualifications for the "lead" person on each of the other trucks shall be a certified qualified Line Clearance Tree Trimmer. At least one other employee on the truck shall be at least a qualifying Line Clearance Tree Trimmer Trainee, in accordance with all applicable OSHA requirements.

6.11 The Contractor shall submit a weekly time report to the National Grid Forestry representative, indicating the labor and equipment assigned to the project, amount of work accomplished, quantities and location of herbicide applications and location of the work.

6.12 The Contractor shall provide a monthly summary report to Distribution Forestry, identifying crew staffing and equipment by area as of the first of each month, to be submitted by the 5th of each month or the following Monday should the 5th fall on the weekend. The report shall also identify work type (e.g., such as hourly, new construction, danger trees, mowing; lump sum or unit price) by project, percentage complete for all fixed price projects, and anticipated completion dates.

6.13 The Contractor shall provide a monthly OSHA injury summary report in a format supplied by National Grid for the previous month, no later than the 10th of the month or the following Monday should the 10th fall on the weekend. The data in the report shall be separated by state as well as reported for the overall Contractor Company for any and all United States operations.

6.14 By April 10th of each year, the contractor shall provide a list of employees and Aerial lifts that could reasonably be expected to work on National Grid's property to Distribution Forestry. This listing shall include:

Employees:

- identify the current pay classification of each employee, together with their union certification level,
- the date of their progression to their current pay level,
- the dates each employee completed their required OSHA safety and other training, or retraining, including any annual refreshers,
- the date each employee last demonstrated their tree rescue and climbing proficiency
- the date each employee completed first aid and CPR training,
- identify each certified pesticide applicator and their certification number.

Aerial Lifts:

- The truck number and date of dielectric testing
- The next scheduled dielectric test date

6.15 The contractor shall provide a unit cost per tree for the removal of potential hazard trees from the three phase portions of the circuit, as well as "high risk target" hazard trees from the single-phase portions. See the attached Addendum # 1, Hazard Tree Tree Removal, Unit Price Schedule to be bid separately from the fixed price project. National Grid reserves the right to award, in whole or in part, the removal of hazard trees for each bid package on the basis of these unit price costs, or to do the work at the contractor's current hourly rates.

VII. Acceptance of Work

7.1 At appropriate intervals, the Contractor shall report and review the work completed to date with National Grid's Forestry representative. The Contractor may then invoice for the percentage of the work completed and approved by National Grid.

7.2 Near completion of the work, the Contractor shall notify the National Grid Forestry representative that the entire project has been reviewed by the contractor's supervision and is now ready for inspection. Upon review and acceptance of all required work including the resolution of any and all required corrective actions as well as any outstanding damage claims, the NGRID Forestry representative will give the Contractor permission to submit a final invoice for payment.

7.2.1 Traffic detail costs associated with re-work or corrective action shall be borne by the Contractor.

7.2.2 Police detail costs for any work not completed by the end of the fiscal year (March 31st) shall be borne by the Contractor. National Grid has the discretion to make allowances for circumstances outside of the Contractor's control. (Storms, requested outages, etc.)

7.3 The contractor shall understand, per their signed Master Purchase order with NGRID that time is of the essence with respect to the performance of this work. The contractor shall take all appropriate actions necessary to complete the work on schedule. Those actions shall include among other things, the use of overtime, the use of supplemental labor crew resources from outside areas, and the use of subcontractors, notwithstanding the NGRID requirement for advanced approval of all subcontractors. All actions employed by the contractor to meet schedules are at their cost and shall not affect the lump sum contract amount. In the event of extenuating circumstances defined by NGRID, the company reserves the right to extend project completion dates.

TOWN OF SOUTHBOROUGH
Planning Board
Application for a
Scenic Road Stonewall or Tree Removal

In accordance with Massachusetts General Laws Chapter 40, §15C permit from the Planning Board of the Southborough Zoning Code.

Name of Applicant(s): National Grid- (David Donoghue,Forestry Supervisor)

Address of Applicant(s): 245 South Main street , Hopedale , MA 01747

Telephone No: 508-482-1242 Cell No: 401-255-7767

Email Address:

Location of Stonewall/Tree to be Removed N/A

Describe the reasons a Stonewall/Tree should be removed and benefit to the Town

N/A

Zoning District:

Plan Prepared by: David Donoghue

Address: National Grid, 245 South Main St, Hopedale, MA 01747

Telephone No" 508-482-1242 Cell No: 401-255-7767

Email Address: david.donoghue@nationalgrid.com

Date of Plan: January 31, 2024

Submittal Requirements

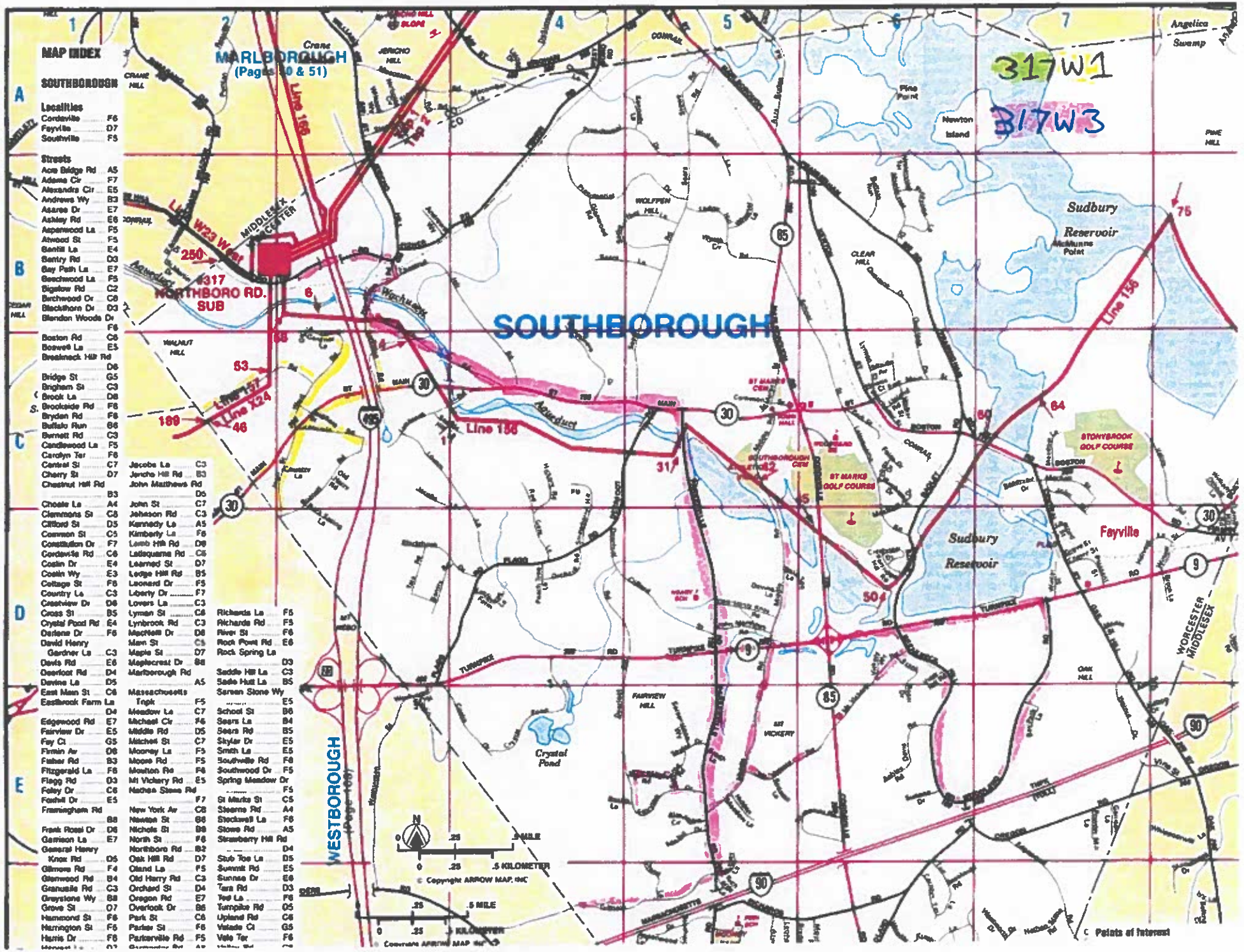
- 10 copies of the plan indicating the Stonewall/Tree to be removed
- An application fee (See Fee Schedule). Should the Planning Board require the plan be reviewed by the Town's consulting engineer, the applicant will be required to pay this cost.

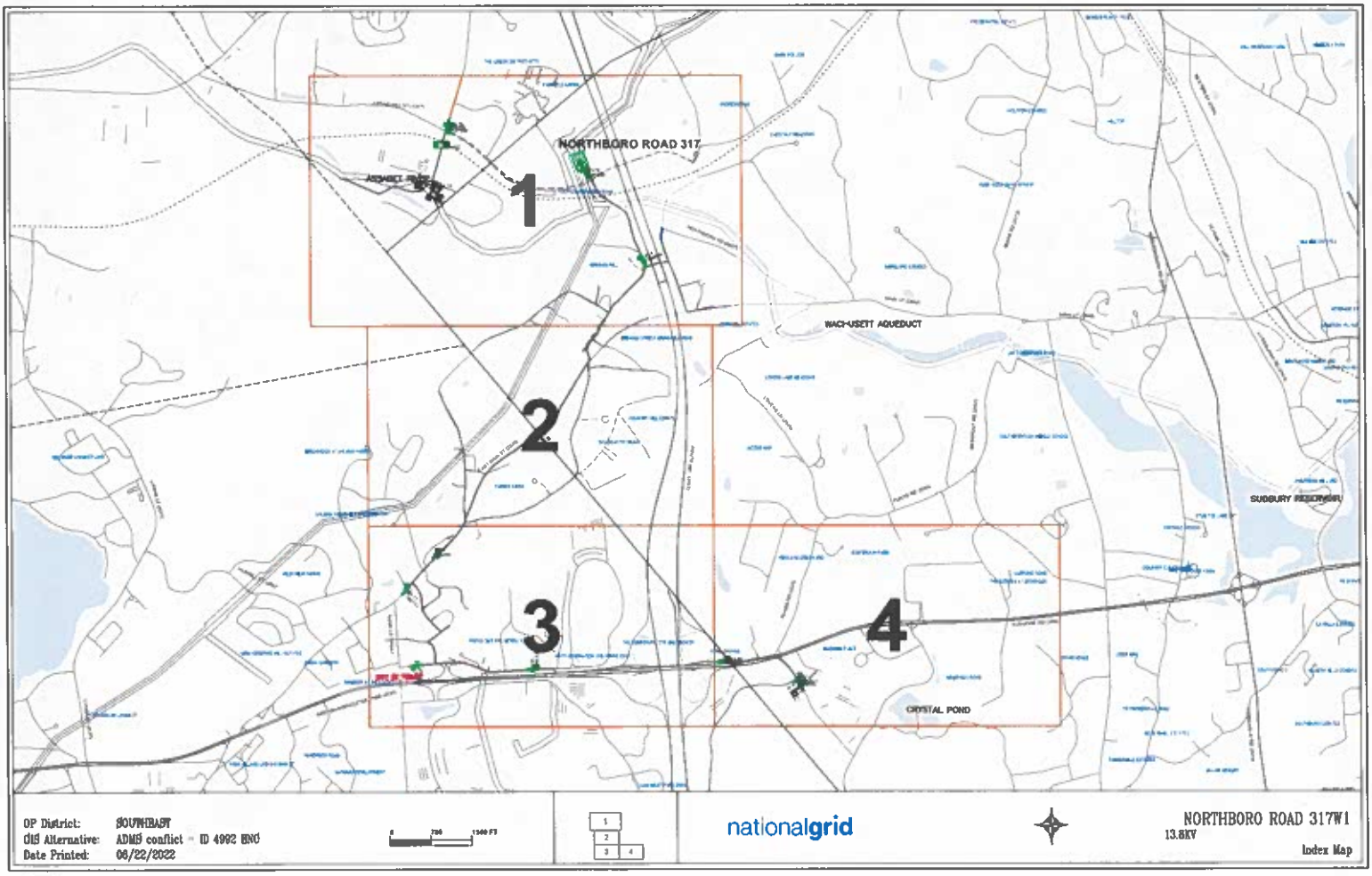
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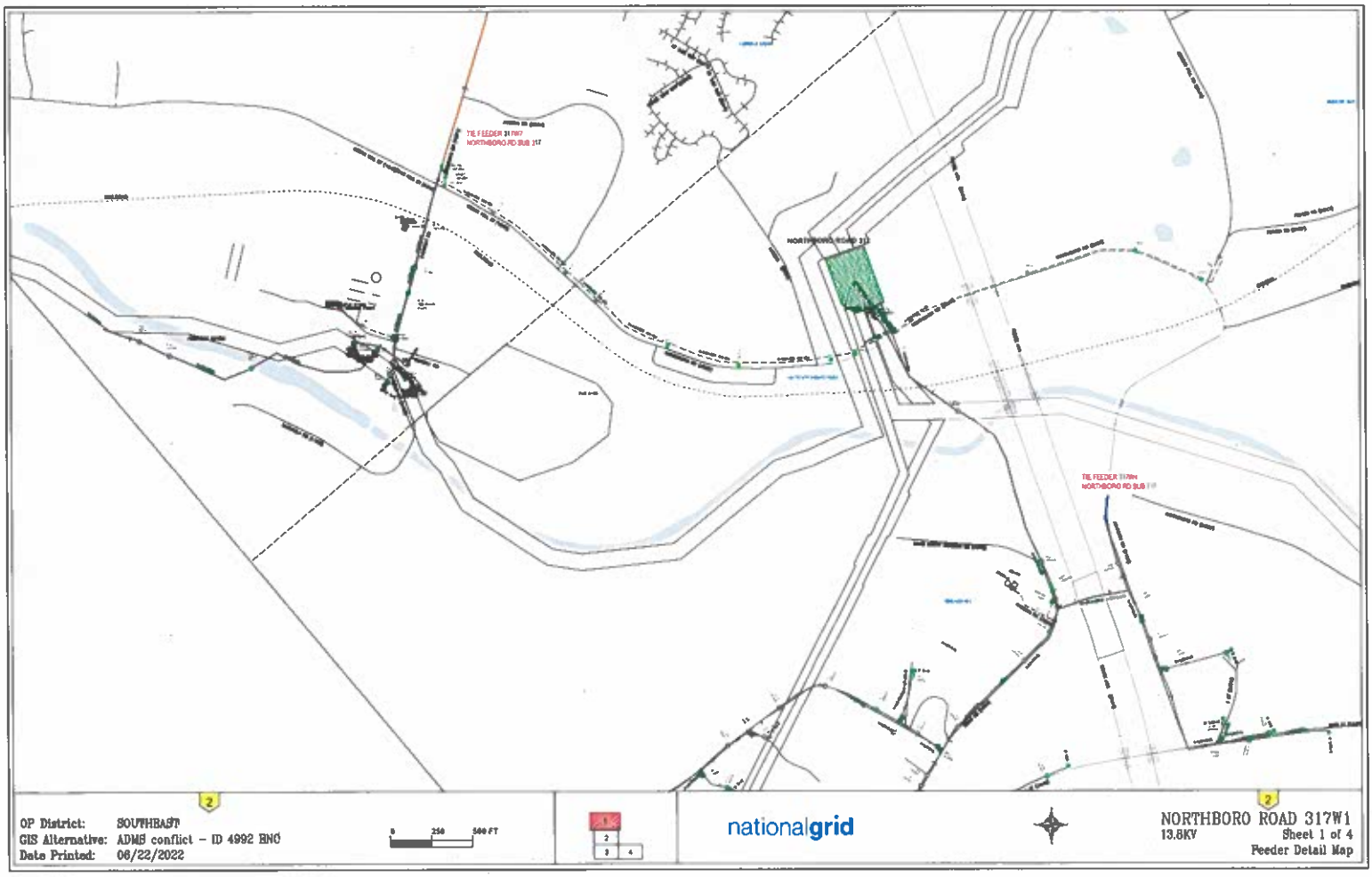
Signature: David Donoghue

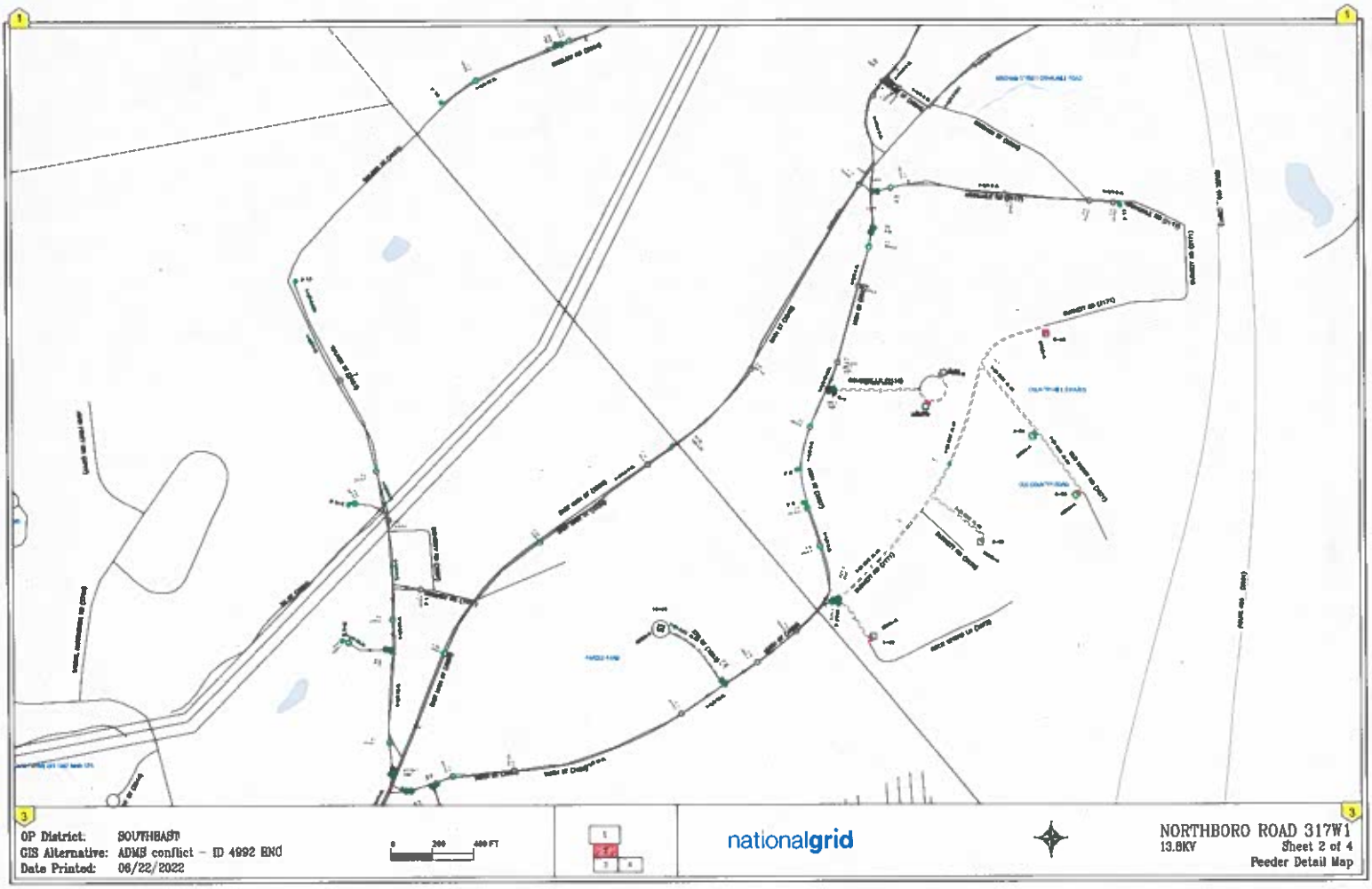
Title: FORESTRY SUPERVISOR

Any material (in addition to that included with the Application Form) that will be referred to by the Applicant (or the Applicant's representatives) at any public hearing or public meeting must be submitted to the Planning Department at least 7 days prior to such hearing or meeting to ensure adequate and proper review by the Board and accessibility to the public. Any material submitted later than this deadline may, at the Board's discretion, constitute a constructive request by the Applicant for a continuation of the hearing if, in the opinion of the Board, the Board, Town staff, or the public have not had adequate time to appropriately consider such material. ***Applicants should note that this additional material includes amended plans, renderings, visual displays, models, etc., that may have been prepared after the Application Form was filed and are expected to be used by the Applicant during a public hearing presentation.***


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Copyright ARROW MAP, INC


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3
4
CRYSTAL POND
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GIS Alternative: ADMS conflict = ID 4992 HNG
Date Printed: 06/22/2022
nationalgrid
NORTHBORO ROAD 317W1
13.8KV
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Feeder Detail Map

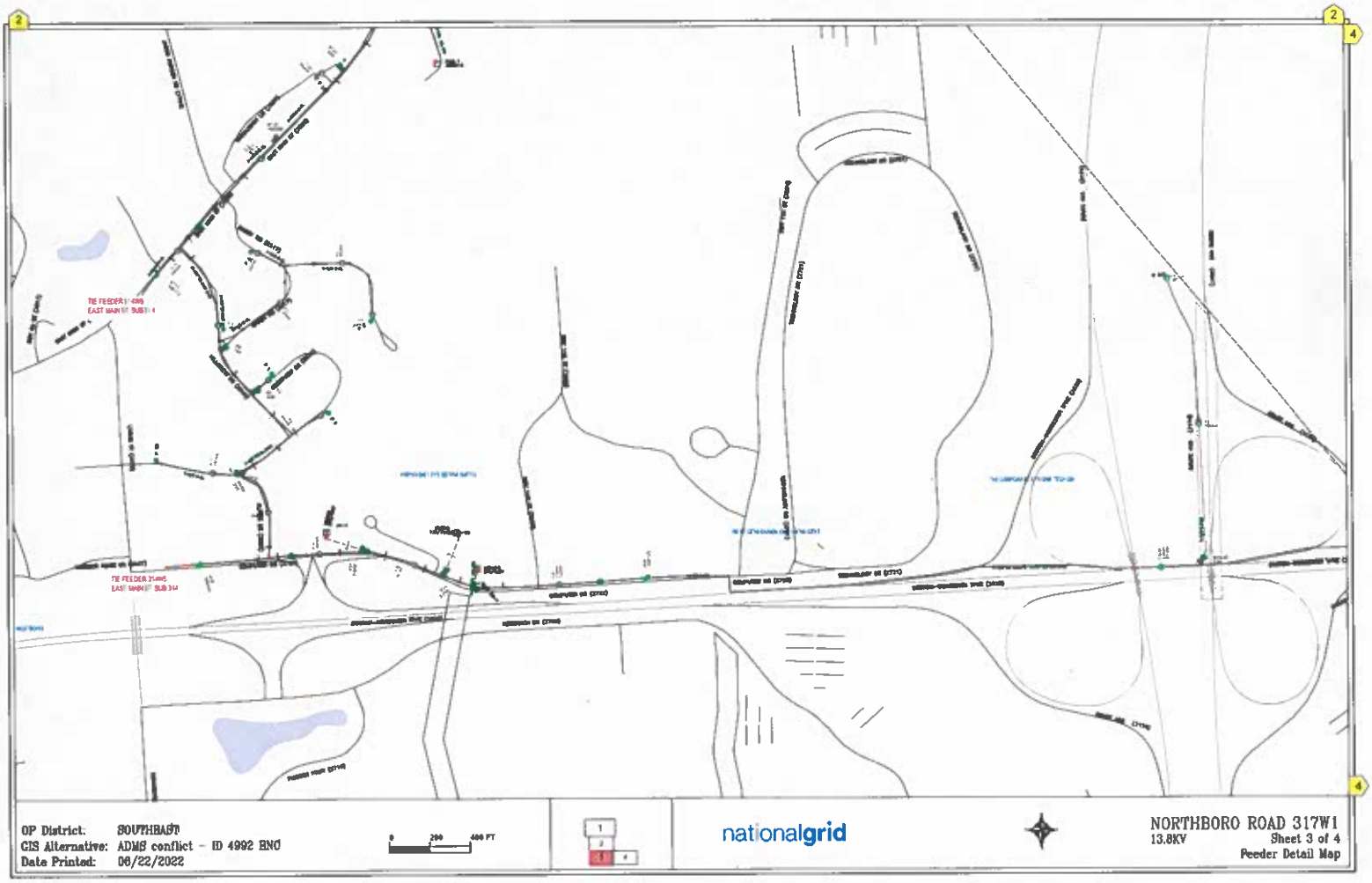


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GIS Alternative: ADMS conflict - ID 4992 ENC
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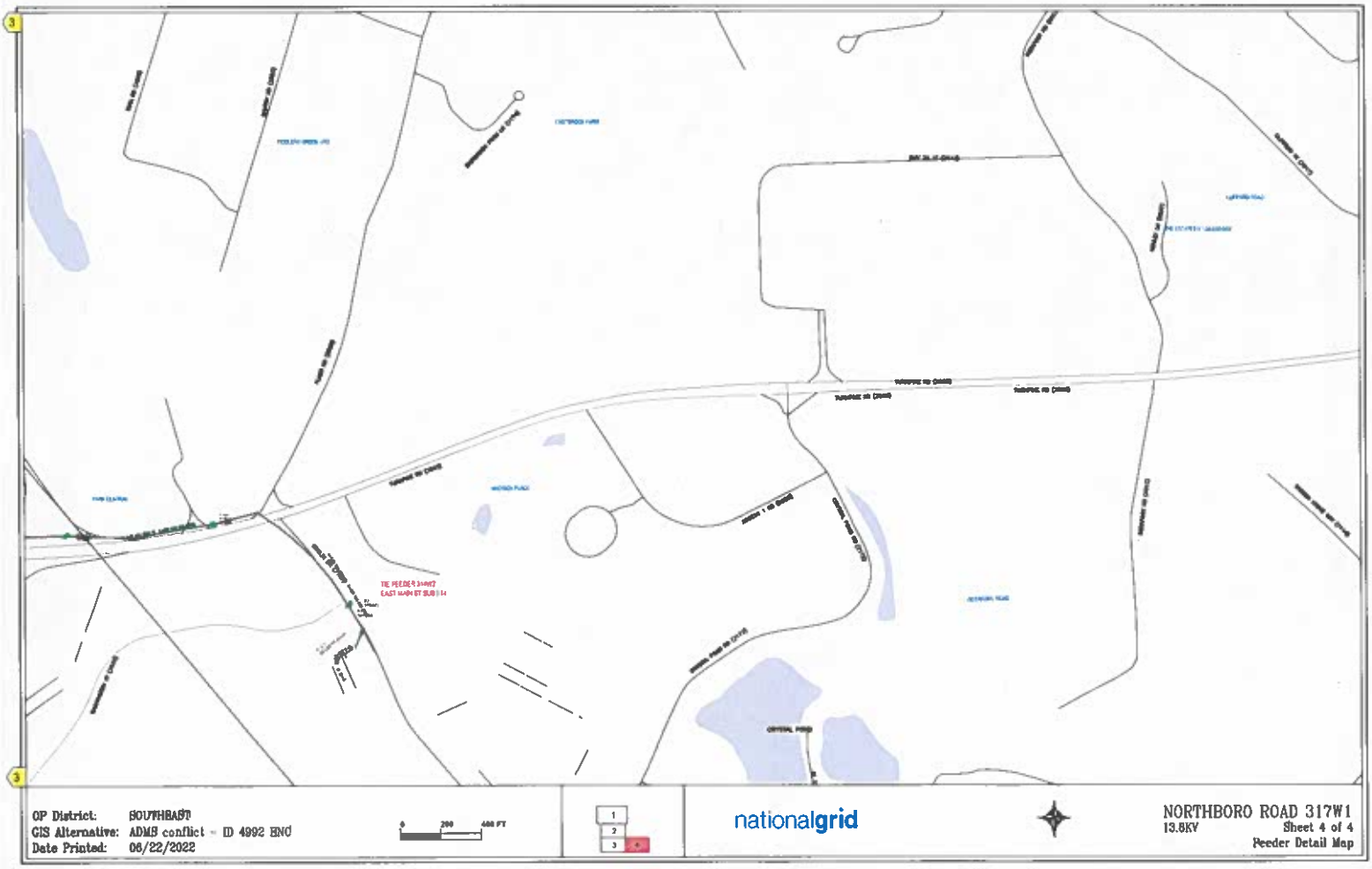
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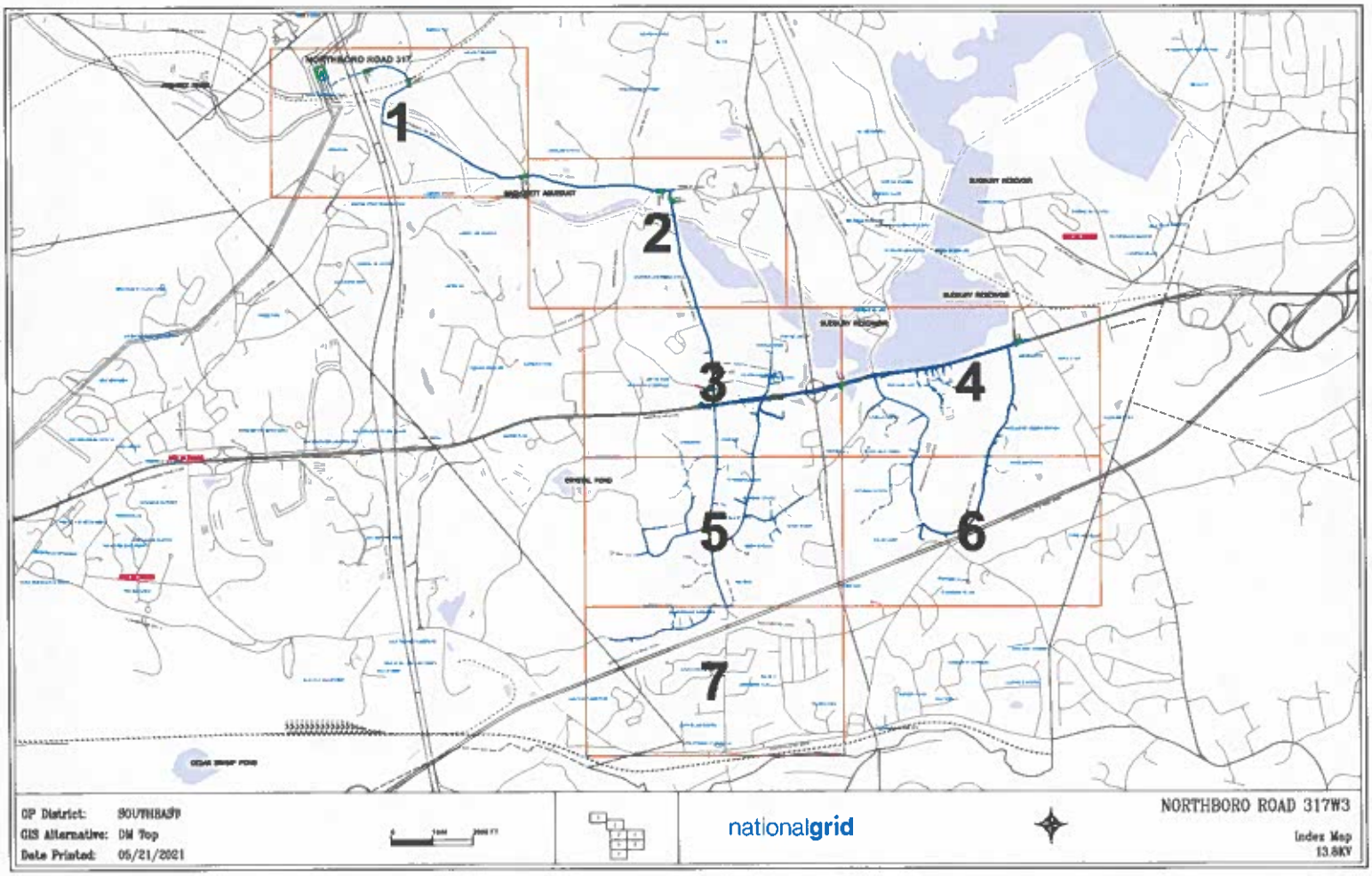
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Feeder Detail Map

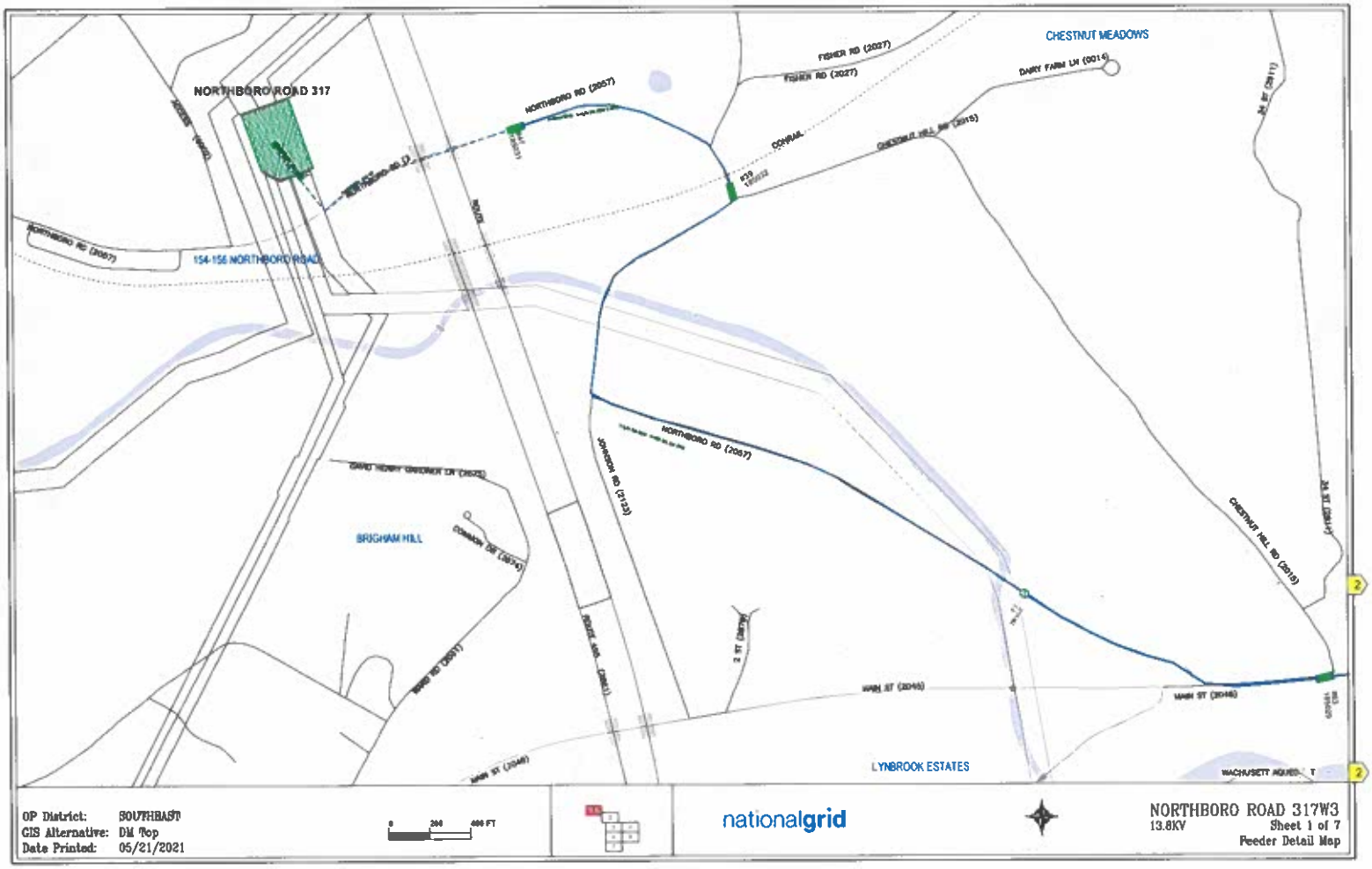


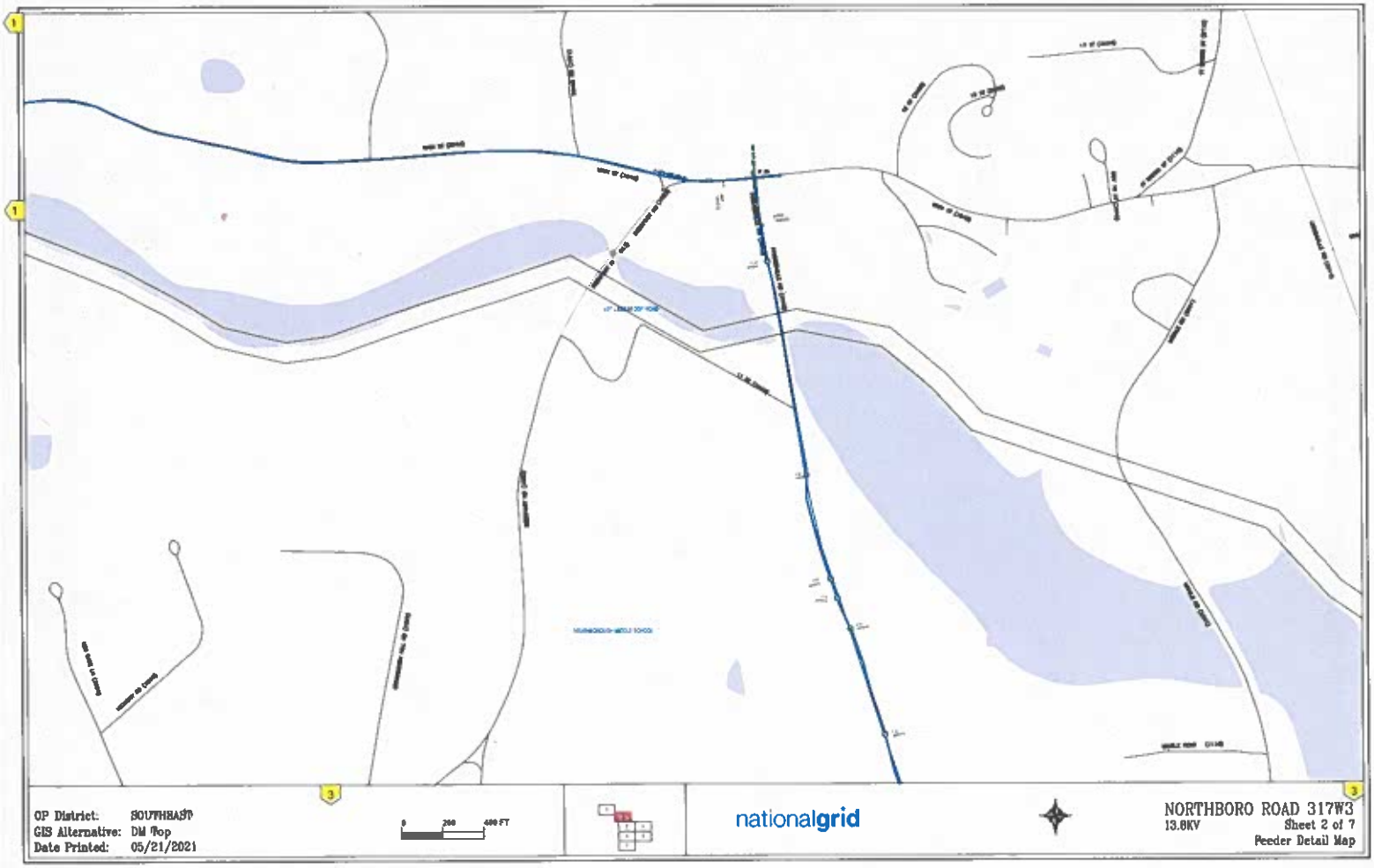
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GIS Alternative: ADMS conflict - ID 4992 ENC
Date Printed: 06/22/2022

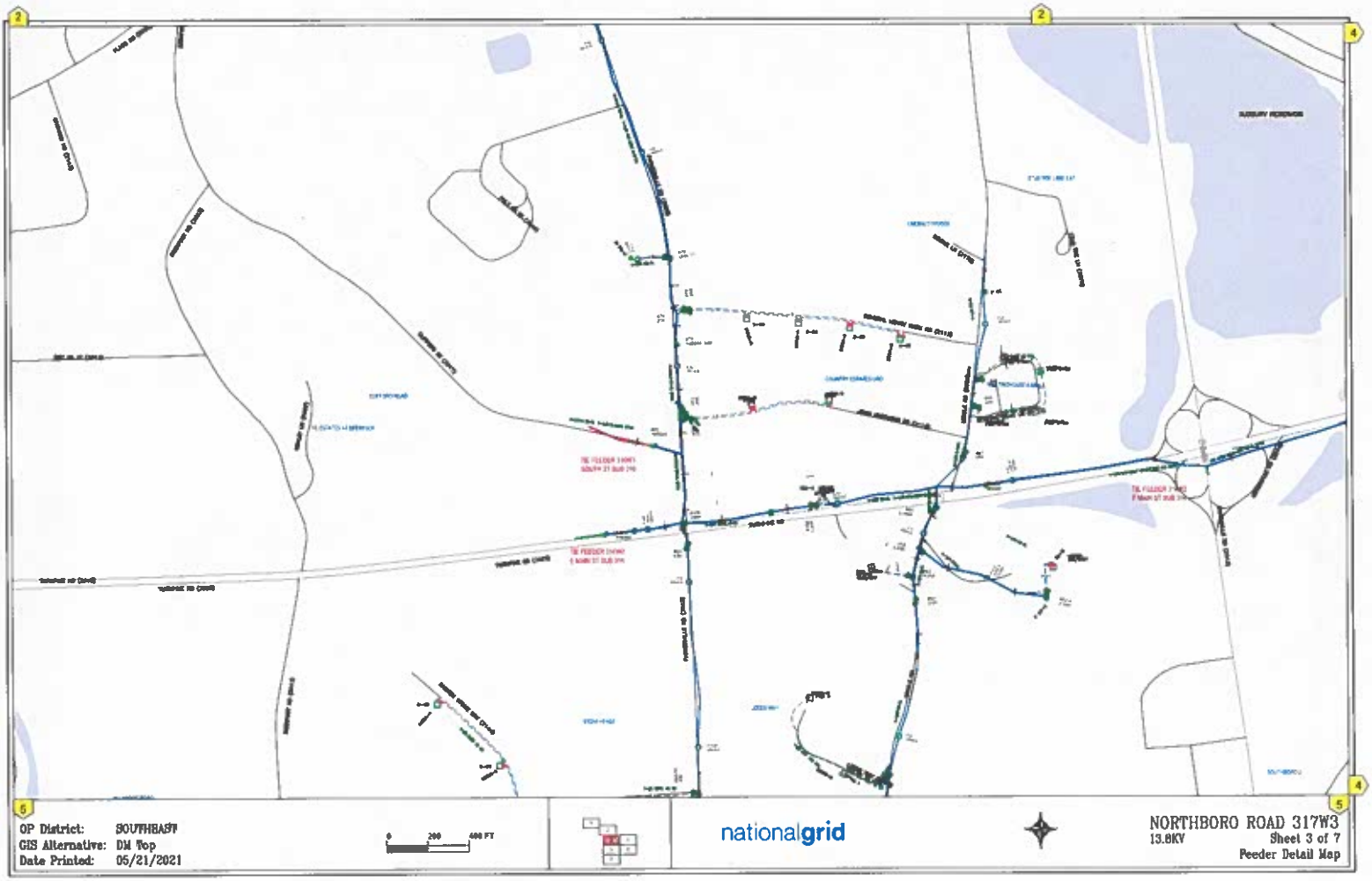
NORTHBORO ROAD 317W1
13.8KV
Sheet 3 of 4
Feeder Detail Map

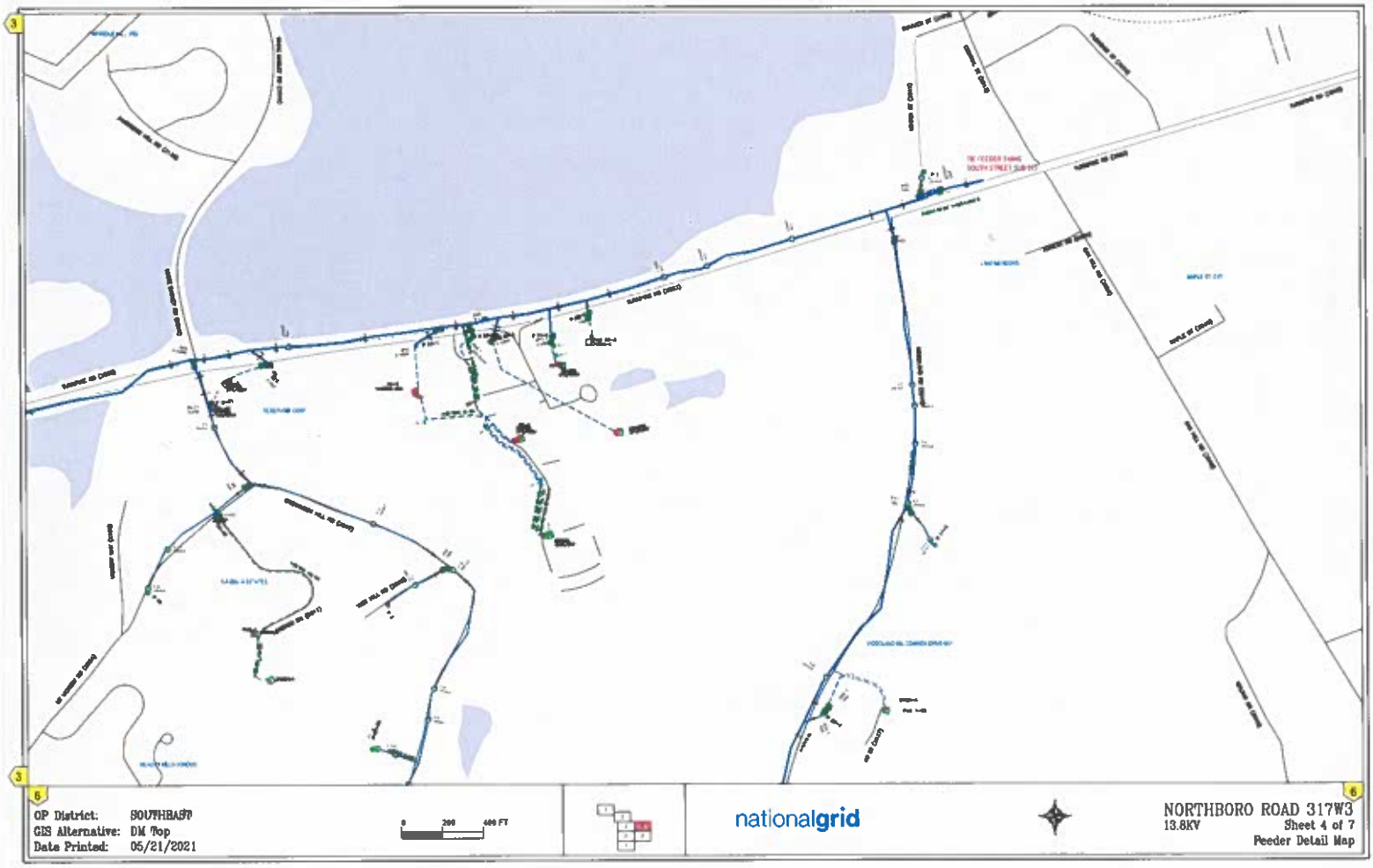

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Date Printed: 06/22/2022
nationalgrid
NORTHBORO ROAD 317W1
13.8KV
Sheet 4 of 4
Feeder Detail Map

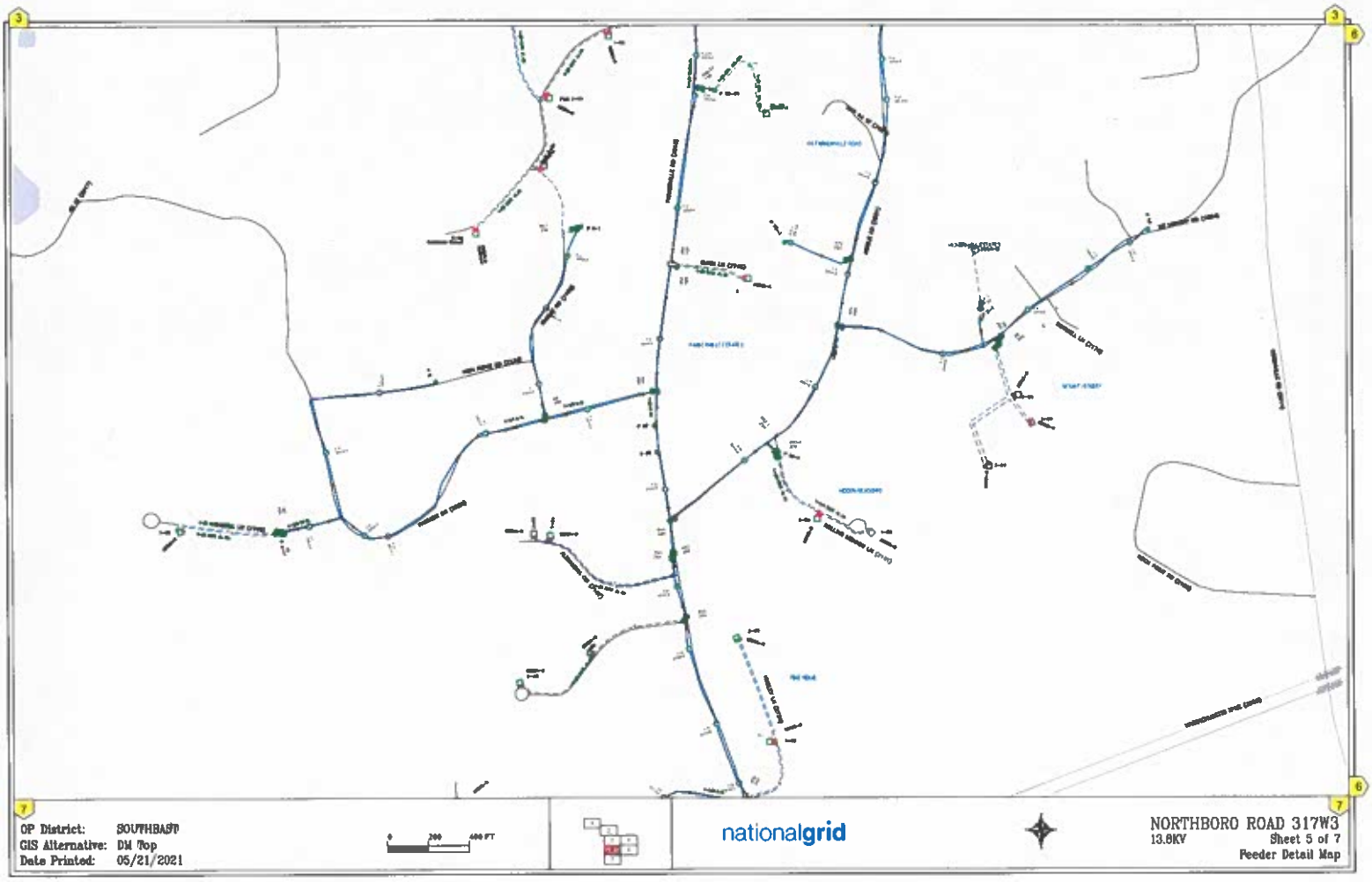

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OP District: SOUTHEAST
GIS Alternative: DM Top
Date Printed: 05/21/2021
nationalgrid
NORTHBORO ROAD 317W3
Index Map
13.8KV


NORTHBORO ROAD 317
CHESTNUT MEADOWS
FISHER RD (2027)
DAIRY FARM LN (2014)
NORTHBORO RD (2057)
COMMAL
CHESTNUT HILL RD (2015)
154-156 NORTHBORO ROAD
BRIGHAM HILL
JOHNSON RD (2123)
NORTHBORO RD (2057)
CHESTNUT HILL RD (2015)
MAIN ST (2046)
MAIN ST (2046)
MAIN ST (2046)
LYNBROOK ESTATES
OP District: SOUTHEAST
GIS Alternative: DM Top
Date Printed: 05/21/2021
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nationalgrid
NORTHBORO ROAD 317W3
13.8KV
Sheet 1 of 7
Feeder Detail Map


OP District: SOUTHEAST
GIS Alternative: DM Top
Date Printed: 05/21/2021
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NORTHBORO ROAD 317W3
13.8KV
Sheet 2 of 7
Feeder Detail Map


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OP District: SOUTHBAST
GIS Alternative: DM Top
Date Printed: 05/21/2021
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NORTHBORO ROAD 317W3
13.8KV
Sheet 3 of 7
Feeder Detail Map


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OP District: SOUTHBA37
GIS Alternative: DM Top
Date Printed: 05/21/2021
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NORTHBORO ROAD 317W3
13.8KV
Sheet 4 of 7
Feeder Detail Map

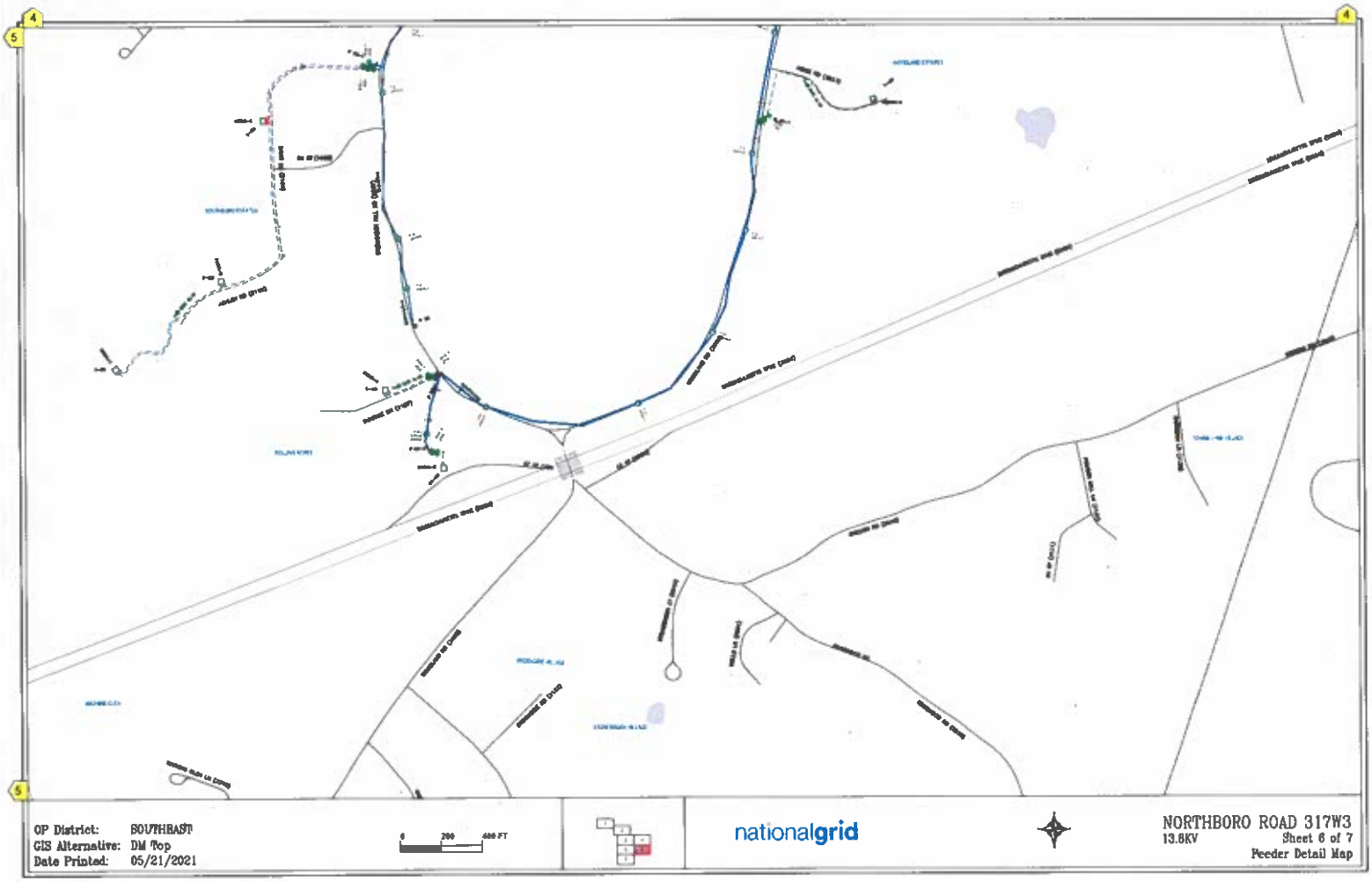


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NORTHBORO ROAD 317W3
13.8KV
Sheet 5 of 7
Feeder Detail Map

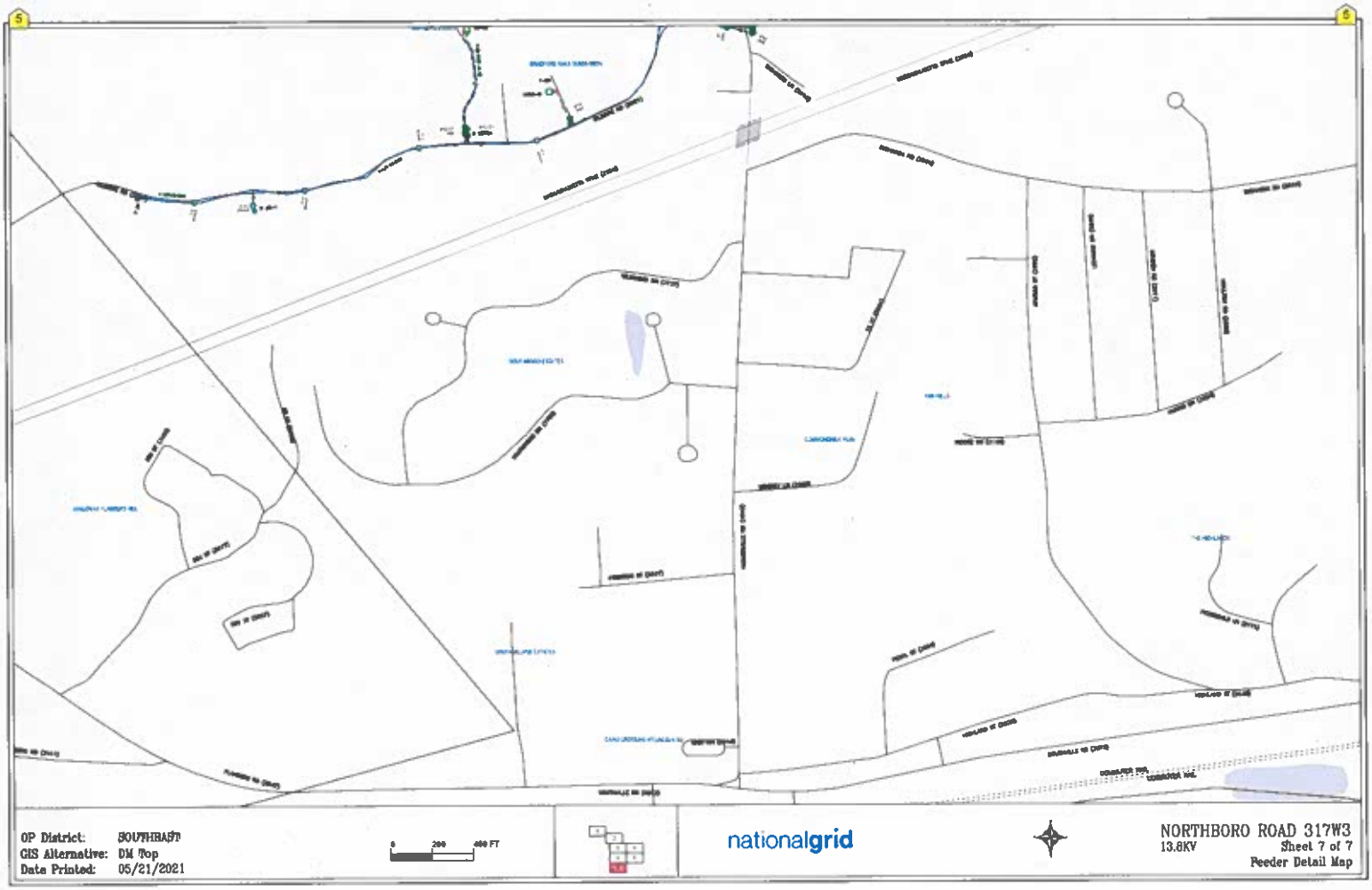


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GIS Alternative: DM Top
Date Printed: 05/21/2021

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NORTHBORO ROAD 317W3
13.8KV
Sheet 6 of 7
Feeder Detail Map


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OP District: SOUTHEAST
GIS Alternative: DM Top
Date Printed: 05/21/2021
0 200 400 FT
nationalgrid
NORTHBORO ROAD 317W3
13.8KV
Sheet 7 of 7
Feeder Detail Map

From: noreply@civicplus.com
To: SelectmenOffice
Subject: Online Form Submittal: Board and Committee Volunteer Form
Date: Monday, March 4, 2024 2:54:50 PM

[EXTERNAL]

Board and Committee Volunteer Form

First Name	Destin
Last Name	Heilman
Address	7 Harris Drive
City	Southborough
State	MA
Zip Code	01772
Phone Number	[redacted]
Email Address	[redacted]
To view a list of the Board and Committee and current membership as well as vacancies	Click here
Name of Board(s) or Committee(s) you would like to volunteer for?	21 Highland Future Use Committee
Have you previously served on a Board or Committee for the Town of Southborough?	No
Current Occupation / Current Employer	Professor - WPI
Please tell us how much volunteer time you have available and	I can free up a few hours per week for this work. I live ~0.3 miles from the 21 Highland property and as the President of the Southborough Open Land Foundation am also an abutter. I am a

any education, experience or special skills that may be relevant to the Committee(s) you are interested in.	professor of biochemistry at WPI and have previously worked as an advisor to several town committees.
Upload resume preferred but not required	*Field not completed.*

Email not displaying correctly? View it in your browser.

From: noreply@civicplus.com
To: SelectmenOffice
Subject: Online Form Submittal: Board and Committee Volunteer Form
Date: Friday, March 1, 2024 2:19:56 PM

[EXTERNAL]

Board and Committee Volunteer Form

First Name	Bena
Last Name	Phillipo
Address	43 Highland Street
City	Soutboro
State	Massachusetts
Zip Code	01772
Phone Number	[redacted]
Email Address	[redacted]
To view a list of the Board and Committee and current membership as well as vacancies	Click here
Name of Board(s) or Committee(s) you would like to volunteer for?	41 Highland St, future use committee
Have you previously served on a Board or Committee for the Town of Southborough?	Yes
Name of Board(s)	Recycling committee and friends of COA
Current Occupation / Current Employer	Self
Please tell us how	I have a few hours a month for committee meetings.

much volunteer time you have available and any education, experience or special skills that may be relevant to the Committee(s) you are interested in.	
Upload resume preferred but not required	*Field not completed.*

Email not displaying correctly? View it in your browser.

From: Isabelle Murphy
To: Melanie Otsuka
Subject: Re: Online Form Submittal: Board and Committee Volunteer Form
Date: Saturday, March 9, 2024 4:32:34 PM

Please ask the Select Board to appoint Maria & Christine as soon as possible.
Thank You so much!

Isabelle

From: Melanie Otsuka <motsuka@southboroughma.com>
Sent: Thursday, March 7, 2024 8:42 AM
To: Isabelle Murphy <imurphy@southboroughma.com>
Subject: FW: Online Form Submittal: Board and Committee Volunteer Form

Good morning-
The application below was submitted for your committee. Please review and let me know if you would like this added to a future Select Board agenda for appointment.

Thank you,
Melanie

Melanie Otsuka
Executive Assistant
Town of Southborough
17 Common Street
Southborough, MA 01772
(508) 485-0710, ext. 3004
motsuka@southboroughma.com

From: noreply@civicplus.com
To: SelectmenOffice
Subject: Online Form Submittal: Board and Committee Volunteer Form
Date: Thursday, March 7, 2024 12:22:31 AM

[EXTERNAL]

Board and Committee Volunteer Form

First Name	Maria
Last Name	Romero Vagnini
Address	32 Latisquama Rd
City	Southborough
State	MA
Zip Code	01772
Phone Number	[redacted]
Email Address	[redacted]
To view a list of the Board and Committee and current membership as well as vacancies	Click here
Name of Board(s) or Committee(s) you would like to volunteer for?	Scholarship Advisory Committee
Have you previously served on a Board or Committee for the Town of Southborough?	Yes
Name of Board(s)	Historical Commission
Current Occupation / Current Employer	Realtor/Mathieu Newton Sotheby's International Realty
Please tell us how	I believe volunteerism is important, and I'd love to participate on

much volunteer time you have available and any education, experience or special skills that may be relevant to the Committee(s) you are interested in.	the Scholarship Advisory Committee. I'm a full-time realtor, graduate of Northeastern University's School of Journalism, and would like to use my skills to assist in growing the scholarship donation funds with the other duties of this committee.
Upload resume preferred but not required	*Field not completed.*

Email not displaying correctly? View it in your browser.

From: noreply@civicplus.com
To: SelectmenOffice
Subject: Online Form Submittal: Board and Committee Volunteer Form
Date: Wednesday, February 28, 2024 5:15:19 PM

[EXTERNAL]

Board and Committee Volunteer Form

First Name	Christine
Last Name	Pearson
Address	30 Latisquama Road
City	Southborough
State	MA
Zip Code	01772
Phone Number	[redacted]
Email Address	[redacted]
To view a list of the Board and Committee and current membership as well as vacancies	Click here
Name of Board(s) or Committee(s) you would like to volunteer for?	Scholarship Advisory Committee
Have you previously served on a Board or Committee for the Town of Southborough?	No
Current Occupation / Current Employer	Human Resources/Metro Housing/Boston
Please tell us how much volunteer time you have available and	I have worked in Non-Profit for over 20 years so I have much experience in advancing staff and volunteers to achieve their goals that they have set out to accomplish.

any education, experience or special skills that may be relevant to the Committee(s) you are interested in.	My daughter played in multiple sports while attending the Southborough schools and I volunteered over the years.
Upload resume preferred but not required	Christine_Pearson_2024.doc

Email not displaying correctly? View it in your browser.

Melanie Otsuka

From: Jen Hansen
Sent: Friday, May 19, 2023 11:31 AM
To: Melanie Otsuka
Cc: Tim Davis
Subject: Recreation Commission - new Member

Select Board,

I am writing to request that you appoint Johanna Sheyner to the Recreation Commission. She reached out about a month or so ago and has spent time with me to learn more about our Commission and the projects we have upcoming. Her experience with volunteer roles in town and passion to invest in the betterment of Southborough come through loud and clear.

She would be an excellent addition to the Commission and we look forward to working with her.

Thanks,
Jen

Jen Hansen
Chair, Southborough Recreation Commission
jhansen@southboroughma.com

Town of Southborough
FY 2025 Water Rate Study

The Abrahams Group

March 2024

Recent Results

The following table shows recent changes to water rates/tiers and the base charge, with "N/A" meaning no change:

	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24
Rates	Tiers & 3.25%	3.25%	N/A	N/A	N/A	Tiers & 17.0%	N/A	7.5%	Tiers & 3.1%
Base Charge	6.5%	N/A	N/A	N/A	N/A	17.0%	5.0%	2.0%	Change & 12.6%

No rate changes from FY11-16. The Abrahams Group assisted with rate-setting for FY16, FY17, FY21, FY22, FY23, and FY24.
The FY16 tier change was to lower tier breaks in the upper tiers. The tiers remained at 5 tiers.
The FY21 tier change was from 5 tiers to 4 tiers, merging the lowest three tiers into two and setting up a large third tier.
The FY24 changes were to lower tier breaks in all tiers, replace minimum in Tier 1 with rate, and update the base charge.
Also, 50+ monthly accounts were converted to quarterly accounts.

The Town established its Water Enterprise Fund as of the start of FY20. The following table shows results since then.

	FY20	FY21	FY22	FY23	FY24*
Total Revenues	$1,852,570	$2,916,047	$2,259,713	$2,868,330	$2,476,210
Total Expenditures	$2,408,280	$2,362,497	$2,706,880	$2,467,589	$3,037,853
Surplus/(Deficit)	$(555,710)	$553,550	$(447,167)	$400,741	$(561,643)
Retained Earnings Certification	$828,663	$1,447,975	$676,993	$953,550	$625,663
Retained Earnings %	34.4%	61.3%	25.0%	38.6%	20.6%

FY24* = Projected

RE % Target = 20.0%

Projections for FY25 to FY29

Expenditure Notes:

- MWRA Assessment
  - Based on prior calendar year's usage
    - For example, calendar year 2023 impacts FY25 assessment. 2023 had very wet warmer months.
  - MWRA's budget document indicates an anticipated 3.9% increase in expenses annually.
    - Actual FY19 to FY25 averaged 3.6% increase.
  - Southborough's assessment determined by taking its flow share % of MWRA's systemwide expenses.
    - Average flow share for FY18 to FY25 is 0.38%.
  - Preliminary FY25 assessment is $1.09 million, based on 0.35% flow share, down due to wet summer in 2023.
  - Use 0.38% flow share average for projections FY26 to FY29.
    - Assessment projected to increase greater than average in FY26 and increase 3.9% each year FY27 to FY29.
- Debt Service Summary (* = FY25 to FY29 is projected):

	FY20	FY21	FY22	FY23	FY24	FY25*	FY26*	FY27*	FY28*	FY29*
Debt	$545,977	$474,010	$455,934	$442,890	$460,810	$482,028	$357,628	$395,153	$343,023	$334,968

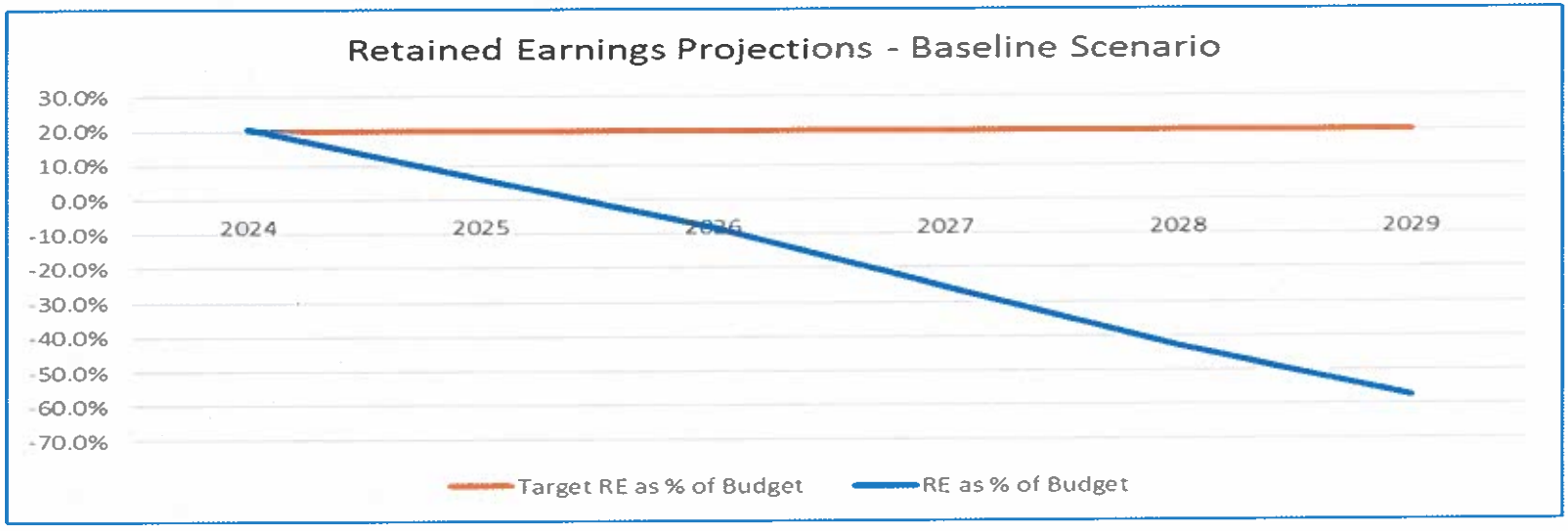
  - Debt service for Lovers Lane mains project expected to start in FY27.
- Other capital purchases:
  - Equipment: $80,000 in FY26, $55,000 in FY28
  - Engineering: $250,000 in FY25, $100,000 in FY26-FY29
- Salaries and indirect costs projected to increase 4.5% annually, other expenses by 3.0% annually

Baseline Projections for FY25 to FY29 (cont.)

With the expenditure projections detailed on the prior slide, combined with conservative revenue projections*, the following table and graph show "bottom line" and retained earnings projections for FY25 to FY29:

	FY25	FY26	FY27	FY28	FY29
Surplus/(Deficit)	$(294,692)	$(388,742)	$(446,348)	$(553,299)	$(599,080)
Retained Earnings Certification	192,229	$(254,119)	$(807,418)	$(1,406,498)	$(1,905,578)
Retained Earnings %	6.2%	-8.2%	-25.5%	-43.0%	-57.5%

* = Revenue projections do not include any rate changes for the Baseline Scenario.



Base Charge

For FY 2024, the Town updated its base charge to:

- Recover identified fixed costs the Water Department has annually.
  - Salaries, not including overtime
  - Indirect Costs
- Use the AWWA-supported equivalent meters methodology to set updated base charges.

For FY 2025:

- Salaries have increased 8.6%.
- Indirect Costs have increased 49.1%, mainly due to a large increase in the OPEB contribution.
- Total costs increase of 24.8%.

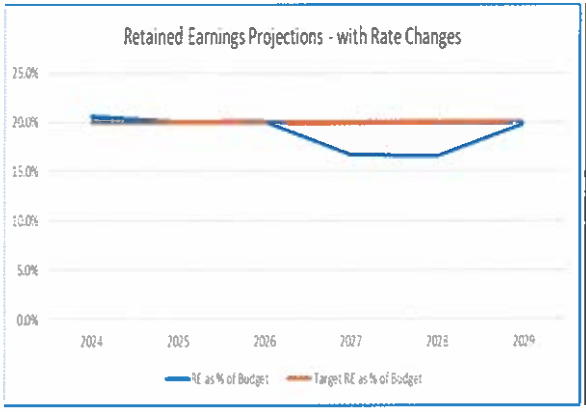
Updated Base Charges:

Meter Size	FY24 Base Charge	FY25 Base Charge
5/8"	$37.94	$47.35
5/8" Senior	$28.46	$35.52
3/4"	$56.92	$71.04
3/4" Senior	$42.69	$53.28
1"	$94.86	$118.40
1" Senior	$71.15	$88.80
1.5"	$189.72	$236.79
2"	$303.56	$378.88
3"	$569.17	$710.39
4"	$948.62	$1,183.99

Recommended Option (w/ 4 Quarters of Billing)

	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
Base Charge Changes	24.8%	4.5%	4.5%	4.5%	4.5%
Rate Changes	3.0%	3.0%	3.0%	3.0%	3.0%

	FY25	FY26	FY27	FY28	FY29
Surplus/(Deficit)	$(71,485)	$(80,293)	$(38,802)	$(43,138)	$17,344
Retained Earnings	$624,178	$623,885	$530,083	$541,945	$659,289
Retained Earnings %	20.0%	20.1%	16.8%	16.6%	19.9%

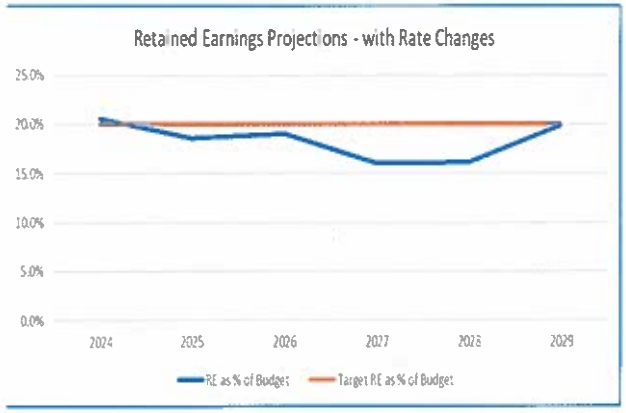


User Impact (per Bill)			New Bills				
Sample User (w/Meter Size)	Usage	Current Bill	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
Low-End Senior User (5/8")	500	$ 38.46	$ 45.82	$ 47.73	$ 49.72	$ 51.79	$ 53.95
Low-End Residential #1 (5/8")	1,000	$ 57.94	$ 67.95	$ 70.70	$ 73.57	$ 76.55	$ 79.66
Low-End Residential #2 (5/8")	1,750	$ 93.12	$ 104.18	$ 108.02	$ 112.00	$ 116.14	$ 120.43
Average Residential (5/8")	2,600	$ 135.66	$ 148.01	$ 153.16	$ 158.49	$ 164.02	$ 169.75
High-End Residential #1 (5/8")	4,000	$ 238.84	$ 254.28	$ 262.62	$ 271.24	$ 280.15	$ 289.37
High-End Residential #2 (5/8")	6,000	$ 420.04	$ 440.92	$ 454.85	$ 469.24	$ 484.10	$ 499.43
High-End Non-Res. (3")	30,000	$ 3,531.27	$ 3,761.35	$ 3,884.85	$ 4,012.53	$ 4,144.54	$4,281.04

Recommended Option (w/ 3 Quarters of Billing)

	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
Base Charge Changes	24.8%	4.5%	4.5%	4.5%	4.5%
Rate Changes	3.5%	3.0%	3.0%	3.0%	3.0%

	FY25	FY26	FY27	FY28	FY29
Surplus/(Deficit)	$(115,472)	$(70,136)	$(28,341)	$(32,362)	$28,443
Retained Earnings	$580,191	$590,055	$506,714	$529,352	$657,795
Retained Earnings %	18.6%	19.0%	16.0%	16.2%	19.8%



User Impact (per Bill)			New Bills				
Sample User (w/Meter Size)	Usage	Current Bill	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
Low-End Senior User (5/8")	500	$ 38.46	$ 45.87	$ 47.78	$ 49.77	$ 51.85	$ 54.01
Low-End Residential #1 (5/8")	1,000	$ 57.94	$ 68.05	$ 70.81	$ 73.67	$ 76.66	$ 79.77
Low-End Residential #2 (5/8")	1,750	$ 93.12	$ 104.46	$ 108.30	$ 112.30	$ 116.44	$ 120.74
Average Residential (5/8")	2,600	$ 135.66	$ 148.49	$ 153.66	$ 159.01	$ 164.56	$ 170.30
High-End Residential #1 (5/8")	4,000	$ 238.84	$ 255.29	$ 263.65	$ 272.31	$ 281.25	$ 290.50
High-End Residential #2 (5/8")	6,000	$ 420.04	$ 442.83	$ 456.82	$ 471.27	$ 486.18	$ 501.58
High-End Non-Res. (3")	30,000	$ 3,531.27	$ 3,776.16	$ 3,900.11	$ 4,028.24	$ 4,160.73	$4,297.71

Comparison to Other Communities

Northborough				
	Base	Tier 1	Tier 2	Tier 3
	Charge	(0 - 2,000 cf)	(2,000 - 6,000 cf)	(over 6,000 cf)
Residential	$ 19.00	$55.15 per 1,000 cf	$66.10 per 1,000 cf	$81.46 per 1,000 cf
Commercial	$ 57.00			
Industrial	$ 87.00			

Ashland					
	Base	Tier 1	Tier 2	Tier 3	Tier 4
	Charge	(0 - 999 cf)	(1,000 - 3,999 cf)	(4,000 - 8,999 cf)	(>9,000 cf)
Water	$16.00	$3.18 per 100 cf	$3.63 per 100 cf	$5.40 per 100 cf	$6.69 per 100 cf
Irrigation	$16.00	$6.69 per 100 cf			

Framingham						
	Base	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5
	Charge	(0 - 1,200 cf)	(1,300 - 2,700 cf)	(2,800 - 5,100 cf)	(5,200 - 75,000 cf)	(> 75,000 cf)
Water	$ -	$8.02 per 100 cf	$8.92 per 100 cf	$10.37 per 100 cf	$12.21 per 100 cf	$14.8 per 100 cf
Irrigation	$ -	$15.00 per100 cf				

Southborough					
Meter	Base	Tier 1	Tier 2	Tier 3	Tier 4
Size	Charge	(0 - 1,000 cf)	(1,001 - 2,500 cf)	(2,501 - 5,000 cf)	(> 5,001 cf)
5/8"	$ 47.35	$2.07 per 100 cf	$4.85 per 100 cf	$7.63 per 100 cf	$11.13 per 100 cf
5/8" Senior	$ 35.52				
3/4"	$ 71.04				
3/4" Senior	$ 53.28				
1"	$ 118.40				
1" Senior	$ 88.80				
1 1/2"	$ 236.79				
2"	$ 378.88				
3"	$ 710.39				
4"	$1,183.99				

Bills for Avg. Residential User of 2,600 cubic ft per quarter:

Northborough - $195.40

Ashland - $105.88

Framingham - $212.20

Southborough - $148.49

Southborough based on FY25 rates recommendation;
Northborough partial MWRA, Ashland non-MWRA,
Framingham full MWRA

Thank You!

Questions/Comments

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Tuesday, February 27, 2024 6:30 PM
Location: McAuliffe Hearing Room, Town House, 17 Common Street, Southborough, MA
Present: Andrew Dennington, Kathryn Cook, Marguerite Landry, Sam Stivers and Assistant Town Administrator Vanessa Hale. Present via ZOOM: Al Hamilton. Absent: Town Administrator Mark Purple

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Mr. Dennington called the meeting to order at 6:32 PM.

II. Public Comment

Ms. Bonnie Phaneuf, 179 Middle Road, asked for clarification on how the budget would address the potentially vacant space in the Public Safety Building, given there is an immediate need in Town for dispatch services.

Mr. Robert Orden, 27 Atwood Street, read a prepared statement into the public record on behalf of twenty-five residents near the property. He stated the abutters are opposed to the transfer of the Atwood property to the Affordable Housing Trust Fund (AHTF) and are opposed to the development of the Atwood parcel. He stated there has been no engagement with the abutters by the Town and he urged the Town to abandon its efforts to pursue the Atwood property for affordable housing.

III. Scheduled Appointments *(Board may vote)*

a. Q2 Financial Review – Finance Director, Town Accountant

Mr. Brian Ballantine, Finance Director and Ms. Carla McAuliffe, Town Account appeared before the Board and presented the Q2 Financial Review. Mr. Ballantine discussed revenues in the report and Ms. McAuliffe discussed expenses in the report. Ms. McAuliffe stated there had been one Reserve Fund transfer in the amount of $87,970 for mold mitigation at the Finn School and she noted more Reserve Fund transfers are expected. Mr. Stivers asked if the ARPA-related audits had concluded. Ms. McAuliffe stated there is one final claim that will be submitted after Town Meeting. Ms. Cook stated that public information sessions on the Neary School Building project would be held on February 29th and March 11th and encouraged the public to attend. Mr. Ballantine stated that the outstanding budget issues between the Board and the Advisory Committee are: the golf course, the police budget, the DPW Town Engineer position and DPW road monies. Ms. Phaneuf inquired about the balance in the Cemetery Trust Fund. Ms. McAuliffe stated she would provide that information.

b. Interview/appoint Rajani Kumari to the Cultural Arts Council; term to expire February 27, 2026

Mr. Dennington heard Scheduled Appointments "b" before Scheduled Appointments "a." Ms. Kumari introduced herself to the Board. The Board interviewed Ms. Kumari. Mr. Dennington moved to appoint Rajani Kumari to the Cultural Arts Council, term to expire February 27, 2026. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Dennington, aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye (5-0-0).

c. Trails Committee request to expend ARPA funds for Peninsula Trail project

Ms. Kathryn McKee, Chair of the Trails Committee appeared before the Board on the matter. Ms. McKee requested that the Trails Committee expend $76,000 of the $144,000 in allocated ARPA funds for engineering services for the Peninsula Trail project. The Board discussed the impact and timing of

work on the project. Ms. Landry asked about the line item for geotechnical services. Ms. McKee stated that Terracon would provide geotechnical services, pro bono, but the amount for geotechnical services was included in the estimate, should any issues arise. Ms. Cook moved to allocate $90,000 in ARPA funds designated for the Peninsula Trail for the Trails Committee to use, per the proposal from Beals & Thomas. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Dennington, aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye (5-0-0).

IV. Reports

a. Chair's Report

Mr. Dennington reported that he and Mr. Stivers attended last night's Planning Board meeting on the MBTA Communities Act. He stated the Planning Board finalized the warrant article language and briefly discussed the recommended overlay districts. He stated the warrant article would be available for the Board's review by the Board's March 4th meeting.

b. Member's Report

There were no Member's Reports.

c. Town Administrator's Report

Assistant Town Administrator Hale provided an update on the Fire Chief search process and stated interviews would begin early next week. She also reminded the public that early voting is taking place on the first floor of the Town House and continues Wednesday, Thursday and Friday from 8 AM-5 PM.

V. Consent Agenda

a. Approve Open Session meeting minutes: February 6, 2024; February 13, 2024

Mr. Stivers requested to hold Consent Agenda item "a." **February 6, 2024:** Mr. Stivers requested the following changes to the minutes: Line 62 and 63: clarification that the total cost of the project was $603,750 and the CPC's portion of the project was $553,750. Lines 88 and 90: clarification as to the correct article numbers. Line 121: Mr. Stivers had scrivener's changes. Line 148: change to "will set water rates"; Line 168: add "water" after tiered. Mr. Dennington moved to approve the February 6, 2024 Open Session Meeting Minutes, as amended and to approve the February 13, 2024 Open Session Meeting Minutes, as written. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Dennington, aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye (5-0-0).

b. Approve Common Victualer license for Braza Pizzeria & Wings LLC; 5 Turnpike Road

Mr. Dennington requested to hold Consent Agenda item "b."

c. Approve Common Victualer license for Eros Gourmet Pizza; 162 Cordaville Road

Mr. Dennington requested to hold Consent Agenda item "c." Mr. Dennington moved to approve Consent Agenda items "b" and "c", contingent upon successful Board of Heath inspections. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Dennington, aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye (5-0-0).

d. Approve revised job description for Civil Engineer

e. Approve MSBA SOI for Trottier School

Mr. Dennington requested to hold Consent Agenda item "e." Ms. Rebecca Pellegrino appeared before the Board, via ZOOM, to inform the Board that the Massachusetts School Building Authority (MSBA) requires the following specific motion as part of the Statement of Intent (SOI) for Southborough's application for funds to replace the Trottier roof.

Ms. Cook moved the following: Resolved: Having convened in an open meeting on February 27, 2024, prior to the SOI submission closing date, the Select Board of Southborough, in accordance with

its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated February 2024 for the P. Brent Trottier Middle School located at 49 Parkerville Road which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future for replacement of the EPDM and shingled roof systems under Priority #5. The replacement of the 90,000 square foot roof system is necessary due to its age, ruptured seams, punctured membrane, and water damage; and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Town of Southborough to filing an application for funding with the Massachusetts School Building Authority. Mr. Stivers seconded the motion. Mr. Hamilton asked if the roof design was flawed. Ms. Pellegrino stated her understanding was that the roof that was installed during the renovation was not a commercial grade roof and led to a host of current issues. The motion was approved by roll call vote: Mr. Hamilton, aye; Mr. Dennington, aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye (5-0-0).

f. Vote to dissolve the Community Center Exploration Committee

g. Approve 2024 Arbor Day Proclamation

h. Approve Executive Session Meeting Minutes: October 24, 2023

Mr. Dennington requested to hold Consent Agenda item "h." He stated he has edits that will be discussed in Executive Session.

i. Approve and release Executive Session Meeting Minutes: October 26, 2023; January 2, 2024

Mr. Dennington moved to approve but not release at this time the Executive Session Meeting Minutes from October 26, 2023. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Dennington, aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye (5-0-0). Mr. Dennington moved to approve and release the Executive Session Meeting Minutes from January 2, 2024. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Dennington, aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye (5-0-0).

Mr. Dennington moved to approved Consent Agenda items "d", "f" and "g." Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Dennington, aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye (5-0-0).

VI. Other Matters *(Board may vote)*

a. March 23, 2024 Annual Town Meeting

Mr. Dennington heard Other Matters "a" after Reports.

i. Discussion of warrant articles

Article 49 – transfer of the Atwood site (former water tower site) to the Affordable Housing Trust Fund for the purposes of affordable housing. Mr. Dennington acknowledged that this article has not received the robust discussion it deserves and he stated his support for removing the article from the warrant for consideration at Town Meeting. He clarified that the scale of any potential development at the Atwood site was always intended to be small in scope and in keeping with the existing neighborhood. He stated he feels the Board should not abandon its interest in the site for potential affordable housing and should keep the neighborhood and abutters well informed on any progress. Mr. Hamilton stated that efforts have been centered on determining if it is possible to develop the site and stated he recently learned that the site is contaminated with lead paint. He stated he would meet with DPW Superintendent Cundiff to understand the steps necessary for mitigation and he fully supports removing this article from the warrant. He stated that he and Ms. Landry are scheduled to

meet with an abutter tomorrow at 2 PM at the site and invited any other interested residents to attend. Mr. Hamilton also stated that the Board did not discuss the Atwood site at its Executive Meetings referenced by Mr. Orden earlier in the evening. Mr. Stivers and Ms. Landry expressed their support for withdrawing the article from the warrant. Mr. Dennington thanked Mr. Hamilton for his continued efforts to push forward with increasing the Town's affordable housing stock and shared that development of any affordable housing opportunities happens slowly. He acknowledged that the number of potential projects presently under consideration by the Town could be overwhelming for residents to stay abreast of. Mr. Dennington stated he would like the Board to reconsider the structure of the Affordable Housing Trust Fund Committee. He also updated those in attendance and the public that the Town is no longer pursuing the South Union School site for potential affordable housing and that St. Matthew's Church has express an interest in purchasing the building for use as a Montessori School and basketball court. He stated that the 21 Highland Street Future Use Committee will be considering potential uses for the 21 Highland Street property, as well. Mr. Dennington discussed the future of the Neary School and the interrelated nature of subsequent decisions for the Town. Ms. Cook described the decision tree relative to the Neary School and the impact on other Town decisions. Ms. Phaneuf shared her involvement in previous affordable housing efforts and stated engagement with the abutters and community is critical to the success of building affordable housing units. She also added that it is important to disclose the number of units intended to create in the warrant, as boards/committees change over time. Dr. Destin Heilman, 7 Harris Drive, stated the importance of sharing the plan prior to any property purchase or transfer. He stated he is concerned that transferring the property into the AHTF eliminates Town Meeting oversight. He also stated that, with regard to the type of project discussed at the Atwood site, there is disconnect between Town boards/committees and it creates a lack of trust among the abutters. Mr. Dennington thanked the audience and public for a thoughtful discussion on the warrant article. He urged the public to read the Community Center Exploration Committee's final report for an understanding of the interrelated nature of future decisions the Town will make. Mr. Carl Alvidi, 22 Atwood Road, asked how the lead issue would be addressed. Mr. Hamilton stated he is meeting with DPW Superintendent Cundiff tomorrow to determine that information and all information will be shared in public and with the abutters. He also noted there were no detectable PCBs found at the site. Mr. Alvidi asked if the water supply had been affected. Ms. Landry stated that PARE testing had concluded that lead was found in the soil between 12-24 inches. Mr. Stivers stated that the Town's water comes from the MWRA so there would have been no impact. Mr. Hamilton stated that he would share the letter regarding the soil testing with Mr. Alvidi and asked that he share it with the neighborhood. Dr. Heilman asked if additional testing downhill from the water tower is necessary. DPW Superintendent Cundiff stated that the full scope of the issue is not known at this time and additional testing would be conducted. He stated that lead was found at the 12-24 inch depth because grading was necessary when the water tower was removed. Mr. Dennington moved to withdraw from the draft warrant Article 49, the transfer of the Atwood Road property to the Affordable Housing Trust Fund. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Dennington, aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye (5-0-0).

The Board took a recess at 8:09 PM and resumed meeting at 8:16 PM. Mr. Dennington heard the Consent Agenda at this time.

ii. Board positions on remaining articles

Ms. Cook stated that Mr. Cundiff and Mr. Jason Malinowski, Chair of the Capital Planning and Improvement Committee, support reducing the Roads budget from $650,000 to $450,000. The

Board discussed reducing this line item. Ms. Cook moved to amend the Capital budget to reduce it by $200,000 specifically allocated to the Road funds. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Dennington, aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye (5-0-0). Ms. Cook stated she does not recommend discussing the Town Engineer position until the Advisory Committee has met with Superintendent Cundiff on the matter and the Board agreed. The Board discussed the Police budget. Ms. Cook stated that the Advisory Committee is recommending a level service funded budget that includes $25,000 to study the staffing impact of adding body-worn cameras. The Board discussed funding and timing for a police staffing study, which would also include a staffing study of dispatch services. Ms. Phaneuf asked for clarification regarding the study. Ms. Cook stated it would be a department-wide study and funding for the study would be included in the police budget. Ms. Phaneuf stated she supports Chief Newell in his determination that the lieutenant position is needed to address the administrative issues created by adding body-worn cameras to the department. She stated that there is a demonstrated, immediate need to add dispatchers and she called on the Board to do as a matter of public safety. Ms. Landry asked why the Advisory Committee does not support adding positions to the Police Department. Mr. Pfaff stated that the Advisory Committee does not feel it has enough information to make an informed decision about adding the positions. He also stated it has been 20 years since a professional study was undertaken on police department staffing and having updated information would allow a decision to be made at Fall Town Meeting. Ms. Cook moved to support the Advisory Committee's recommendation for the Police Department budget for FY25, removing $25,000 from the budget and use previously certified Free Cash so it would be available the next day. Mr. Stivers seconded the motion. The motion was approved by roll call vote: Mr. Hamilton, no; Mr. Dennington, aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye (4-1-0). Ms. Phaneuf asked for clarification as to whether any dispatchers were included in the budget. Ms. Cook stated there are no dispatchers in this budget. She stated if dispatchers were approved at Fall Town Meeting, they would be funded immediately. Mr. Dennington moved that the Board support Articles 6 and 7 at Town Meeting. Mr. Stivers seconded the motion. The motion failed by roll call vote: Mr. Hamilton, aye; Mr. Dennington, no; Ms. Cook, no; Mr. Stivers, no; Ms. Landry, abstain (1-3-1). Mr. Dennington made a motion to move Article 56 for consideration after Article 7 in the Warrant. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Dennington, aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye (5-0-0). The Board agreed to take a position on this article at Town Meeting after discussion has occurred. Mr. Dennington moved that the Board support Articles 8 and 9 at Town Meeting. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Dennington, aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye (5-0-0). Mr. Dennington moved that the Board support Articles 10 and 12 at Town Meeting. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Dennington, aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye (5-0-0). Mr. Dennington moved that the Board remove Article 50 (CPC funds to the AHTF) from the Warrant. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Dennington, aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye (5-0-0). Mr. Dennington moved that the Board support Article 25 at Town Meeting. The motion failed by roll call vote: Mr. Hamilton, no; Mr. Dennington, aye; Ms. Cook, no; Mr. Stivers, no; Ms. Landry, aye (2-3-0). Mr. Dennington moved that the Board support Article 41 at Town Meeting. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Dennington, aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye (5-0-0). Mr. Dennington moved to remove Article 46 (establishing the Tricentennial Fund) from the Warrant. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Dennington, aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye (5-0-0). Mr. Dennington stated

that CPC Chair Ben Smith had informed him that there were some language changes to the CPC articles, as voted by the CPC on Saturday, but Mr. Dennington stated those changes did not adversely affect the Board's previous votes of support. Mr. Dennington also stated that the CPC had also voted to include a Memorandum of Understanding (MOU)/guideline for recipients of CPA funds. The Board agreed they would meet with the CPC in April to discuss a host of issues relating to CPA funds.

b. Southborough budget requests for FY25 State budget

Mr. Dennington stated that Rep. Donaghue is seeking budget requests in the range of $25,000-$100,000 for potential funding in the FY25 State budget. The Board listed the following potential requests: Recreation Dept. ADA improvements, updating the McAuliffe Hearing Room and Senior Center for hybrid meeting capabilities and the Little Street culvert.

c. Discussion of Right of First Refusal for Northboro Road parcels

Mr. Dennington heard Other Matters "c" after Scheduled Appointments "c." Mr. Dennington stated that on February 5, 2024, the Town received notice from Johnson Cambell Realty, Inc. that they intended to sell two parcels and notified the Town of their Right of First Refusal (ROFR) with regard to the parcels. Mr. Dennington also stated he had received a letter from the Planning Board in which they recommended the Board respond to the seller that the offer was not compliant with Chapter 61A and ask the seller to revise its offer using a per parcel price. Town Counsel Jay Talerman appeared before the Board, via ZOOM, on the matter. Atty. Talerman explained the offer, the impacts of Chapter 61A status, timelines for decision-making and potential options for the Board's consideration. Mr. Stivers asked if the Town could exercise its right to purchase a portion of one of the parcels. Atty. Talerman stated that the Town could not make that request and the present offer is the sale of two parcels. He also stated that the Town could purchase a 61A property and then change its use designation. Ms. Cook stated she is not in support of purchasing the parcels, supports exercising the Town's ROFR and supports informing the seller of the Town's decision. Mr. Dennington stated that the price is high and he is concerned how the Town would pay for the acquisition. Mr. Hamilton recused himself from the matter, as a relative is an abutter. Ms. Lisa Braccio, Planning Board member, appeared via ZOOM. She stated the Board has a unique opportunity and requested that prior to making any decisions, the Board engage the opinions of other stakeholders on the matter. She asked that the Board send the letter indicating the offer is not bona fide. Mr. Andrew Pfaff, 50 Oak Hill Road and Chair of the Advisory Committee, stated he is supportive of hearing from stakeholders in Town and suggested adding an article to the Town Meeting warrant to approve the potential purchase in the interest of efficiency. The Board discussed the offer and discussed holding a public hearing on the matter to obtain resident and stakeholder opinions on the matter. Atty. Talerman stated that the Board has 120 days from the date of receipt of the offer to exercise its ROFR. Mr. Frank Flaherty, 17 Leonard Drive, asked if the Board could determine the size of a land required for affordable housing and make an offer based on that information. Mr. Dennington stated that there is a purchase and sale agreement in place and the decision before the Board is whether to exercise its ROFR. Mr. Dennington moved that the Board send the owner the letter drafted by Atty. Talerman that is included in tonight's packet. Mr. Stivers seconded the motion. The motion was approved by roll call vote: Mr. Hamilton, abstain; Mr. Dennington, aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, no (3-1-1).

VII. Public Comment

Mr. Tim Litt, 146 Woodland Road, reminded the Board of its previous interest in deleting the Consumer Advisory Commission from the Town Code. Ms. Cook stated that could be addressed at Fall Town Meeting.

Ms. Meme Luttrell, Chair of the Planning Board, informed the Board that passage of the MBTA Communities zoning bylaw requires a simple majority vote by Town Meeting and not a two-thirds vote, as was previously thought.

VII. Adjournment

Mr. Dennington moved to adjourn the meeting at 9:19 PM. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Dennington, aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye (5-0-0).

Upcoming Meetings	
March 4, 2024 (Monday meeting)	*March 19, 2024*

Respectfully submitted,

Bridgid Rubin, Recording Secretary

List of Documents referred to at the February 27, 2024 SB Meeting:

- Letter from Brian Ballantine and Carla McAuliffe, dated February 22, 2024, RE: Q2 Financial Report, with attachments
- Email Communication from Jen Hansen, dated February 20, 2024, RE: Board and Committee Volunteer Form
- Memorandum from Kathryn McKee, dated February 22, 2024, RE: ARPA Funds Spending Request for Peninsula Trail Engineering Services, with attachments
- Open Session Meeting Minutes dated February 6, 2024
- Open Session Meeting Minutes dated February 13, 2024
- Application for Common Victualer license for Braza Pizzeria & Wings LLC
- Application for Common Victualer license for EROS Gourmet Pizza
- Memorandum from Gregory Martineau, dated February 4, 2024, RE: Massachusetts School Building Authority – Accelerated Repair Program
- Select Board 2024 Arbor Day Proclamation
- Annual Town Meeting Record of Votes
- Draft Town Meeting Warrant, dated February 21, 2024
- Email Communication from Rep. Kate Donaghue, dated February 21, 2024, RE: Southborough Budget Requests
- Affidavit of In Support of Notice of Intent to Sell For Other Use Under M.G.L. Chapter 61A, Section 14, dated January 29, 2024, from Johnson Campbell Realty, Inc., with attachments
- Draft Letter to from Mark Purple on behalf of the Town, dated February 28, 2024, RE: Two Parcels for Sale on Northboro Road
- Draft Job Description for Civil Engineer
- Prepared Statement of Robert Orden, on behalf of the Atwood parcel abutters

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Monday, March 4, 2024 6:30 PM
Location: McAuliffe Hearing Room, Town House, 17 Common Street, Southborough, MA
Present: Andrew Dennington, Kathryn Cook, Al Hamilton, Marguerite Landry, Sam Stivers, Town Manager Mark Purple and Assistant Town Administrator Vanessa Hale.

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Mr. Dennington called the meeting to order at 6:30 PM and turned the meeting over to Vice Chair Cook to run.

II. Public Comment

There was no public comment.

III. Scheduled Appointments *(Board may vote)*

a. Discussion of FY25 Water Rates; Bill Cundiff, DPW Superintendent; Matt Abrahams, Consultant

DPW Superintendent Bill Cundiff and Mr. Matt Abrahams, Water Consultant from the Abrahams Group, appeared before the Board on the matter. Mr. Cundiff noted that the rate structure was changed last year. He stated that the new system has a base fee, charged to all users, that covers the fixed/operating costs for water. He stated that user consumption fees are based on a tiered rate system. Mr. Cundiff stated that capital projects associated with the Hopkinton Water Project have been put on hold and are not part of this rate analysis. He stated there is a looping project to improve circulation between Presidential Estates and Fisher Road that is scheduled to begin this summer and he anticipates the cost of the project at approximately $600,000. Mr. Abrahams shared the water rate the presentation, using last year's adopted methodology, with the Board. He stated that there is an approximate 25% increase in the service charge this year, largely due to the increase in indirect costs, specifically OPEB costs. He noted that the summer had been a wet one, which contributed to a reduction in usage. The Board discussed the rate increase and water consumption relative to conservation. Mr. Dennington asked about the increase in OPEB costs. Mr. Abrahams stated that the increase represents the inclusion of costs for additional employees that were calculated in the most recent actuarial study of the Town that had been previously excluded. Ms. Cook stated that the increase is a more accurate representation of the current situation and she does not expect the number to decline. The Board discussed timing for the approval of rates and notification to residents. Mr. Cundiff stated that he would return to the Board on March 19th for rate approval and stated the current bill would reference the water rate increase information, available on the Town's website and effective April 1st. Mr. Abrahams stated the decision before the Board is to continue with the same methodology used last year or increase the service charge. He stated that continuing with the same methodology results in a 3% rate increase with an impact to the average resident of approximately $12.50/qtr. He stated that if the service charge is increased, it results in a 4.5% increase in the service charge, a 5% rate increase with an impact to the average resident of approximately $6.50/qtr. Mr. Abrahams stated that, along with the looping project described above, the following capital expenditures were included in the analysis: $250,000 in FY25, $100,000 in FY26 and one piece of equipment costing $80,000 and another piece of equipment costing $55,000. He stated that when the Retained Earnings balance increases, he recommends pursuing additional

capital projects. The Board, Mr. Cundiff and Mr. Abrahams discussed future capital projects. Ms. Cook moved to continue the path pursued last year to cover fixed costs with the base charge and set the variable rate to keep Retained Earnings at 20% of cost. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Mr. Hamilton suggested that the rate increase information be shared in Mr. Purple's weekly update.

IV. Reports

a. Chair's Report

Mr. Dennington stated there was no Chair's Report.

b. Member's Report

i. Atwood Street update

Mr. Hamilton updated the Board on the Atwood matter and stated that additional soil testing would take place to determine the path forward for remediation. He stated he would meet with Mr. Cundiff, Mr. Purple and Mr. Ballantine to discuss next steps and how to pay for any remediation. Mr. Hamilton stated the Board is committed to keeping abutters informed of progress in the matter.

c. Town Administrator's Report

i. David Joyner's resignation from Youth Commission

Mr. Purple reported that David Joyner had submitted his resignation from the Youth Commission. Ms. Cook read a portion of Mr. Joyner's resignation letter into the public record.

ii. Details of pre-town meeting – 3/13 at 6 PM – Senior Center

Mr. Purple reported that Town Moderator Cimino would hold a pre-Town Meeting discussion on Wednesday, March 13th, at 6 PM at the Senior Center. He noted this is not a public meeting. He stated that he has suggested approximately 24 articles to Mr. Cimino for inclusion in the Consent Agenda for Town Meeting. Mr. Purple stated that Mr. Tim Davis, Recreation Director, has informed him that Spring/Summer camp registration opened on Saturday, March 2, with priority given to residents. Mr. Purple reported that 723 registrations were received over the weekend and camps are filling up. He stated that camps include options for STEM, the arts and sports-specific offerings. Mr. Purple stated that registration has opened to non-residents and that registrations are up by 24% from the same period last year. Mr. Purple stated there is an appeal to a fine issued by the DPW at the Transfer Station. The Board agreed to continue the process of hearing appeals and Mr. Dennington agreed to hear the appeal on behalf of the Board.

V. Consent Agenda

a. Signing of final Annual Town Meeting warrant for posting

Ms. Cook stated that the Planning Board has voted tonight to remove the MBTA Communities bylaw article from the Town Meeting warrant, due to issues with the density modeling. The Board agreed to execute a signature page for the warrant and attach it to the final printed warrant, once the MBTA Communities article has been removed. Mr. Hamilton informed the Board of a conflict with parking during Town Meeting and agreed to speak to organizers of the other event for a potential resolution.

b. Approve Community Center Exploration Committee Meeting Minutes: January 22, 2024

Mr. Stivers moved to approve Consent Agenda item "b." Mr. Dennington seconded the motion. The motion was unanimously approved (5-0-0).

VI. Other Matters *(Board may vote)*

a. Assignment of Warrant articles to Board members

The Board agreed to wait until it has been decided which articles would be placed on the Consent Agenda before determining this matter.

b. Review of any outstanding issues with any Warrant Articles

Ms. Cook reported that the Board and the Advisory Committee had come to agreement on the budget, which includes the Town Engineer position for the DPW, no new additions to the Police Department budget and support for the golf course project. She stated that the Advisory Committee had voted not to support the creation of the Assabet Stabilization Fund, while the Board had voted to support it.

c. Discussion of the legality of Article 48 (proposing a 2/3 threshold for CPA projects)

Ms. Cook reported that Town Counsel has opined that this Citizen's Petition is not legal, as it is in conflict with State law. She stated Town Counsel confirmed that, if approved at Town Meeting, the Attorney General would reject the change. Mr. Joseph Palmer, sponsor of the Citizen's Petition, stated he would like Town Meeting to discuss and vote on the article, rather than remove it from the warrant. Ms. Cook moved to keep Article 48 on the warrant. Mr. Dennington seconded the motion. The motion was approved (4-1-0). Mr. Stivers voted against the motion.

d. Review of Article 36 (proposed MBTA zoning bylaw): may join Planning Board to discuss jointly

The Board agreed not to join the Planning Board meeting since the Planning Board had voted in favor of removing the MBTA Communities article from the warrant. The Board discussed the decision timeline for a Special Town Meeting to address the MBTA Communities bylaw and agreed to schedule a meeting with the Planning Board in the near future to discuss the matter. The Board addressed scrivener's changes to the warrant.

VII. Public Comment

There was no public comment.

VII. Adjournment

Ms. Cook moved to adjourn the meeting at 7:43 PM. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

Upcoming Meetings	
March 19, 2024 (Monday meeting)	*April 2, 2024*

Respectfully submitted,

Bridgid Rubin, Recording Secretary

List of Documents referred to at the March 4, 2024 SB Meeting:

- Letter from David Joyner, dated February 3, 2024, RE: Resignation
- Annual Town Meeting Warrant, dated March 23, 2024
- Open Session Meeting Minutes for the Community Center Exploration Committee, dated January 22, 2024
- Memorandum from Bill Cundiff, dated February 29, 2024, RE: FY25 Water Rates
- Town of Southborough Water Study prepared by the Abrahams Group, dated March 2024
- Draft Letter from Town Counsel, RE: Citizen's Petition re: CPC funds

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DRAFT

TOWN OF SOUTHBOROUGH

DEPARTMENT OF PUBLIC WORKS

147 CORDAVILLE ROAD – SOUTHBOROUGH, MASSACHUSETTS 01772 – (508) 485-1210

March 6, 2024

Town of Southborough
Select Board
Southborough Town House
Southborough, MA 01772

Dear Select Board:

Please be advised that Beverly Poole, 23 Ethel Avenue, Marlboro, MA has requested an exchange of the 2 graves that were granted to her back in 1990 as part of an exchange for 2 non-usable graves in her family plot. She would like to exchange graves 33 & 34 in Section G for Niches 425 & 156.

If the board approves, all Cemetery records will be updated to show this exchange.

Sincerely,

TOWN OF SOUTHBOROUGH
DEPARTMENT OF PUBLIC WORKS

William J. Cundiff, P.E.
Superintendent

w/enclosures

3/1/24

would like 2 new exchange.
~~the~~ spaces, 33+34 in
Section E. for 2 nights.
Please see attached for
Details.

Thank u so much

Beverly Cole

508-735-3388

OFFICE OF

Southborough Rural Cemetery

SOUTHBOROUGH, MASSACHUSETTS 01772

Beverly Poole
46 Gilmore Road
Southborough, MA 01772

October 12, 1990

Dear Beverly,

Enclosed you will find a deed (# 0459) for 2 graves that the Southborough Cemetery Commissioners have granted you in exchange for the 2 non-usable graves (7 & 8) in section B-East, Lot 16.

I have revised all of the necessary Cemetery records to show this exchange, and copys have been made of both deeds (#'s 096 & 0459) and this letter, they will be kept on file here at that Cemetery.

Should you have any questions please let me know, the telephone number here at the Cemetery is 485-1618 and our hours are monday through friday 7:00 AM - 3:30 PM.

Sincerely,

Bridget A. Gilleney

Superintendent of Cemeteries

Know All Men By These Presents

an exchange for 2 non-useable graves

that the Town of Southborough, in consideration of (7&8) in B-East, Lot 16 Dollars, the receipt of which is hereby acknowledged, do hereby grant, bargain, sell and convey to Beverly Poole, grantee, of 46 Gilmore Road, Southborough, MA the exclusive right of burial of human dead in a certain lot of land in Rural Cemetery in said Town of Southborough, and of placing and maintaining on said lot, tombs, cenotaphs, and monuments authorized by the Cemetery Commissioners or any other board or officer having charge of the cemetery at the time of placing the same, said lot of land being Graves numbered 33 & 34, in Range G, on the plan of said cemetery, on file in the office of the Cemetery Commissioners of said Town of Southborough.

TO HAVE AND TO HOLD the said right unto said grantee, and her heirs and assigns forever, to be used only for the purposes above set forth, and subject to the covenants herein contained and such regulations and restrictions relating to said cemetery, or the lots therein, as are now or shall from time to time be established by said Cemetery Commissioners or such board or officer having charge of said cemetery.

The said grantee, for himself, his heirs and assigns hereby agrees:

1. That the said lot herein conveyed shall be kept and maintained in a condition satisfactory to the Cemetery Commissioners of said Town of Southborough, and that in the event of his or their neglect or failure properly to keep or maintain the said lot or any tomb, cenotaph or monument erected or placed thereon, said Cemetery Commissioners or their duly authorized agents or servants may enter upon said lot to care for, repair and maintain said lot, tomb, cenotaph or monument, and said Commissioners may charge the actual cost of such care, repair and maintenance to him or his heirs or assigns.

2. That no trees, shrubbery shall be planted upon said lot without first obtaining the written approval of the Cemetery Commissioners or their successors; and that no trees or shrubs shall be cut or removed from the said lot except upon the written approval of the Cemetery Commissioners.

3. That the Cemetery Commissioners or their successors in office may at any time remove any trees and shrubs planted and growing on said lot if in their opinion such trees or shrubs are inconvenient or dangerous to persons using other parts of said cemetery, or if said trees and shrubs interfere with the free use of other lots, avenues or pathways in said cemetery.

4. That no earth shall be removed from the said lot, or from the pathways or avenues, contiguous or adjacent thereto, without the written consent of the Cemetery Commissioners.

5. That the said lot shall be graded only in the manner prescribed by regulation of the Cemetery Commissioners for grading lots.

6. That if the above described lot is situated in ranges A, B, C, D, and G of said Rural Cemetery, he will forthwith deposit with the treasurer of said Town of Southborough a sum of not less than ***SEE FIRST SENTENCE***), for the perpetual care of said lot; and upon his failure to so deposit the aforesaid sum for such perpetual care, he will relinquish all rights and privileges in said lot.

7. The said lot shall not be transferred without the consent of the Cemetery Commissioners and said transfer shall be recorded on the plans and books of the town.

IN WITNESS WHEREOF said Town of Southborough has caused these presents to be signed in its name and behalf by the Cemetery Commissioners this 12th day of October 1990

TOWN OF SOUTHBOROUGH

By John Mauro

2 Graves

Deeds — Huntley 51618

Lot #16 - B-East Rural Cem.

This is an 8-grave lot. To be used for Johnson family and dependents. Only two burials to date:
Margaret - 1961
David - 1969

J. Cunningham

These Presents

th ...SIXTY.....(60.00).....Dollars
th ...rant, bargain, sell and convey to.....
Si ...tee, of Fayville.....
th ...t of land in Rural Cemetery in said Town of South
bc ...bs, cenotaphs, and monuments authorized by th
C ...aving charge of the cemetery at the time of placin
th .....in Range B-East....., on the plan of sai
ce ...ners of said Town of Southborough.

...ht unto said grantee, and her heirs and assign
fo ...and subject to the covenants herein contained an
su ...y, or the lots therein, as are now or shall from tim
to ...s or such board or officer having charge of sai
ce ...avid Johnson and family are to
...needed.
...assigns hereby agrees:

1. That the said lot herein conveyed shall be kept and maintained in a condition satisfactor to the Cemetery Commissioners of said Town of Southborough, and that in the event of his or their neglec or failure properly to keep or maintain the said lot or any tomb, cenotaph or monument erected or placec thereon, said Cemetery Commissioners or their duly authorized agents or servants may enter upon said lo to care for, repair and maintain said lot, tomb, cenotaph or monument, and said Commissioners may charg the actual cost of such care, repair and maintenance to him or his heirs or assigns.

2. That no trees, shrubbery shall be planted upon said lot without first obtaining the writte approval of the Cemetery Commissioners or their successors; and that no trees or shrubs shall be cu or removed from the said lot except upon the written approval of the Cemetery Commissioners.

3. That the Cemetery Commissioners or their successors in office may at any time remove an trees and shrubs planted and growing on said lot if in their opinion such trees or shrubs are inconvenient o dangerous to persons using other parts of said cemetery, or if said trees and shrubs interfere with the free us of other lots, avenues or pathways in said cemetery.

4. That no earth shall be removed from the said lot, or from the pathways or avenues contiguous or adjacent thereto, without the written consent of the Cemetery Commissioners.

5. That the said lot shall be graded only in the manner prescribed by regulation of the Ceme tery Commissioners for grading lots.

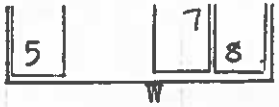
6. That if the above described lot is situated in ranges A, B, C, D, of said Rural Cemetery he will forthwith deposit with the treasurer of said Town of Southborough a sum of not less than..... One hundred.....Dollars ($100.00), for the perpetual care of said lot and upon his failure to so deposit the aforesaid sum for such perpetual care, he will relinquish all rights an privileges in said lot.

7. The said lot shall not be transferred without the consent of the Cemetery Commissioner and said transfer shall be recorded on the plans and books of the town.

IN WITNESS WHEREOF said Town of Southborough has caused these presents to be signe in its name and behalf by the Cemetery Commissioners this 16th day of September 1947.

TOWN OF SOUTHBOROUGH

By John J. O'Neill
Charles E. Corbett
Cemetery Commissioners



NAME Sarah J. Quigley RESIDENCE Fayville

SECTION NO. B-East LOT NO. 16 CERTIFICATE NO. 96 DATE September 16, 1947 AMT. PAID $ 60.00

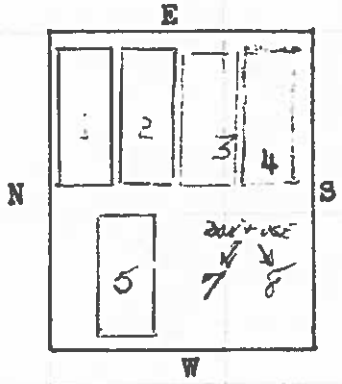
TRANSFERRED TO DATE OF TRANSFER

Miss Quigley's sister Mrs. David Johnson and family are to have the use of this lot as needed

DATE OF INTERMENT	BURIAL NO.	GRAVE NO.	NAME OF INTERRED
8-8-1961	1	4	Margaret Johnson
May 6, 1969	2	3	David Johnson
October 13-1972	3		James [illegible]
August 13, 1996	4	1	Stephen T. [illegible] Nash
March 16, 1[illegible]	5	5	Irma L. Lincoln
March 16, 1[illegible]	"	"	Kenneth M. Harris [illegible]

DIAGRAM OF LOT

Perpetual Care $100.00



TOWN OF SOUTHBOROUGH

OFFICE OF THE PERSONNEL BOARD
TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 · FAX (508) 480-0161 · personnel@southboroughma.com

TITLE: Assistant Town Accountant

Department: Town Accountant | **SAP Grade:**

Bi-weekly Hours: 80 | **Reports to: Town Accountant**

Approved by Personnel Board: | **Approved by Appointing Authority:**

Position Purpose:

In the absence of the Town Accountant, the Assistant Town Accountant is responsible for the overall operation of the Accounting Department and shall have the powers and be subject to the requirements and penalties applicable to the Town Accountant. The Assistant Town Accountant is directly involved in maintaining the financial records of the Town Accountant, reporting periodically to various agencies of the Town, State and Federal government as to the financial status of these records as required by laws and regulations. Liaison to town departments and officials regarding budgets, town meeting preparation and follow-up and research into regulations as to procedures of finances. Attend seminars annually to keep up with changes in general accepted accounting principles (GAAP) and Governmental Accounting Standards Board (GASB) statements.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Audits all accounts payable and payroll requests by all Town departments including the school department to ensure that payments are not fraudulent, unlawful, or excessive in compliance with Massachusetts General Laws, Chapter 41, Section 56.
- Reviews and processes weekly warrant and bills payables, checking for fiscal year compliance, sales tax, mathematical accuracy, vendor and account numbers, and invoices

for all town and school payables; contacts departments to resolve incomplete or missing information issues; prepares final warrant for Town Accountant and Town Administrator review and signatures;

- Reviews and approves payroll rates; works closely with Treasurer/Collector's office to resolve issues;
- Reviews school payables further to identify and correct vendor inconsistencies that occur as a result of importing school software to town software; works closely with the school Budget Officer and Southborough Financial Coordinator to communicate and resolve school payable issues, import file issues, and warrant changes;
- Serves as liason to vendors in need of payment inquiry, address changes, requests for 1099 purposes, certificates of insurance or check validation; researches and resolves misapplied or missing payments;
- Audits monthly cash book to ensure that all cash receipts are submitted and are reported accurately; records all cash receipts into the general ledger;
- Prepares monthly financial reports and reconciles with Town departments as needed;
- Prepares custom reports of payments and balances as requested for funds and grants;
- Enters journal entries as needed into the general ledger and subsidiary ledgers requiring knowledge of fund accounting and accounting principles;
- Statutory backup for Town Accountant in her absence in accordance with Massachusetts General Laws, Chapter 41, Section 49A. This includes, but is not limited to, processing and signing purchase orders, verifying payrolls, monitoring contracts, review applications and change orders, respond to inquiries directed to the Town Accountant by various employees, officials or vendors;
- Assumes statutory power and duties of the Town Accountant in her absence including signing warrants. Responsible for operation of the department in accordance with Mass. General Laws;
- Trains and oversees all users including remote users of the accounting software. May be responsible for the management of computer software as it relates to accounting and data processing functions;
- Maintains contract list and files, certificates of insurance files, notify departments of expirations, de-activate vendors in software to prevent payment to vendors with expired insurance;
- Processes purchase orders; verifies and processes vendor transactions for annual 1099 filing with State and Federal agencies; prepares a set of 1099 copies to be used in the annual workers' compensation audit;
- Maintains W-9 files including requesting updated forms as business changes are not in payables process; maintains vendor database;
- Maintains Annual Signature Authorization book for departments and committees;
- Works closely with Treasurer/Collector's office to schedule and resolve issues in importing payroll files, payroll-related payables, and refund batches;

- Compiles, researches, and analyzes annual capital expenditures to prepare reports and back-up to use for Capital Asset reporting;
- Maintains audit ready files and provide support on other departmental projects as assigned.

Recommended Minimum Qualifications

Education, Training, and Experience:

Associates degree in accounting or business administration or related field, with four to six years of progressively responsible experience in professional, municipal accounting; or an equivalent combination of education and experience; or bachelor's degree in accounting with one to three years of progressively responsible experience in professional, municipal accounting or an equivalent combination of education and experience.

Knowledge, Ability, and Skill:

Knowledge: Thorough knowledge of the principles and practices of municipal accounting and of applicable provisions of the Massachusetts General Laws. Thorough knowledge of computer applications for accounting and financial management.

Ability: Ability to: analyze and interpret financial data and to present findings clearly in written and oral form; establish and maintain cooperative relationships with town officials and governmental representatives.

Skill: Excellent skill in working with numbers and detail. Excellent financial computer skills including spreadsheet and data processing applications in a business environment.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimal physical effort required to perform functions under typical office conditions. Position requires the ability to operate a keyboard and standard office equipment at an efficient speed. The employee is required to use hands to finger, handle, or feel objects, tools, or controls, and to reach with hands and arms. The employee is frequently required to sit, talk, listen, and hear. Occasionally may be required to lift objects up to 30 pounds. Normal vision requirements.

Supervision:

Works under the general supervision of the Town Accountant. Primarily functions independently, referring specific problems to the Town Accountant when clarification or interpretation of department policy or procedure is required.

Job Environment:

- Performs highly responsible functions of a complex and technical nature, requiring the significant exercise of judgment and initiative to ensure that all municipal financial transactions conform to law and to professional standards.
- The work environment involves everyday discomforts typical of offices. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.
- Operates computer, printer, and general office equipment, such as calculator, copier, and facsimile machine.
- Work requires frequent contact with co-workers, all town departments, state, and federal agencies, and/or vendors or others doing business with the Town.
- Employee has access to confidential information, such as bid proposals, legal issues, personnel records, and financial records of the town.
- Errors are difficult to detect and could result in financial losses from unauthorized expenditures, failure to receive funds due, or deterioration of the town's financial position; errors may also result in legal repercussions to the town. The nature of work assures that errors are usually detected in succeeding operations however overpayments or delayed payments would have already occurred.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.*

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer

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(508) 485-0710 · FAX (508) 480-0161 · personnel@southboroughma.com

TITLE: Town Accountant

Department: Town Accountant | **SAP Grade: 8**

Bi-weekly Hours: 80 | **Reports to: Town Administrator**

Approved by Personnel Board: | **Approved by Appointing Authority:**

DRAFT

Position Purpose:

Administrative, supervisory and technical work in monitoring, directing and auditing the municipal accounting system; performs technical accounting, financial, and computerized functions in maintaining the fiscal records and systems of the town; administers all internal and external financial reporting requirements; performs similar or related work as required or as situation dictates.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Develops and implements the town's accounting system and procedures; provides timely and accurate financial information and ensures the integrity of the financial data by instituting proper internal controls; ensures that no claim or payable against the town is fraudulent, unlawful, or excessive, as prescribed by Massachusetts General Laws and the Government Accounting Standards Board (GASB);
- Develops and prepares monthly reports to track all financial activity within the town's many funds, to include special revenue funds, revolving funds, state and federal grants, capital projects, enterprise funds, trust funds, and the general appropriations of the town; ensures that funds are reconciled on a monthly basis with the department authorized to expend said funds;

- Reviews all revenues; calculates, and assigns pro-rated indirect charges to Enterprise, and/or School Funds;
- Works collaboratively with the School Department financial staff to reconcile activity on general fund, grants, and special program funds on a monthly basis.
- Develops and prepares monthly reports to track all financial activity within the town's receivable accounts, to include property taxes, motor vehicle excise, tax title accounts, tax deferrals, taxes in litigation, tax foreclosures, and other town accounts; ensures that funds are reconciled on a monthly basis with both the department responsible and with applicable service bureaus;
- Is responsible for the fiscal year-end close-out, general ledger roll-over, and the development and filing of quarterly and year-end financial reports through the DLS gateway. The reports include balance sheet, Schedule A, various recap sheets, and revenue and expense statements for the audit process and for the State Department of Revenue for certification of free cash and tax rate certification;
- Serves as a resource of financial information to the Board of Selectmen, Advisory Committee, other elected officials, town departments, committees, and boards as required;
- Maintains original town and school service contracts and certificates of insurance for service; employment contracts, as well as private entities doing business with the town;
- Maintains files for federal, state, departmental, and private grants; monitors grants for compliance and completeness. Files reports as necessary;
- In conjunction with the Finance Director and Town Administrator, assists in the operating and capital budget document and facilitates its review and approval with the Advisory Committee and the Board of Selectmen; assists all town departments in budget development;
- Participates as a member of the Town's finance team to develop, modify, and/or review revenue and budget projections and financial policies and procedures; assists in the preparation and presentation of the quarterly report to the Select Board and Advisory Board;
- Develops and maintains accounting of all fixed assets and depreciation;
- Serves as the town liaison with the independent auditors of the Town;
- Maintains internal controls over expenditures through the examination of school and town Accounts Payable and Payrolls and pay rates to ensure accuracy and that they are properly approved;
- Is responsible for the management of computer software as it relates to general ledger set-up, maintenance, user permissions, and data processing functions;
- Oversees certain aspects of the town's bylaws which pertain to personnel administration, monitors all union and non-union benefits;;

DRAFT

- Maintains the town's purchase order system and in conjunction with the Town Administrator authorizes purchase order requests; serves as custodian of Town contracts.
- Monitors the Community Preservation Committeee's reservations, articles, spending, and acts as the Town's liaison. Prepares and submits all annual CPC reports via the DLS gateway.

Recommended Minimum Qualifications

Education, Training and Experience:

Bachelor's Degree in accounting or business administration or related field; five- (5) to seven- (7) years of progressively responsible experience in professional, municipal accounting; or an equivalent combination of education and experience. Master's degree in accounting is preferred and certification with the Massachusetts Municipal Auditors' and Accountants' Association is highly desirable.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the principles and practices of municipal accounting, Governmental Accounting Standards Board practices, and of applicable provisions of the Massachusetts General Laws. Thorough knowledge of computer applications for accounting and financial management.

Ability: Ability to: analyze and interpret financial data and to present findings clearly in written and oral form; establish and maintain cooperative relationships with department heads, town and school officials, and governmental representatives.

Skill: Excellent skill in working with numbers and detail. Excellent analytical and communication skills. Excellent financial computer skills including thorough knowledge of the MS Office suite, specifically spread sheet applications in a business environment. Knowledge of the VADAR financial package and DLS gateway are essential.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimal physical effort required to perform functions under typical office conditions. Position requires the ability to operate a keyboard and standard office equipment at an efficient speed. The employee is required to use hands to finger, handle, or feel objects, tools, or controls, and to reach with hands and arms. The employee is frequently required to sit, talk, listen, and hear. Occasionally may be required to lift objects up to 30 pounds. Normal vision requirements.

Supervision:

Supervision Scope: Performs highly responsible functions of a complex, technical nature requiring the significant exercise of judgment and initiative to ensure that all municipal financial transactions conform to law and to professional standards; works independently within established policies and procedures; assumes direct accountability for departmental results. The work consists of employing many different concepts, theories, principles, techniques, and practices relating to the accounting field.

Supervision Received: The position is appointed by the Board of Selectmen, and works under the administrative direction of the Town Administrator. Responsible for the overall operation of the accounting department in accordance with Massachusetts General Laws Chapter 41, Section 55, 56, and 57 according to the UMAS method of accounting and local bylaws. Functions independently, referring specific problems to State Department of Revenue and Audit Compliance where clarification or interpretation, or exception to municipal policy may be required. The employee exercises control in the development of departmental policies, goals, objectives, and budgets. The employee is expected to resolve all conflicts that arise, and coordinate with others when necessary.

Supervision Given: Employee exercises departmental level of supervision over one- (1) full-time employee. Staff size is well-established and relatively stable. Employee works at the same location and on the same work shift.

Job Environment:

- The work environment involves everyday discomforts typical of offices. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.
- Operates computer, and general office equipment, such as calculator, copier, and facsimile machine.
- Work requires frequent contact with co-workers, all town departments, state, federal agencies, and/or individuals such as peers from other organizations, representatives of professional organizations. Required to work beyond normal business hours to attend board/committee and town meetings.
- Employee has access to town-wide confidential information, such as bid proposals, collective bargaining, legal issues, personnel records, and financial records of the town.
- Errors are difficult to detect and could result in financial losses from unauthorized expenditures, failure to receive funds due, or deterioration of the town's financial position; errors may also result in legal repercussions to the town.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.*

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer

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TOWN OF SOUTHBOROUGH

OFFICE OF THE PERSONNEL BOARD
TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 · FAX (508) 480-0161 · personnel@southboroughma.com

TITLE: IT MANAGER

Department: MIS

SAP Grade: 8

Bi-weekly Hours: 80

Reports to: Town Administrator

Approved by Personnel Board:

Approved by Appointing Authority:

Position Purpose: Professional, technical and administrative management and supervisory work in planning, directing, managing and overseeing the Information Technology (IT) network and infrastructure for the Town; all other related work as required.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Is responsible for overseeing all strategic, organizational and tactical IT needs for the Town; delivers services in a secured, effective and efficient environment;
- Provides strategic leadership and vision to the Town, and works in collaboration with all municipal departments on all matters related to IT; leads the development and planning of strategic IT initiatives; provides direction in integrating and aligning technology to meet the community's needs;
- Plans, organizes, evaluates and directs IT operations to ensure the effective and efficient operation of the Department in accord with defined objectives; recommends a combination of staff and managed services to meet the needs of the town infrastructure; oversees the implementation of strategic IT initiatives to accomplish stated goals; monitors and reports on progress of initiatives;
- Investigates tools for civic engagement such as open data, geographic information systems (GIS), social networking and mobile device strategies, and collaboration software;

- Establishes policies and procedures for system-wide IT operations; educates the user community on compliance with policies and procedures; monitors activities to ensure conformity;
- Establishes, oversees and enforces Town security policies and protocols; ensures the security of information stored within the system or within the cloud; evaluates and provides for adequate firewall and perimeter testing to include virus protection and patch management protocols; sets forth appropriate disaster recovery and back-up programs. Oversees security training and prevention education for town employees;
- Identifies needs and recommends equipment purchases, hardware and software installations, user training and user community support for the Town;
- Develops management strategy for all infrastructure, fiber network, hardware, networking and storage matters pertaining to IT; oversees all Town-wide computer operations, database administration and technical support; oversees all outsourced service providers and vendors to maximize efficiencies and productivity;
- Provides leadership to departments on alignment and integration of technologies; consults and meets with the user community; prepares evaluations and cost-benefit analysis of alternative technologies; coordinates and evaluates shared technologies amongst departments; makes recommendations on improving efficiencies;
- Is responsible for the maintenance and upgrade of the physical inventory; schedules and plans equipment replacement; upgrades software as appropriate while maintaining required licensing;
- Ensures adequate IT system storage capacity to meet growth requirements;
- Provides an effective "Help Desk" model to address user problems; establishes protocols for IT Customer Service expectations;
- Manages all Town communication systems; Including Public Safety.
- Annually prepares, recommends, and submits both operational and capital budgets to the Town Administrator and Finance Director for review and subsequent recommendation and presentation to pertinent committees, manages approved budgets to ensure expenditures are within guidelines; periodically advises the Town Administrator on the status of budgetary overages/shortages; develops, implements and monitors IT fiscal controls;
- Keeps abreast of industry trends and best practices for both operations and security;
- Performs similar or related work as required.
- Manage IT department staff on training, coaching and communicating job expectations and appraising their performance.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's Degree in Information Systems, Computer Engineering or related field preferred. Over 7 years of related professional experience; experience in managing large, public-facing voice and data networks with a wide variety of technical skills preferred. Knowledge of local government will be considered an asset. An equivalent combination of education and experience may be considered.

Special Requirements/Licenses:

Industry certifications in IT governance, project management, or industry products is desirable.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge and demonstrated, progressive leadership in managing technical and analytical resources. Knowledge of current leading IT service delivery methodologies to include virtualized environments and automated patch management.

Ability: Ability to: develop, implement and direct an IT Risk Management Program. Ability to articulate specific and measurable IT goals; establish accountable IT service support; develop and implement secure networks aligned with the leading industry practices; manage a diverse workstation environment to include automation efforts for service patch releases; communicate effectively in both a technical and non-technical manner; work with all levels of the organization, i.e., appointed and elected boards, department heads, front-line staff, and the general public; identify goals and objectives and organize workload; prepare, manage, and review budgets; administer and interpret regulations, policies, and procedures firmly, tactfully, and impartially; maintain the confidentiality of information and handle sensitive issues discreetly; manage IT staff.

Skill: Skill and experience in developing and implementing policies and procedures for information security and infrastructure operations. Excellent organizational and budgetary skills. Excellent interpersonal skills. Skill in developing policies and procedures to ensure equity within the organization.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Light physical effort required to perform duties under typical office conditions.
Frequently required to sit, communicate, and move around the town buildings.
Occasionally required to move, push or pull items weighing up to 40 pounds.
Occasionally required to visit employee worksites outside of the IT department.

Supervision:

Supervision Scope: Performs highly responsible functions requiring the exercise of broad discretion and considerable independent judgment. Works independently and receives administrative and policy direction as needed.

Supervision Received: Appointed by the Board of Selectmen and works under the general direction of the Town Administrator.

Supervision Given: The IT Manager, as a regular and continuing part of the job, is accountable for the quality and quantity of work done by subordinates and assures the accomplishment of the assigned work in the prescribed manner. The employee gives advice and instruction on both

administrative and work matters; informs subordinates of organizational policies, goals and procedures; resolves employee complaints and effects disciplinary actions, such as oral warnings and reprimands; has substantial responsibility for technical soundness of subordinates' work.

Job Environment:

- Work is generally performed in typical office conditions, with frequent interruptions and requests for information; attends Board of Selectmen and other committee meetings as required; must be available 24/7 for public safety emergencies, and for all town meetings and other evening events as needed.
- Operates current and cutting edge workstations, mobile devices as well as standard office equipment.
- Makes regular contact with Town boards and committees, employees, department heads, consultants, vendors, municipal colleagues and the general public; contacts involve a wide-variety of complex issues; contacts require considerable judgment, persuasion, strategy, patience, courtesy, discretion and the ability to handle sensitive and confidential information in a professional manner.
- Has access to Town-wide confidential information as stored in IT system.
- Errors in judgment could affect the town's ability to deliver services and could result in substantial monetary and/or legal repercussions, could expose the town to certain legal liabilities, and could affect the public's confidence.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.*

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Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer

TOWN OF SOUTHBOROUGH

OFFICE OF THE PERSONNEL BOARD
TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 · FAX (508) 480-0161 · personnel@southboroughma.com

TITLE: Senior IT Specialist

Department: Information Technology	**SAP Grade: 7**
Bi-weekly Hours: 80	**Reports to: IT Manager**
Approved by Personnel Board:	**Approved by Appointing Authority:**

Position Purpose:

This position provides network/desktop support and backup support as directed by the IT Manager; serves as the primary manager of one or more of the following: workstations, network, GIS, website, servers, and/or application(s). Acts in the capacity of the IT Manager when they are unavailable.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assists in tracking help desk calls pertaining to application(s), networking, systems problems, and issues, up to and including resolution of work orders;
- Builds rapport and elicits problem details from help desk customers;
- Identifies, diagnoses, analyzes data and resolves problems for users regarding software and hardware, networking, and infrastructure including cyber-security risk management; communicates solutions to end-users;
- Contributes to the development of IT-related policy and strategy development to enhance services, researches relevant technology protocol that would benefit and sustain mission of all town departments, and initiates changes that improve efficiency of all departments;
- Provides hardware support of end-user equipment, such as installing replacement hardware or upgrading hardware, maintaining computer inventory (including supplies) database;
- Performs daily checks of server event logs, scheduled backups, and intrusion-detection logs;
- Supports Software/Hardware on equipment such as Scanners, Copiers, Printers, Monitors, and other peripherals;

- Manages and administers various IT-related services, such as telephone networks, municipal software, website, and social media relations, etc.;
- Primary employee on-call for emergency situations for town departments, such as the Police Department, the Fire Department, etc.;
- Supports the goals of the IT Department through creative problem-solving, decision making, and a commitment to customer service;
- Administers e-mail accounts, network user accounts and monitors internet bandwidth;
- Facilitates technology needs for board/committee meetings and other internal functions of municipal government.

Recommended Minimum Qualifications

Education, Training, and Experience:

High School Diploma / GED Required. A bachelor's degree or higher is strongly preferred, as are relevant certifications. Five years or more of responsible experience in an information technology environment; or an equivalent combination of education and experience.

Special Requirements/Licenses:

Network+, Security+, or Cisco certification a plus; Microsoft Server Certification MCSA; Current driver's license

Knowledge, Ability, and Skill:

Knowledge: Comprehensive knowledge of Windows operating systems; networking fundamentals; comprehensive knowledge of Windows Servers, Office 365 & Azure.
Ability: Ability to: manage multiple projects with time-related constraints in a fast-paced environment; establish and maintain cooperative relationships with town officials, employees, community partners, and vendors; influence others with supporting documentation and relevant research; provide excellent judgment when reviewing potential cyber-security areas of concern; provide cost analysis for procurement of technology-related supplies and services; research and delivery of employee training for various applications to a wide variety of end-users.
Skill: Must be well organized, an effective communicator at multiple levels and able to grasp system concepts and communicate their applications; must be capable of quickly learning new systems and associated software applications for proficient execution of tasks; liaise I.T. initiatives between disparate groups of internal and/or external customers, appointed/elected officials or employees; high level of integrity and accountability; diagnostic and problem-solving skills

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision, prolonged visual concentration, and the ability to adjust focus.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.

The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee is occasionally exposed to unpleasant conditions, such as heat, cold; dim or bright lights, dust, and noise. The employee must occasionally lift and/or move up to 50 pounds.

Supervision:

Supervision Scope:

Supervision Received: IT Manager

Supervision Given: None

Job Environment:

- Work is generally performed in typical office conditions, with frequent interruptions and requests for information; must be available 24/7 for public safety emergencies, and for all town meetings and other evening events as needed;
- Operates current and cutting edge workstations, mobile devices as well as standard office equipment.
- Makes regular contact with Town boards and committees, employees, department heads; contacts involve a wide-variety of complex issues;
- Has access to Town-wide confidential information as stored in IT system;
- Errors in judgment could affect the town's ability to deliver services and could result in substantial monetary and/or legal repercussions, could expose the town to certain legal liabilities, and could affect the public's confidence.

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(508) 485-0710 · FAX (508) 480-0161 · personnel@southboroughma.com

TITLE: Town Accountant

Department: Town Accountant | **SAP Grade: 8**

Bi-weekly Hours: 80 | **Reports to: Town Administrator**

Approved by Personnel Board: | **Approved by Appointing Authority:**

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Position Purpose:

Administrative, supervisory and technical work in monitoring, directing and auditing the municipal accounting system; performs technical accounting, financial, and computerized functions in maintaining the fiscal records and systems of the town; administers all internal and external financial reporting requirements; performs similar or related work as required or as situation dictates.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Develops and implements the town's accounting system and procedures; provides timely and accurate financial information and ensures the integrity of the financial data by instituting proper internal controls; ensures that no claim or payable against the town is fraudulent, unlawful, or excessive, as prescribed by Massachusetts General Laws and the Government Accounting Standards Board (GASB);
- Develops and prepares monthly reports to track all financial activity within the town's many funds, to include special revenue funds, revolving funds, state and federal grants, capital projects, enterprise funds, trust funds, and the general appropriations of the town; ensures that funds are reconciled on a monthly basis with the department authorized to expend said funds;

- Reviews all revenues; calculates, and assigns pro-rated indirect charges to Enterprise, and/or School Funds;
- Works collaboratively with the School Department financial staff to reconcile activity on general fund, grants, and special program funds on a monthly basis.
- Develops and prepares monthly reports to track all financial activity within the town's receivable accounts, to include property taxes, motor vehicle excise, tax title accounts, tax deferrals, taxes in litigation, tax foreclosures, and other town accounts; ensures that funds are reconciled on a monthly basis with both the department responsible and with applicable service bureaus;
- Is responsible for the fiscal year-end close-out, general ledger roll-over, and the development and filing of quarterly and year-end financial reports through the DLS gateway. The reports include balance sheet, Schedule A, various recap sheets, and revenue and expense statements for the audit process and for the State Department of Revenue for certification of free cash and tax rate certification;
- Serves as a resource of financial information to the Board of Selectmen, Advisory Committee, other elected officials, town departments, committees, and boards as required;
- Maintains original town and school service contracts and certificates of insurance for service; employment contracts, as well as private entities doing business with the town;
- Maintains files for federal, state, departmental, and private grants; monitors grants for compliance and completeness. Files reports as necessary;
- In conjunction with the Finance Director and Town Administrator, assists in the operating and capital budget document and facilitates its review and approval with the Advisory Committee and the Board of Selectmen; assists all town departments in budget development;
- Participates as a member of the Town's finance team to develop, modify, and/or review revenue and budget projections and financial policies and procedures; assists in the preparation and presentation of the quarterly report to the Select Board and Advisory Board;
- Develops and maintains accounting of all fixed assets and depreciation;
- Serves as the town liaison with the independent auditors of the Town;
- Maintains internal controls over expenditures through the examination of school and town Accounts Payable and Payrolls and pay rates to ensure accuracy and that they are properly approved;
- Is responsible for the management of computer software as it relates to general ledger set-up, maintenance, user permissions, and data processing functions;
- Oversees certain aspects of the town's bylaws which pertain to personnel administration, monitors all union and non-union benefits;;

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- Maintains the town's purchase order system and in conjunction with the Town Administrator authorizes purchase order requests; serves as custodian of Town contracts.
- Monitors the Community Preservation Committeee's reservations, articles, spending, and acts as the Town's liaison. Prepares and submits all annual CPC reports via the DLS gateway.

Recommended Minimum Qualifications

Education, Training and Experience:

Bachelor's Degree in accounting or business administration or related field; five- (5) to seven- (7) years of progressively responsible experience in professional, municipal accounting; or an equivalent combination of education and experience. Master's degree in accounting is preferred and certification with the Massachusetts Municipal Auditors' and Accountants' Association is highly desirable.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the principles and practices of municipal accounting, Governmental Accounting Standards Board practices, and of applicable provisions of the Massachusetts General Laws. Thorough knowledge of computer applications for accounting and financial management.

Ability: Ability to: analyze and interpret financial data and to present findings clearly in written and oral form; establish and maintain cooperative relationships with department heads, town and school officials, and governmental representatives.

Skill: Excellent skill in working with numbers and detail. Excellent analytical and communication skills. Excellent financial computer skills including thorough knowledge of the MS Office suite, specifically spread sheet applications in a business environment. Knowledge of the VADAR financial package and DLS gateway are essential.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimal physical effort required to perform functions under typical office conditions. Position requires the ability to operate a keyboard and standard office equipment at an efficient speed. The employee is required to use hands to finger, handle, or feel objects, tools, or controls, and to reach with hands and arms. The employee is frequently required to sit, talk, listen, and hear. Occasionally may be required to lift objects up to 30 pounds. Normal vision requirements.

Supervision:

Supervision Scope: Performs highly responsible functions of a complex, technical nature requiring the significant exercise of judgment and initiative to ensure that all municipal financial transactions conform to law and to professional standards; works independently within established policies and procedures; assumes direct accountability for departmental results. The work consists of employing many different concepts, theories, principles, techniques, and practices relating to the accounting field.

Supervision Received: The position is appointed by the Board of Selectmen, and works under the administrative direction of the Town Administrator. Responsible for the overall operation of the accounting department in accordance with Massachusetts General Laws Chapter 41, Section 55, 56, and 57 according to the UMAS method of accounting and local bylaws. Functions independently, referring specific problems to State Department of Revenue and Audit Compliance where clarification or interpretation, or exception to municipal policy may be required. The employee exercises control in the development of departmental policies, goals, objectives, and budgets. The employee is expected to resolve all conflicts that arise, and coordinate with others when necessary.

Supervision Given: Employee exercises departmental level of supervision over one- (1) full-time employee. Staff size is well-established and relatively stable. Employee works at the same location and on the same work shift.

Job Environment:

- The work environment involves everyday discomforts typical of offices. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.
- Operates computer, and general office equipment, such as calculator, copier, and facsimile machine.
- Work requires frequent contact with co-workers, all town departments, state, federal agencies, and/or individuals such as peers from other organizations, representatives of professional organizations. Required to work beyond normal business hours to attend board/committee and town meetings.
- Employee has access to town-wide confidential information, such as bid proposals, collective bargaining, legal issues, personnel records, and financial records of the town.
- Errors are difficult to detect and could result in financial losses from unauthorized expenditures, failure to receive funds due, or deterioration of the town's financial position; errors may also result in legal repercussions to the town.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

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(508) 485-0710 · FAX (508) 480-0161 · personnel@southboroughma.com

TITLE: Assistant Town Accountant

Department: Town Accountant | **SAP Grade:**

Bi-weekly Hours: 80 | **Reports to: Town Accountant**

Approved by Personnel Board: | **Approved by Appointing Authority:**

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Position Purpose:

In the absence of the Town Accountant, the Assistant Town Accountant is responsible for the overall operation of the Accounting Department and shall have the powers and be subject to the requirements and penalties applicable to the Town Accountant. The Assistant Town Accountant is directly involved in maintaining the financial records of the Town Accountant, reporting periodically to various agencies of the Town, State and Federal government as to the financial status of these records as required by laws and regulations. Liaison to town departments and officials regarding budgets, town meeting preparation and follow-up and research into regulations as to procedures of finances. Attend seminars annually to keep up with changes in general accepted accounting principles (GAAP) and Governmental Accounting Standards Board (GASB) statements.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Audits all accounts payable and payroll requests by all Town departments including the school department to ensure that payments are not fraudulent, unlawful, or excessive in compliance with Massachusetts General Laws, Chapter 41, Section 56.
- Reviews and processes weekly warrant and bills payables, checking for fiscal year compliance, sales tax, mathematical accuracy, vendor and account numbers, and invoices

for all town and school payables; contacts departments to resolve incomplete or missing information issues; prepares final warrant for Town Accountant and Town Administrator review and signatures;

- Reviews and approves payroll rates; works closely with Treasurer/Collector's office to resolve issues;
- Reviews school payables further to identify and correct vendor inconsistencies that occur as a result of importing school software to town software; works closely with the school Budget Officer and Southborough Financial Coordinator to communicate and resolve school payable issues, import file issues, and warrant changes;
- Serves as liason to vendors in need of payment inquiry, address changes, requests for 1099 purposes, certificates of insurance or check validation; researches and resolves misapplied or missing payments;
- Audits monthly cash book to ensure that all cash receipts are submitted and are reported accurately; records all cash receipts into the general ledger;
- Prepares monthly financial reports and reconciles with Town departments as needed;
- Prepares custom reports of payments and balances as requested for funds and grants;
- Enters journal entries as needed into the general ledger and subsidiary ledgers requiring knowledge of fund accounting and accounting principles;
- Statutory backup for Town Accountant in her absence in accordance with Massachusetts General Laws, Chapter 41, Section 49A. This includes, but is not limited to, processing and signing purchase orders, verifying payrolls, monitoring contracts, review applications and change orders, respond to inquiries directed to the Town Accountant by various employees, officials or vendors;
- Assumes statutory power and duties of the Town Accountant in her absence including signing warrants. Responsible for operation of the department in accordance with Mass. General Laws;
- Trains and oversees all users including remote users of the accounting software. May be responsible for the management of computer software as it relates to accounting and data processing functions;
- Maintains contract list and files, certificates of insurance files, notify departments of expirations, de-activate vendors in software to prevent payment to vendors with expired insurance;
- Processes purchase orders; verifies and processes vendor transactions for annual 1099 filing with State and Federal agencies; prepares a set of 1099 copies to be used in the annual workers' compensation audit;
- Maintains W-9 files including requesting updated forms as business changes are not in payables process; maintains vendor database;
- Maintains Annual Signature Authorization book for departments and committees;
- Works closely with Treasurer/Collector's office to schedule and resolve issues in importing payroll files, payroll-related payables, and refund batches;

- Compiles, researches, and analyzes annual capital expenditures to prepare reports and back-up to use for Capital Asset reporting;
- Maintains audit ready files and provide support on other departmental projects as assigned.

Recommended Minimum Qualifications

Education, Training, and Experience:

Associates degree in accounting or business administration or related field, with four to six years of progressively responsible experience in professional, municipal accounting; or an equivalent combination of education and experience; or bachelor's degree in accounting with one to three years of progressively responsible experience in professional, municipal accounting or an equivalent combination of education and experience.

Knowledge, Ability, and Skill:

Knowledge: Thorough knowledge of the principles and practices of municipal accounting and of applicable provisions of the Massachusetts General Laws. Thorough knowledge of computer applications for accounting and financial management.

Ability: Ability to: analyze and interpret financial data and to present findings clearly in written and oral form; establish and maintain cooperative relationships with town officials and governmental representatives.

Skill: Excellent skill in working with numbers and detail. Excellent financial computer skills including spreadsheet and data processing applications in a business environment.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimal physical effort required to perform functions under typical office conditions. Position requires the ability to operate a keyboard and standard office equipment at an efficient speed. The employee is required to use hands to finger, handle, or feel objects, tools, or controls, and to reach with hands and arms. The employee is frequently required to sit, talk, listen, and hear. Occasionally may be required to lift objects up to 30 pounds. Normal vision requirements.

Supervision:

Works under the general supervision of the Town Accountant. Primarily functions independently, referring specific problems to the Town Accountant when clarification or interpretation of department policy or procedure is required.

Job Environment:

- Performs highly responsible functions of a complex and technical nature, requiring the significant exercise of judgment and initiative to ensure that all municipal financial transactions conform to law and to professional standards.
- The work environment involves everyday discomforts typical of offices. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.
- Operates computer, printer, and general office equipment, such as calculator, copier, and facsimile machine.
- Work requires frequent contact with co-workers, all town departments, state, and federal agencies, and/or vendors or others doing business with the Town.
- Employee has access to confidential information, such as bid proposals, legal issues, personnel records, and financial records of the town.
- Errors are difficult to detect and could result in financial losses from unauthorized expenditures, failure to receive funds due, or deterioration of the town's financial position; errors may also result in legal repercussions to the town. The nature of work assures that errors are usually detected in succeeding operations however overpayments or delayed payments would have already occurred.

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MARCH 23, 2024

Annual Town Meeting Record

Article #	Consent	Article Description	Sponsor	Amount	Funding Source	Motion	Quantum of Vote	SB	Advisory
1	Y	Acceptance of PILOT Payments	Select Board			Marguerite Landry	Majority	Y (5-0-0)	Y (6-0-0)
2	Y	Annual Borrowing Authorization	Select Board			Al Hamilton	Majority	Y (5-0-0)	Y (6-0-0)
3	Y	Authorize contracts exceeding 3 years	Select Board			Andrew Dennington	Majority	Y (5-0-0)	Y (6-0-0)
4		Salary Administration Plan	Personnel Board			Barry Rubenstein	Majority	Y (5-0-0)	Y (6-0-0)
5		Fiscal Year 2025 budget	Select Board	$62,010,578	General Fund	Kathy Cook	Majority	Y (5-0-0)	Y (6-0-0)
6		Citizen Petition - Additional Police dispatchers	Bonnie Phaneuf, et al.	$289,414	General Fund	Bonnie Phaneuf	Majority	N (1-3-1)	N (0-6-0)
7		Citizen Petition - Additional Police dispatcher benefits	Bonnie Phaneuf, et al.	$119,372	General Fund	Bonnie Phaneuf	Majority	N (1-3-1)	N (0-6-0)
8		Citizen Petition - RECC	John Butler & Bonnie Phaneuf			John Butler	Majority	ATM	N (0-6-0)
9		Fiscal Year 2025 Water Enterprise budget	Select Board	$3,121,857	Enterprise	Sam Stivers	Majority	Y (5-0-0)	Y (6-0-0)
10		Transfer from Water Retained Earnings for FY24	Select Board	$100,000	Enterprise	Andrew Dennington	Majority	Y (5-0-0)	Y (6-0-0)
11		Capital Budget (Non-borrowing)	Select Board	$468,130	GF, Free Cash	Jason Malinowski	Majority	Y (5-0-0)	Y (6-0-0)
12		Library Construction Grant - E&D costs	Select Board	$150,000	Free Cash	Jane Davis	Majority	Y (5-0-0)	Y (6-0-0)
13		Capital Budget (borrowing)	Select Board	$2,186,000	Borrowing	Jason Malinowski	Two-thirds	Y (5-0-0)	Y (6-0-0)
14	Y	Capital Budget (Lease)	Select Board	$120,727	General Fund	Kathy Cook	Majority	Y (5-0-0)	Y (6-0-0)
15	Y	9-11 Field Revolving Funds for bond payment	Select Board	$90,000	9-11 Field Revolving	Sam Stivers	Majority	Y (5-0-0)	Y (6-0-0)
16	Y	General Consultant Article	Select Board	$30,000	Free Cash	Marguerite Landry	Majority	Y (5-0-0)	Y (6-0-0)
17	Y	OPEB Trust Fund	Select Board	$250,000	General Fund	Al Hamilton	Majority	Y (5-0-0)	Y (6-0-0)
18	Y	Insurance Deductible account	Select Board	$10,000	Free Cash	Andrew Dennington	Majority	Y (5-0-0)	Y (6-0-0)
19		Repurpose Lundblad Field funds for dog park	Select Board	$46,411	General Fund	Kathy Cook	Majority	Y (5-0-0)	Y (6-0-0)
20	Y	Facilities maintenance fund	Select Board	$150,000	General Fund	Sam Stivers	Majority	Y (5-0-0)	Y (6-0-0)
21		Recreation facility maintenance fund	Select Board	$25,000	General Fund	Marguerite Landry	Majority	Y (5-0-0)	Y (6-0-0)
22	Y	Annual authorization of revolving funds	Select Board			Al Hamilton	Majority	Y (5-0-0)	Y (6-0-0)
23		Accept MGL for Southborough Schools rental fund	School Committee			Kamali O'Meally	Majority	Y (5-0-0)	Y (6-0-0)
24		Southborough Schools Special Ed stabilization fund	School Committee			Kamali O'Meally	Majority	Y (5-0-0)	Y (6-0-0)
25		Lease & Power Purchase Agreement for Trottier School	School Committee			Kamali O'Meally	Majority	Y (5-0-0)	Y (6-0-0)
26		Regional School Capital Stabilization Fund	Regional School Committee			Kathleen A. Harragan Polutchko	Majority	N (2-3-0)	N (0-6-0)
27	Y	CPA - Administrative	CPC			Ben Smith	Majority	Y (5-0-0)	Y (6-0-0)
28	Y	CPA - FY24 State Match adjustment	CPC			Ben Smith	Majority	Y (5-0-0)	Y (6-0-0)
29		CPA - Restoration of Historic Town Records	CPC	$46,046	CPA funds	Ben Smith	Majority	Y (5-0-0)	Y (6-0-0)
30		CPA - Peninsula Trail Extension	CPC	$211,232	CPA funds	Ben Smith	Majority	Y (5-0-0)	Y (6-0-0)
31		CPA - Golf Club irrigation system	CPC	$553,750	CPA funds	Ben Smith	Majority	Y (3-2-0)	Y (5-1-0)
32	Y	Substance Abuse Abatement activities	Board of Health	$96,115.13	Free Cash	Safdar Medina	Majority	Y (5-0-0)	Y (6-0-0)
33		Amend Special Acts of 1991	Select Board			Andrew Dennington	Majority	Y (4-0-1)	Y (6-0-0)
34		Amend Town Code - Public Works Advisory Committee	Select Board			Kathy Cook	Majority	Y (5-0-0)	Y (6-0-0)
35	Y	Amend Town Code - Capital Imp. & Planning Committee	Select Board			Sam Stivers	Majority	Y (5-0-0)	Y (6-0-0)
36		Amend Zoning Code - Downtown District	Planning Board			Meme Lutrell	Two thirds	Y (5-0-0)	Y (6-0-0)
37		Amend Zoning Code - Expiration of Special Permits	Select Board/ZBA			Marguerite Landry	Two thirds	Y (5-0-0)	Y (6-0-0)
38	Y	Amend Town Code - Virtual meetings on Election Day	Town Clerk			Jim Hegarty	Majority	Y (5-0-0)	Y (6-0-0)
39		Accept MGL for Town Clerk certification stipend	Town Clerk			Jim Hegarty	Majority	Y (5-0-0)	Y (6-0-0)
40	Y	Amend Town Code - Minutes	Town Clerk			Jim Hegarty	Majority	Y (5-0-0)	Y (6-0-0)
41	Y	Petition Legislature - Pension Obligation Bonds	Select Board			Al Hamilton	Majority	Y (5-0-0)	Y (6-0-0)
42		Appropriation for Tricentennial Committee	Select Board	$30,000	Free Cash	Andrew Dennington	Majority	Y (5-0-0)	Y (6-0-0)
43		Assabet Valley stabilization fund	Select Board			Kathy Cook	Majority	Y (5-0-0)	N (0-6-0)
44		Citizen Petition - Prohibit sale of 21 Highland (2028)	Joe Palmer, et al.			Joe Palmer	Majority	N (0-5-0)	ATM
45		Citizen Petition - Prohibit sale of 21 Highland (2033)	Joe Palmer, et al.			Joe Palmer	Majority	N (0-5-0)	ATM
46		Citizen Petition - Prohibit sale of 21 Highland (2030)	Joe Palmer, et al.			Joe Palmer	Majority	N (0-5-0)	ATM
47		Citizen Petition - 2/3 vote threshold for non-Town CPC projects	Joe Palmer, et al.			Joe Palmer	Majority	N (2-3-0)	NB1:J48 (0-6-0)

* * * FROM THE MODERATOR * * *

Article "Consent" List
for Enactment Under By-Law §41-6(C)

As many of you know, under our Town By-laws the Moderator may propose a group of Warrant Articles to be taken up and resolved together, so that several routine Articles may be enacted in a single vote. Note that the Moderator only proposes this group; Town Meeting must approve it. Thus, prior to asking for the "consent" vote, I will ask if any voter wishes to hold any Article from the list and, if anyone does, that Article will be removed.

Below and continuing on the back side of this sheet is a summary list of the Articles that I propose to group together this year. Please review the actual Articles in the Warrant, and consider whether you wish to hold any of them. If you have any doubt whether a particular Article should be held from the list, I encourage you to hold it.

This process will take place soon after the start of the Meeting (at the beginning of the Warrant review), so please take time now to review the listed Articles. If you have any questions at all, there will be a chance to ask before we complete this process. Thank you for your participation today!

Paul Cimino
Moderator

No.	Subject Matter	Summary Description
1	Acceptance of PILOT	*Annual acceptance of payments from tax-exempt entities*
2	Short-term borrowing	*Annual Treasurer authorization for short-term borrowing*
3	Services contracts	*Annual authorization to exceed MGL 3-year limit but cap at 7*

14	Capital lease payments	*Funding for capital leases that were authorized in prior years*
15	911 Field Account Transfer	*Transfer revolving funds for bond payments for F24 and FY25*
16	Budget for consultants	*Pre-funding (30k) for ad hoc Consultant hires*
17	OPEB funding	*Annual funding (250k) of retiree benefits trust fund*
18	Insurance deductibles	*Annual funding (10k) for property damage deductibles*
20	Maintenance fund	*Annual funding (150k) of facilities maintenance*
22	Revolving funds	*Annual authorization of varied revolving fund spending limits*
27	CPA administrative	*Required annual allocation of overall funding and payments*
28	CPA FY24 adjustment	*Adjustment for last year's State match deviation from plan*
32	Substance abuse account	*Transfer to segregated account for prevention activity use*
35	Capital committee size	*Reduction of membership from 7 to 5 to facilitate a quorum*
38	Inclement meetings	*Virtual meeting exception for inclement weather prohibition*
40	Meeting minutes	*Restate Town Code to reflect State requirements for Minutes*
41	OPEB bonding petition	*Petition State to allow Town to issue bonds to fund OPEB*

ANNUAL TOWN MEETING WARRANT

of the

TOWN OF SOUTHBOROUGH

MASSACHUSETTS

For the Annual Town Meeting
on

March 23, 2024
10:00 a.m.

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Town Finance Terminology

The following terms are frequently used in the Advisory Committee Report and at Town Meeting. For your convenience, we provide the following definitions:

Surplus Revenue: (Often referred to as "Excess and Deficiency")
The fund represents the amount by which the Cash, Accounts Receivable and other floating assets exceed the liabilities and reserves.

Available Funds: (Often referred to as "Free Cash")
The amount of the Unreserved Fund Balance (Surplus Revenue) account over and above uncollected taxes of prior years constitutes "free cash" or "available funds".

Overlay:
The Overlay is the amount raised by the Assessors in excess of appropriations and other charges for the purpose of creating a fund to cover abatements and exemptions as granted.

Overlay Reserve:
This is the accumulated amount of the Overlay for various years not used or required to be held in the specific Overlay account for a given year, and may be used by vote of the town for extraordinary or unforeseen purposes or voted into the Reserve Fund.

Stabilization Fund:
An outside section of Chapter 138 of the Acts of 1991 (the FY92 State budget) modifies limitations on the Stabilization Fund appropriation process by enabling communities to appropriate from this fund for any non-capital, lawful purpose without Emergency Finance Board approval (section 333). Beginning in FY92, the Stabilization Fund will thus become a source of revenue for general operating expenses for communities.

The Stabilization Fund is a mechanism for setting aside money for capital projects. It equalizes the effect of capital expenditures over time, as capital appropriations can change considerably from year to year. The balance in the fund will build up during years when expenditures for capital items are low. During years with high capital expenditures, the community will transfer money from the fund to reduce the project's impact on the tax rate or the amount of borrowing required for the project.

A community may appropriate up to 10% of its tax levy each year, as long as the balance in the Stabilization Fund does not exceed 10% of the community's equalized valuation. Interest earned on any fund balance is retained as part of the fund.

Appropriations into a Stabilization Fund can be made at either an annual or special town or district meeting. Chapter 94 of the Acts of 1985 permits appropriations to be made from a Stabilization fund at a special town or district meeting, not just at the annual meeting. Regardless of the timing, appropriations from the Stabilization Fund require a two-thirds vote by the appropriating authority. Until the FY92 state budget, a community could only appropriate from the Stabilization Fund for a non-capital purpose with the approval of the Emergency Finance Board.

Reserve Fund:
This fund is established by the voters at the Annual Town Meeting only and may be composed of (a) an appropriation (not exceeding 5% of the tax levy of the preceding year), (b) money transferred from Overlay Reserve, or (c) both. Transfers from the Reserve fund may be made only by the Advisory Committee and are for "extraordinary or unforeseen expenditures" only.

Conservation Fund:
For land purchases and any other conservation use.

Introduction to the Rules of Town Meeting

Southborough's Town Meeting is an open town meeting in which all registered voters may participate. Town Meeting is a deliberative assembly, conducted via a defined process, charged with considering a maximum number of questions of varying complexity in a minimum amount of time and with full regard to the rights of the majority, strong minority, individuals, absentees and all of these together. In other words, we gather for the purpose of conducting the Town's business thoughtfully and efficiently.

AUTHORITY

The three elements of authority at Town Meeting are a quorum of one hundred (100) registered voters or more, the Clerk and the Moderator. Of these three, the quorum is the most important.

The Town Clerk is responsible for voter registration, certification of a quorum, setting up the hall and keeping the record of the proceedings. He may also officiate Town Meeting in the absence of a Moderator.

The Moderator presides at and regulates the proceedings, decides all questions of order, and makes declarations of all votes. No one may speak on an issue without being recognized by the Moderator. It is the Moderator's responsibility to approve the distribution of materials, and persons wishing to do so must seek his permission. The Moderator appoints Tellers and alternates for the purpose of counting votes of the meeting.

THE WARRANT

All matters to be considered at Town Meeting must be published in the Town Meeting Warrant, which is the responsibility of the Select Board. The primary and most important purpose of the Warrant is to notify voters in advance the nature of the business to be taken up at Town Meeting. By state law, Town by-law or custom, several business articles (such as budget appropriations) must be presented in the Town Warrant each year for consideration. Other items are added by warrant articles proposed by Town officials, committees, boards, or groups of ten or more registered voters. The Advisory Committee reviews the Warrant, making recommendations on all the items of business to be presented. In accordance with the Town by-laws, all articles in the Warrant are considered in the order in which they appear in the Warrant, unless the Town Meeting votes to change the order for reasons that reasonable people would entertain.

PARTICIPATION

Any voter wishing to participate in Town Meeting must go to one of the floor microphones and wait to be recognized by the Moderator. Upon recognition by the Moderator, first state your name and address, and then state your business.

Anyone whose name is not on the list of registered voters requires the approval of either the Moderator or a majority of the Meeting to sit in the voting area.

All remarks shall be limited to the subject then under discussion. It is improper to indulge in references to personalities, and all expressions of approval or disapproval, such as applause or booing, are out of order. The Moderator may request any person to keep silent. If after warning from the Moderator, a person refuses to be silent or persists in other disorderly behavior, the Moderator may order a person to withdraw and if he fails to withdraw, may order a police officer to remove such person from Town Meeting.

Individuals who have a personal or financial interest with respect to a matter may speak or vote thereon but should frankly disclose their interest. However, no Town Meeting voter should accept compensation for participating without disclosing that fact.

There is no fixed time limit to the debate of any question. However, out of consideration for the others in attendance and the need to give adequate time to all matters coming before Town Meeting, each individual who speaks should make an effort to be as brief as possible and avoid repeating facts, views or opinions already expressed by others.

Anyone wishing to make a presentation with respect to any article must, prior to Town Meeting, obtain the Moderator's approval.

In order to give all a fair opportunity to speak, no one who has addressed any particular motion shall speak again, except to answer questions, until all others wishing to speak to the motion have done so.

HOW ARE MOTIONS CLASSIFIED?

Main Motions
Motions of this group are for the bringing of questions, or propositions, before Town Meeting for consideration. Only one main motion can be considered at a given time, and once introduced such a motion excludes all other main motions until it has been disposed.

Subsidiary Motions
Motions of this group are for the modification or disposition of the main motion that is being considered. Their existence as motions depends entirely upon the principal motion to which they are subordinate. Since they relate to the question then under consideration, it is in order to propose them when a main motion is pending and to vote upon them before voting upon the main motion.

Privileged Motions
Motions of this group have no connection whatsoever with any main motion, but are motions of such importance that they are entitled to immediate consideration. These motions have the privilege of temporarily setting aside the main business then before Town Meeting.

Incidental Motions
Motions of this group have few characteristics in common, but for convenience have been grouped into one class. The name "incidental" applies because they arise only incidentally out of the business of Town Meeting.

RULES RELATIVE TO MOTIONS

A motion is the means of bringing a proposal or question for consideration by Town Meeting. When first put forward it is a motion; after it is seconded and acknowledged by the Moderator, it becomes the question or proposal. Except for complimentary resolutions (the presentation of which must be approved in advance by the Moderator), no main motion shall be entertained unless its substance is contained within the scope of a Warrant article. Upon completion of debate, articles will be voted upon.

The Moderator shall determine whether a motion, or any discussion relative to a motion, is within the scope of the Warrant article under consideration. That is, the motion and the debate must be relevant to the article as written in the Warrant, since the purpose of the Warrant is to apprise voters of the actions to be taken at Town Meeting.

Articles only give notice to the voters and do not initiate action; motions do. Motions may be withdrawn; articles may not be withdrawn – articles must be acted upon by Town Meeting.

There are four types of amendments: striking out, inserting, striking out and inserting, and substitution. Motions to amend may be hostile as long as they are germane. An amendment to a motion is an amendment of the first rank; an amendment to an amendment is of the second rank; there can be no amendment beyond that of the second rank.

Some motions do not lead to a final determination by Town Meeting. A motion to commit or to refer sends the matter to an existing board or committee or one to be established. The motion to postpone indefinitely disposes of the question without bringing it to a direct vote. The motion to postpone indefinitely should not be confused with the motion to table which only temporarily delays a vote. As previously stated, articles may not be withdrawn; so when the Meeting does not wish to act on a particular article, the proper motion is to postpone consideration indefinitely.

Motions to reconsider shall be entertained when new information is available that is materially different than was presented (or could have been presented) at the time of the original vote on the article. Articles may be reconsidered only once. If a motion to reconsider is passed by the necessary 2/3 vote, it brings the original article back to the floor (which requires a new motion and additional debate); if the motion to reconsider is defeated, then the original article stands as previously voted and may not be reconsidered again. Actions to reconsider can be taken at the same session or any subsequent session of Town Meeting. A notice of reconsideration may be filed in advance with the Town Clerk stating that, at a specific point during the current Town Meeting, a voter will move for reconsideration on a particular article, and the Moderator will inform the hall of said action. Note that such a motion so noticed in advance must still be in order (i.e., must comply with all conditions required of any reconsideration motion).

All motions other than purely procedural motions must be in writing and signed by the sponsor.

CHART OF PRECEDENCE OF MOTIONS AND SUMMARY OF GOVERNING RULES

	May interrupt a speaker	Req. a sec.	Debatable	Vote Required	Motions that may apply
PRIVILEGED MOTIONS					
1. To dissolve	no	yes	no	majority	none
2. To adjourn	no	yes	limited	majority	amend
3. Point of no quorum	no	no	no	none	none
4. Recess	no	yes	limited	majority	amend
5. Question of privilege	yes	no	no	chair rules	none
SUBSIDIARY MOTIONS					
6. To lay on the table	no	yes	no	2/3	none
7. Previous question	no	yes	no	2/3	none
8. Limit or extend debate	no	yes	no	2/3	amend, reconsider
9. To postpone to time certain	no	yes	limited	majority	amend, reconsider
10. To commit or refer	no	yes	limited	majority	amend, reconsider
11. To amend	no	yes	yes	majority	amend, reconsider
12. To postpone indefinitely	no	yes	yes	majority	reconsider
MAIN MOTIONS					
Main Motions	no	yes	yes	majority*	all
To reconsider or rescind	no	yes	yes	2/3	table previous question postpone definitely
To take from the table	no	yes	no	majority	none
To advance an article	no	yes	yes	majority	amend, reconsider
INCIDENTAL MOTIONS					
Point of order	yes	no	no	chair rules	none
Division of a question	no	yes	no	majority	none
Separate consideration	no	yes	no	majority	none
To withdraw a motion	no	no	no	majority	reconsider
To suspend rules	no	yes	no	2/3	none
Orders of the day	yes	no	no	none	none

*The vote required to pass an affirmative main motion is a matter of substantive law, but is usually a majority.

FORM USED IN MAKING MOTIONS

1. Main Motion	Mr. Moderator, I move that..(statement of the proposal)
2. Adjourn	Mr. Moderator, I move to adjourn to...(state time)
3. Amend	Mr. Moderator, I move to amend by adding...
	Mr. Moderator, I move to amend by inserting...before...
	Mr. Moderator, I move to amend by stroking out...
	Mr. Moderator, I move to amend by striking out...and inserting...
	Mr. Moderator, I move to substitute...for...
4. Amend an Amendment	Mr. Moderator, I move to amend the pending amendment by (see above)
5. Amend Something Previously Adopted	Mr. Moderator, I move to amend the resolution under Article...by...
6. Commit or Refer	Mr. Moderator, I move that the proposal be referred to a committee of...
8. Division of a Question	Mr. Moderator, I move to divide the question.
9. Lay on the Table	Mr. Moderator, I move that the proposal be laid on the table.
10. Point of Order	Mr. Moderator, I rise to a point of order.
11. Postpone to a time certain	Mr. Moderator, I move to postpone the question to...
12. Postpone Indefinitely	Mr. Moderator, I move that the question be postponed indefinitely.
13. Previous Question	Mr. Moderator, I move the previous question.
14. Question of Privilege	Mr. Moderator, I rise to a question of privilege.
15. Recess	Mr. Moderator, I move to recess for...
16. Reconsider	Mr. Moderator, I move to reconsider the vote under Article...
	Mr. Moderator, I move to reconsider the vote on the amendment to...
17. Separate Consideration	Mr. Moderator, I move for separate consideration.
18. Suspend the Rules	Mr. Moderator, I move to suspend the rules which interfere with...
19. Take from the Table	Mr. Moderator, I move to take from the table the motion relating to...

INTERRUPTING A SPEAKER

No one may interrupt a speaker except for a point of order or a question of privilege.

POINT OF ORDER

A point of order if a question of the Moderator about whether the speaker is entitled to be speaking, or whether the current subject under discussion (or what the speaker is saying) is irrelevant, illegal or contrary to proper procedure. No other "point of order" is proper.

PREVIOUS QUESTION

To call or move the question is a request to stop discussion and to take an immediate vote. This requires a 2/3 vote.

VOTING

At the Moderator's discretion, voting may be via electronic devices for some or all of the articles. Instructions and procedures will be made available for all voters attending Town Meeting. If electronic voting is not employed, voting is by hand vote and the Moderator declares the result of such votes. If seven or more voters immediately question the declared result, the Moderator shall determine the result by a standing count of votes by the Tellers. After the vote counted by the Tellers is presented to the Moderator and announced to the floor, any further motions for recount are out of order.

ADJOURNMENT AND DISSOLUTION

Sessions of Town Meeting normally adjourn at eleven o'clock in the evening but may adjourn at such earlier or later time as vote of the majority may determine. Town Meeting shall not dissolve until all articles in the warrant have been properly considered.

TOWN WARRANT
COMMONWEALTH OF MASSACHUSETTS

ANNUAL TOWN MEETING

Worcester, ss. March 4, 2024

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the Inhabitants of the Town of Southborough qualified to vote in town affairs, to meet in the Trottier School Auditorium, 49 Parkerville Road, in Southborough, MA, on

Saturday, March 23, 2024

at ***10:00 a.m.***, then and there to take action on the following Articles:

ARTICLE 1: To see if the Town will vote to endorse the acceptance of any sum of money from St. Mark's School, Fay School, Harvard Medical School, L'Abri Fellowship, The New England Center for Children, and any other contributor and deposit same amount in the Town's treasury for use as directed by any such donor, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *To allow the Select Board to accept donations from Tax Exempt organizations and determine the disposition of funds.*

ARTICLE 2: To see if the Town will vote to authorize the Town Treasurer, with the approval of the Select Board, to borrow from time to time in anticipation of revenue of the financial year beginning July 1, 2024 in accordance with the provisions of Massachusetts General Laws, Chapter 44, and to issue a note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17 as amended, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article allows the Town Treasurer to short-term borrow in anticipation of revenue.*

ARTICLE 3: To see if the Town will vote in accordance with the provisions of Massachusetts General Laws Chapter 30B, Section 12(b), to authorize the Select Board or the Superintendent of Schools to solicit and award contracts for terms exceeding three years, but no longer than seven years, including any renewal, extension or option, provided in each instance the longer term is determined to be in the best interest of the Town by a vote of the Select Board or the School Committee, as appropriate, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Board Recommendation: Support
Summary: *This article allows the Select Board and/or the School Committee to enter into contracts in excess of three years, if deemed in the best interest of the Town to do so. This has been an annual article, and the exemption has been limited to contracts of no more than seven years.*

ARTICLE 4: To see if the Town will vote to accept the Personnel Salary Administration Plan, as specified in Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL.

PERSONNEL BYLAW
ENTITLED "THE SALARY ADMINISTRATION PLAN"
[revised at March 23, 2024 Annual Town Meeting]

Effective July 1, 2024, this bylaw establishes a Salary Administration Plan for the Town of Southborough that (i) groups position classifications in Town services, (ii) establishes salary schedules and employee benefits and (iii) establishes and authorizes the Personnel Board to administer the bylaw to provide oversight and guidance to the Town Administrator in the development and maintenance of personnel policies and regulations, and to represent the interest of both the taxpayers and the Town employees.

This Salary Administration Plan applies to the positions of all officers and employees in the service of the Town, whether full-time, part-time, temporary, seasonal, special or any other, except those positions filled by popular election, under the direction and control of the School Committee, performed pursuant to a contract approved by the Town, encompassed in any officially recognized labor union and/or association, or exempted by statute. The positions covered by this Salary Administration Plan are hereby classified by titles in the groups listed in Schedule A through E ("Classification Schedule") as set forth in Section 20 of this bylaw.

The classification of positions subject to the Massachusetts Welfare Compensation Plan (as amended) and the scheduled rates therefor, as well as the applicable provisions of the Massachusetts General Laws relating to the application of rates set forth in the aforementioned Welfare Compensation Plan are hereby incorporated by reference.

SECTION 1. DEFINITIONS

As used in this bylaw, the following words and phrases shall have the following meanings:

"Administrative Authority" means the elected or appointed official or board having jurisdiction over a function or activity.

"Base Pay" means the compensation paid by the Town of Southborough for the purposes of determining retirement credits and contributions for Town employees.

The Town shall contribute funds as required for each eligible employee in accordance with the procedures and formula established by the Worcester Regional Retirement System and the bylaws of the Town of Southborough. Contributions shall include (i) wages earned during the first eight hours worked in any one day (no contributions shall be made for hours worked in excess of 40 per week,) (ii) any lump sum bonus that is guaranteed by the Salary Administration Plan or the Bylaws of the Town, (e.g., longevity pay); (iii) vacation pay, except when paid in lieu of taking vacation; (iv) sick pay; and (v) holiday pay.

"Class" means a group of positions in the Town service sufficiently similar with respect to duties and responsibilities such that for each position the same (i) descriptive title may be used, (ii) qualifications shall be required, (iii) tests of fitness may be used to choose qualified employees and (iv) scale of compensation can be equitably applied.

"Classification Schedule" means any of Schedules A, B, C, D and E of Section 20 hereof.

"Compensation Grade" means a range of salary/wage rates as may appear in the Classification Schedules.

"Continuous Full-Time Service" means employment requiring a predetermined minimum work period that is uninterrupted except for authorized leaves (e.g., vacation, sick, etc.).

"Continuous Employment" means full-time or part-time employment that is uninterrupted except for authorized leaves (e.g., vacation, sick, etc.).

"Department" means a functional unit of Town government.

"Department Head" means the person appointed and responsible to carry out the duties of a Department.

"Exempt employee" means an employee who is not entitled to overtime pay under the Fair Labor Standards Act (FLSA).

"Full-Time Employment" means employment for not less than 20 hours per week for fifty-two weeks per annum, excepting authorized holidays and leave periods.

"Group" means a group of classes as may appear in the Classification Schedules.

"Maximum Rate" means the highest compensation rate to which an Employee is entitled.

"Minimum Rate" means the lowest rate in a Range, and is normally the hiring rate of a new employee.

"Non-exempt employee" means an employee who is entitled to overtime pay under the Fair Labor Standards Act (FLSA).

"On-Call Compensation" refers to additional money paid to an employee who is available to work when the need requires oftentimes in an evening or weekend capacity.

"Part-Time Employment" means employment less than 20 hours per week.

"Position" means an office or post of employment in the Town service with duties and responsibilities calling for the Full-Time or Part-Time employment of one person in the performance and exercise thereof (or of more than one person sharing the same position).

"Position Class" means the same as "Class" (note that a class may include only one position, in which event it is defined as a "single position class").

"Probationary Employee" means a first-time Town employee within his/her first six months of employment, or longer if extended.

"Promotion" means a change from one position to another position in a higher class and/or compensation grade.

"Range" means the difference between minimum and maximum rates of an assigned grade.

"Rate" means the measure of compensation for personal services on an hourly, weekly, monthly, annual or other basis.

"Salary Administration Plan" means the Personnel Bylaw Entitled "The Salary Administration Plan."

"Single Rate" means a rate for a specific position class that is not in a designated range

"Start Date" means the first day of employment with the Town.

SECTION 2. POSITION TITLES

No person shall be appointed, employed or paid in any position under any title other than those of the Classification Schedule for which the duties are actually performed. The position title in the Classification Schedule shall be the official title for all purposes, including payrolls, budgeting and official reports.

SECTION 3. NEW OR CHANGED POSITIONS

No new position shall be established, nor the duties of an existing position so changed that a new level or work demand exists, unless upon presentation of substantiating data satisfactory to the Personnel Board, the Board shall (a) approve an appropriate job description, (b) rate such new or changed position, and (c) allocate it to its appropriate classification grade and establish the rate thereof.

SECTION 4. RECLASSIFICATION OF EMPLOYEES

No position may be reclassified to another grade, whether higher or lower, unless the Personnel Board shall have determined such reclassification is consistent with this Salary Administration Plan.

SECTION 5. JOB DESCRIPTIONS

The Personnel Board shall maintain such criteria as it deems appropriate for the positions and classes in the schedules. Each department or public body (board, committee, commission) with SAP employees shall maintain current job descriptions for such employees. All such job descriptions and any revisions thereto must be submitted to the Personnel Board for approval following review and approval by the Select Board or appropriate public body. The criteria for any class shall not be deemed to limit the duties or responsibilities of any position as set forth in the job description, nor to affect in any way the power of any administrative authority to appoint, to assign duties to, or to direct and control the work of any employee under the jurisdiction of such authority.

SECTION 6. COMPENSATION

a. The bi-weekly pay period shall begin at 12:00 a.m. Thursday and shall end at 11:59 p.m. on the following second Wednesday.

b. Non-exempt employees subject to this Salary Administration Plan shall be paid for one and one-half hours worked for any hour worked in the excess of forty in their weekly pay period, provided such extra hours were authorized by the Department Head.

c. The salary schedules set forth in Schedules A, B, C, D and E of Section 20 hereof reflect the maximum and minimum salaries for each grade.

d. The annual salary set forth in Schedule A represents a 40-hour work week and in the event an employee works less than 40 hours per week but more than 20 hours per week, the indicated annual salary is pro-rated reflective of the posted salary schedule in Schedule A.

e. Amounts paid to employees in reimbursement for expenses incurred in the performance of their duties (e.g., mileage, meals, dues, etc.) shall be paid in addition to their compensation. Reimbursement shall be based upon the actual documented expenditure made by the employee, or at rates established by the Internal Revenue Service, supported by that agency's requirements for documentation.

f. On-Call Compensation: The on-call member of the Facilities Department shall be eligible to earn a weekly stipend for on-call service if the department head has required them to be available to respond to situations outside of their normal work schedule. This weekly stipend shall be equal to a set rate of $300 per week. If the on-call staff member must report to work outside of their normal work schedule, compensation for this time shall be based on the standard SAP overtime practices. Additionally, if the on-call staff member is faced with a situation that renders them unable to serve as the on-call individual on a particular day that they are scheduled to be on call, said employee may request that another eligible staff member cover their on-call time, with the approval of the department head. In such an event, the regularly scheduled employee's weekly stipend will be reduced by $45.00 per day that they are unable to be on call; this stipend amount will instead be paid to the covering employee per day of coverage. There is no provision to accrue compensation time in lieu of payment for on-call time.

SECTION 7. SALARY ADJUSTMENT & COMPENSATION POLICIES

a. Every employee that is in Continuous Full-Time or Part-Time service of the Town, as computed from the date of their latest employment, shall be eligible for consideration of a salary increase annually on July 1. Employees hired between April 1 and June 30 will be eligible for a salary increase the July 1st following their twelve-month anniversary. Except as may be authorized by the Personnel Board in exceptional circumstances, such increase is not to exceed one increase in any single twelve-month period until the maximum of the grade is obtained, and such increase shall be subject to the recommendation of the Department Head, with the approval of the Select Board or their designated appointee in the case of departments within the jurisdiction of the Select Board, or the appropriate Commissioners or Trustees in the case of departments outside the jurisdiction of the Select Board.

Retroactive salary increases voted by the Personnel Board shall not be compensated beyond July 1 of that fiscal year, regardless of the funding mechanism.

Unless specifically exempted by Personnel Board policy, requests for salary increases must be accompanied by a certification from an employee's manager that the employee's performance has been "satisfactory" or better and that a written employee performance appraisal, on a form approved by the Personnel Board, has been completed. The form of this certification will be prescribed by Personnel Board policy promulgated hereunder. Upon receiving such documentation, the Personnel Board shall have final review and approval of all adjustments.

An employee may appear before the Personnel Board prior to its action on any request for an increase. Any employee denied such an increase may appeal, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Select Board or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter.

b. Special Non-Continuous Part-Time employees and employees in Schedule B classifications shall be eligible for consideration for salary increases upon the recommendation of the appropriate department manager or Board and approval of the Personnel Board.

c. Probationary Employees

1. During the probationary period, benefit eligible employee(s) will earn vacation, sick and personal time in accordance with Section 11(b-d) hereof.

2. During the probationary period, paid leave accruals shall be based on the Start Date.

SECTION 8. TRANSFERS AND PROMOTIONS

a. An employee who is promoted to a job with a higher range or rate of pay shall enter it at the rate recommended by the Department Head with the approval of the Personnel Board, provided the maximum for the job is not exceeded. This is contingent upon the Department Head's recommendation that qualifications and performance warrant it.

b. An employee transferred to a job with a lower range or rate of pay shall enter it at the rate paid for the previous position or at the maximum rate for the job, whichever is the lower, provided the Personnel Board approves. The employee shall have a right to appeal this decision, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Select Board or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter.

SECTION 9. NEW PERSONNEL HIRING; DEPARTURES

a. Pre-employment physical examinations will be required of newly-hired employees consistent with the Town's policies.

b. Probationary period: For new hires, the first six months of employment shall be a probationary period. The probationary period does not apply to Town employees who change positions within the Town. The probationary period is a time during which an employee will be evaluated to ensure that the employee has the requisite knowledge, skills, and abilities to perform the position (with or without reasonable accommodations). Completing the probationary period does not change the employee's relationship with the Town, which will remain one in which either the employee or the Town may terminate the relationship at will. The probationary period may be extended by a Department Head [or Appointing Authority] when deemed necessary.

c. A new employee's hiring rate shall be the minimum of the rate range of the job, unless otherwise authorized by the Personnel Board or Personnel Director. The Personnel Board is cognizant of the need to make timely decisions during the recruitment process, therefore, the Personnel Director is empowered to set starting salaries for new employees with comparable experience up to Step 8 for the appropriate job grade as set forth in Schedule A of the Salary Administration Plan.

d. The Personnel Director or his/her delegatee shall notify the Personnel Board in writing of the hiring

of all personnel and their hiring rates. The Personnel Director or his/her delegatee shall also notify the Personnel Board in writing of the departure of any employee.

SECTION 10. DEPARTMENT BUDGETS

Each Department Head shall include in the annual departmental budget a pay adjustment section to provide funds for anticipated pay adjustments, with expenditures to be made only in accordance with this Salary Administration Plan and with the approval of the Personnel Board. Degree bonus [Sec 11i(1)] funds shall also be budgeted in the departmental budget.

SECTION 11. EMPLOYEE BENEFITS

Employee benefits are a cost to the Town and a form of "indirect pay" to employees. The benefits listed below are not intended to supersede what State or Federal law may otherwise require. The benefits set forth in this section are applicable to Full-Time employees only, except where noted.

All forms of paid leave set forth in this section are based on a 40 hour work week; in the event an employee works less than 40 hours per week but more than 20 hours per week, the indicated benefit shall be pro-rated reflective of the approved hours per week for that position.

a. Holidays with Pay

Full-Time employees shall receive one day's pay at their regular rate for the following:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents' Day	Veteran's Day
Patriot's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Juneteenth	Christmas Day
Independence Day	Day before or after Christmas Day (as set by the Town annually

To be eligible for holiday pay, an employee must work (or be duly excused from working) their regular scheduled days preceding and following the holiday. Employees who do not work 20 hours or more per week on a regular basis shall not be compensated for holidays.

Employees whose regular day off falls on a holiday may have one day off with pay within the ensuing thirty days in lieu of holiday pay, with the specific choice of day subject to Department Head approval. Furthermore, the day granted in lieu of holiday pay shall not cross fiscal years.

All administrative policies and practices relative to holidays with pay shall be prepared and established under the direction of the Personnel Board.

b. Vacations with Pay

(1) Full-Time employees who have been in the continuous employ of the Town shall earn paid vacation in accordance with the following schedule:

Years of Employment	Hours Earned Per Month	Vacation Earned Per Year (Pro-rata)
0 - 2	6.666	Two weeks
2+ - 7	10.0	Three weeks
7+ - 15	13.333	Four weeks
15+ - or more	16.666	Five weeks

Employees hired prior to July 1, 2005, shall be eligible to earn twenty hours per month after serving twenty years of full-time employment with the Town.

(2) At the recommendation of the hiring authority and upon the approval of the Personnel Board, new employees entering into a position with the Town of Southborough from a similar position will be allowed to enter into the vacation schedule using their years of service from their prior employment, up to a maximum of four weeks' vacation [pro-rated] for the first year of employment with the Town.

Vacation shall be granted by Department Heads at their discretion subject to the regular work needs of the Department. An employee shall be permitted to carry over to the following year one year's worth of earned vacation. Employees hired on or after July 1, 2023, shall be permitted to carry over a maximum of two weeks to the following fiscal year. The employee must have the Department Head's approval to take any portion of a prior year's unused vacation in addition to the days earned in the current fiscal year. Employees commencing employment with three weeks per year will be required to complete two years of service before ascending to the next band (four weeks) in the vacation schedule chart and seven years of service before ascending to the following band. Awarding four weeks should be the exception based on evidence that the employee is leaving another position that already provides this benefit. Employees commencing employment with four weeks per year will be required to complete five years of service before ascending to the next band (five weeks).

(3) If in the opinion of the Department Head there are unusual work-related circumstances that warrant it, a department head may seek approval from the Town Administrator or his/her delegatee to allow the employee to continue to work and receive vacation pay in lieu of taking vacation. Approval granted in this section may not exceed ten days per fiscal year.

(4) In the event of termination of employment the employee shall be paid, or be entitled to time off with pay, for any accumulated vacation time. Personal and sick leave shall not be compensated at termination.

(5) Vacation administrative policies and practices shall be prepared and established under the direction of the Personnel Board.

c. Sick Leave

(1) Full-Time employees shall be entitled to accrue 10 sick hours per month, equaling 120 hours annually (15 sick days); employees working less than 40 hours in a weekly pay period will accrue ratably based on hours worked per week. Pay for each day of sick leave shall be at the regular rate. Absences on account of sickness in excess of that authorized shall be charged to vacation or other available paid leave. Sick leave shall be payable only in cases of genuine illness, non-work connected accident, or work connected accidents not covered by Massachusetts General Laws Chapter 152 (Workers' Compensation).

(2) Unused sick leave may be accumulated without limitation for employees hired before July 1, 2007. Employees of the Town of Southborough hired on or after July 1, 2007 may only accrue 120 sick days at any one time. At retirement [or death] only, the Town will pay the employee twenty percent (20%) of the employee's then-accumulated sick leave. Employees of the Town of Southborough hired on or after July 1, 2023, will not be subject to any payout of accumulated sick leave.

(3) Employees who because of genuine illness or a non-work connected accident are absent for a period of more than three days shall be required to present a doctor's certificate to their Department Head before returning to work stating the reason, the period of time the employee was absent and whether there are any physical restrictions or required outpatient services the employee must adhere to in the workplace.

(4) Annually, an employee may use up to seven of the allowed fifteen days of sick leave for the care of a sick family member.

(5) Sick leave administrative policies and practices shall be prepared and established under the direction of the Personnel Board.

d. Personal Days

Full-Time employees shall be entitled to three personal days per year, to be granted annually on the anniversary of the employee's Start Date. New employees shall be granted three personal days which shall be pro-rated based on hours worked per pay period. Requests for personal days shall be approved by the

Department Head. Personal days shall not accumulate from year to year.

e. Military Leave

(1) Reserve Duty: An employee in full-time employment in the military reserve shall be paid the difference between compensation received while on reserve duty and regular compensation rates paid the employee by the Town. Such payment by the Town shall be limited to a period not to exceed two weeks in any twelve-month period.

(2) Active Duty: Pursuant to Article 8 of the April 11, 2005 Annual Town Meeting, an employee in the federal military reserve or a state National Guard who is called to active service shall be entitled to their regular base salary and shall not lose any seniority or paid leave benefits while on military leave; *provided*, however, that such base pay shall be reduced by any amount received from the United States as pay or allowance for military service performed.

f. Jury Duty

Any employee who is called to jury duty shall be paid the difference between their normal compensation and the amount (excluding any travel allowance) received from the court, upon presentation of evidence of the amount paid by the court.

g. Miscellaneous Paid Time Off

Working time lost from regularly scheduled work days for reasons listed below shall be without loss of pay, provided such lost time is authorized by the Department Head. Sections (1) – (3) are applicable to Full-Time employees only; Section (4) is applicable to both Full-Time and Part-Time employees.

(1) Bereavement leave – In the event of the death of a spouse, father, mother, child, father-in-law, mother-in-law, brother, sister, grandparent, or of any other person then residing with the employee, such employee shall be entitled to receive three days' leave for the purpose of the funeral and services of the deceased. If out-of-state travel is required, the Department Head may authorize up to two additional days of travel time.

(2) Medical examination or inoculation required by the Town.

(3) Blood donation authorized by the Department Head.

(4) Attendance at professional and/or educational programs authorized by the Department Head.

h. Court Time Pay

If the Town requires that an employee appear in Court as a witness or in any other capacity arising from the performance of the employee's duty, or on behalf of the Commonwealth or the Town in any civil or criminal case pending in any Court or other official governmental board or agency, such appearance and related travel time shall constitute work time for purposes of calculating weekly hours worked. If such appearance or related travel time causes a non-exempt employee to exceed forty hours of work in any given work week, the employee shall be eligible for overtime pay in accordance with Section 6(b). This section does not apply to exempt employees.

i. Employee Educational Support/Professional Development

(1) Degree Bonus: All Part-Time and Full-Time employees who, while an employee of the Town, earns a degree in a field applicable to their position from an accredited college or university, shall receive a one-time bonus subject to appropriation, according to the following schedule:

Associates Degree... $ 800.00
Bachelors Degree.. $1,200.00
Masters Degree..... $1,500.00

A copy of the completed transcript, diploma or other appropriate evidence of the completed degree must be presented to the Department Head and the Personnel Board, and shall be submitted as documentation for accounts payable.

(2) Tuition reimbursement: the Town may offer tuition reimbursement to eligible Full-Time and Part-Time employees as prescribed by Personnel Board policy enacted under this Bylaw.

j. Group Medical Insurance

Starting July 1, 2009, the Town will contribute fifty percent (50%) of the cost of a medical indemnity plan or seventy-five percent [75%] of the cost of a Health Maintenance Organization plan for Full-Time employees only.

SECTION 12. UNPAID LEAVES OF ABSENCE

a. A leave of absence without compensation may be granted by the Personnel Board.

b. Leaves of absence of over three months' duration (except Military Leave) shall be deemed a break in employment, and on return to work the employee shall have the status of a new employee unless an extension of leave beyond three months was authorized by the Personnel Board.

SECTION 13. PART-TIME EMPLOYEES WORKING FULL-TIME HOURS TEMPORARILY

a. A Part-Time employee may work 20 hours or more per week for no longer than two bi-weekly pay periods, or four bi-weekly pay periods in the case of an Election Worker during an election cycle, if requested by their Department Head due to exigent circumstances, or for longer if recommended by the appointing authority or the Personnel Director, with the authorization of the Finance Director and approval of the Personnel Board. In such cases, the employee will remain a Part-Time employee with no change in status.

b. Department Heads may submit requests for additional compensation for Part-Time employees temporarily working Full-Time hours, subject to available funding as authorized by the Finance Director and approved by the Personnel Board.

SECTION 14. APPOINTMENT OF "ACTING" DEPARTMENT HEADS

a. In the absence or retirement of a Department Head for three consecutive weeks, the Select Board or appropriate board or commission may appoint an "Acting" Department Head to serve for a period ofnot more than three months. Such three-month period may be extended for up to three additional three-month periods, upon the approval of the Select Board or other appropriate board or commission for each such extension. In no case shall an appointment of an "Acting" Department Head exceed one year.

b. Duly appointed "Acting" employees shall be compensated at an additional 10% per week, payable retroactively only upon the conclusion of three consecutive weeks of service by the "Acting" employee. Such employees shall still be eligible for overtime pay when fulfilling regular duties from the previous job beyond normal working hours.

SECTION 15. PERSONNEL BOARD

a. There shall be a Personnel Board to administer the Salary Administration Plan. Said Board is to be appointed by the Town Moderator. The Board shall consist of five voters other than employees of the Town or those regularly serving the Town in any elective capacity. They shall serve without compensation.

b. Other than as may be needed to fill unexpected vacancies, appointments shall be for three years. The Moderator shall fill any vacancies. The Personnel Board may employ assistance and incur expenses as it deems necessary, subject to appropriation of funds therefor.

SECTION 16. DUTIES OF THE PERSONNEL BOARD

a. The Personnel Board shall administer the Salary Administration Plan and shall establish such policies, procedures and regulations as it deems necessary for the administration of the Plan.

b. The Town Administrator serves as the Town's Personnel Director under the Town Administrator Bylaw [Ch. 27, Art. IX]. As such, the Personnel Director is invested with personnel authority and responsibilities as set

forth therein. From time to time, and as may be necessary, the Personnel Board will consult and/or act in concert with the Personnel Director or his/her delegatee on matters of joint responsibility and concern. The Personnel Board shall provide oversight and guidance to the Personnel Director in the development and maintenance of personnel policies and regulations.

c. The Board shall meet annually in July and organize by the choice of a Chair and Vice-Chair. The Board shall meet at least monthly, except when there is no business before the Board. A majority of the Board shall constitute a quorum for the transaction of business. The votes of the majority of all the members of the Board shall be necessary on any matter upon which it is authorized to or required to pass under the Salary Administration Plan.

d. The Personnel Board shall maintain records of all employees subject to this Plan as it deems desirable, including personnel evaluations. Such records are to be kept by the Personnel Director or his/her delegatee, under the direction of the Personnel Board. Department Heads shall furnish such information as requested by the Board.

e. The Personnel Board shall from time to time, but no less often than every federal Election Year, review the Classification Schedule, Salary Schedules, and administration policies of the Salary Administration Plan. It shall keep informed as to pay rates and policies outside the Town, and shall recommend to the Town any action that the Board deems desirable in that regard. The Personnel Board may tentatively add a new class to the Classification Schedule or reallocate an existing class to a different compensation grade, either higher or lower, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan at the next Annual Town Meeting.

f. The Personnel Board may vote an annual adjustment (but shall reserve the right to vote no adjustment) to the Classification Schedule and establish the effective rate for employees of each grade for the next fiscal year, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan at the next Annual Town Meeting. The Personnel Board shall base any annual adjustments upon available relevant information. Approval of the rate for any given employee is not guaranteed and is driven by the annual performance evaluation.

g. Matters of concern by SAP employees that are communicated in writing to the Chair of the Personnel Board will be scheduled on an agenda at the next available meeting providing all necessary and requested information has been submitted in time to be part of the meeting packet. In addition, notice in writing shall be forwarded to the concerned employee and respective Department Head within seven days of the Board's decision. Notwithstanding the foregoing, if the Personnel Board shall so request and the concerned employee and Department Head shall agree, a reasonable extension of these time periods may be granted.

h. Upon recommendation of a Department Head, supported by evidence in writing of special reasons and exceptional circumstances satisfactory to the Personnel Board, the Board may authorize variances in the Salary Administration Plan as it may deem necessary for the proper functioning of the services of the Town, and to effectuate the basic intent of the Plan.

SECTION 17. EMPLOYEES AND THE PERSONNEL BOARD

a. All employees covered by this Salary Administration Plan shall have the right to request an appointment to confer with the Personnel Board on any matter of interest or concern to them that is covered by the Salary Administration Plan. The employee shall notify the Department Head in writing in advance of the desire to discuss the matter with the Board. One of the duties of the Board shall be to foster mutual understanding and good will with the personnel of the Town.

b. To facilitate this, if any employee should feel aggrieved by the operation of any provision of the Plan, the employee shall first discuss the matter with the Department Head, in a mutual effort to clear up any problems or misunderstanding.

c. If two weeks after such a conference a satisfactory understanding and solution of the problem has not been reached, then either the Department Head or the employee may take the matter to the Personnel Board, and the Board shall hear the parties not later than at its next regular meeting. There shall be no discrimination or prejudice by a Department Head against any employee who may take a matter to the Board.

SECTION 18. AMENDMENT OF THE PLAN

The Salary Administration Plan may be amended in the same manner that Town Bylaws may be amended. However, no amendment to the Plan shall be made until it has been presented to the Personnel Board and the Personnel Board has the opportunity to act on it. The Board of its own motion may propose an amendment to the Plan.

SECTION 19. SEVERABILITY PROVISION

In the event that any provision of this bylaw, or application thereof, shall be held to be invalid by the proper authorities, this shall not be construed to affect the validity of any other provision, or application thereof, of this bylaw.

SECTION 20: CLASSIFICATION SCHEDULE

SCHEDULE A: GRADED POSITIONS

Title	Grade
Library Page	1
Library Technician	1
Administrative Assistant	2
Library Assistant	2
Administrative Assistant	3
Library Associate	3
Business Administrator I	4
Library Supervisor	4
Maintenance Technician	4
Police Dispatcher**	4
Assistant Town Accountant	5
Business Administrator II	5
Clinician	5
EDC Coordinator	5
Executive Assistant to Select Board	5
Program Coordinator	5
Youth Services Librarian	5
Assistant Library Director	6
Assistant Director, Youth & Family Services	6
Civil Engineer	6
Deputy Assessor	6
Deputy Town Clerk	6
Deputy Treasurer/Collector	6
Electrician	6
Local Inspector	6
Nurse	6
Outreach Coordinator	6
Police Business Administrator	6
Program Manager	6
Assistant Director/Nurse/Outreach	7
Conservation Agent	7
Recreation Director	7
Senior IT Specialist	7
Town Planner	7
Youth & Family Services Director	7
Assistant Town Administrator	8
Building Commissioner	8
Council on Aging Director	8
Director of Facilities	8
IT Manager	8

Library Director	8
Police Lieutenant	8
Principal Assessor*	8
Town Accountant	8
Finance Director/Treasurer-Collector*	9
Superintendent of Public Works*	9

*when not under contract
**effective March 25, 2024

SCHEDULE A

GRADE	MINIMUM	2	3	4	5	6	7	8	9	10	11	12	13	14	15
A-1	$15.38	$15.68	$15.99	$16.31	$16.64	$16.97	$17.31	$17.66	$18.01	$18.37	$18.74	$19.11	$19.49	$19.88	$20.
A-2	$19.22	$19.60	$19.99	$20.39	$20.80	$21.22	$21.64	$22.07	$22.51	$22.96	$23.42	$23.89	$24.37	$24.86	$25.
A-3	$23.06	$23.52	$23.99	$24.47	$24.96	$25.46	$25.97	$26.49	$27.02	$27.56	$28.11	$28.67	$29.24	$29.82	$30.
A-4	$26.53	$27.06	$27.60	$28.15	$28.71	$29.28	$29.87	$30.47	$31.08	$31.70	$32.33	$32.98	$33.64	$34.31	$35.
A-5	$29.18	$29.77	$30.37	$30.98	$31.60	$32.23	$32.87	$33.53	$34.20	$34.88	$35.58	$36.29	$37.02	$37.76	$38.
A-6	$32.10	$32.75	$33.41	$34.08	$34.76	$35.46	$36.17	$36.89	$37.63	$38.38	$39.15	$39.93	$40.73	$41.54	$42.
A-7	$40.13	$40.93	$41.75	$42.59	$43.44	$44.31	$45.20	$46.10	$47.02	$47.96	$48.92	$49.90	$50.90	$51.92	$52.
A-8	$48.15	$49.12	$50.10	$51.10	$52.12	$53.16	$54.22	$55.30	$56.41	$57.54	$58.69	$59.86	$61.06	$62.28	$63.
A-9	$52.97	$54.03	$55.11	$56.21	$57.33	$58.48	$59.65	$60.84	$62.06	$63.30	$64.57	$65.86	$67.18	$68.52	$69.

SCHEDULE B: MISCELLANEOUS ANNUAL COMPENSATION SCHEDULE

Cemetery Agent $8,000
Clerk, Board of Registrars $1,638.33
Deputy Emergency Management Director $2,000
Energy Management Stipend $6,000
Registrar of Voters $205.66
Tree Warden $4,000
Veterans' Agent and Director of Veterans' Services $15,000

SCHEDULE C: FEE BASED COMPENSATION (Recreation Seasonal Personnel)

Positions
Grade 1
Camp Counselor
Program Aide (1:1)
Program Supervisor (i.e. RAP Monitor)
Grade 2
Camp Assistant Supervisor
Grade 3
Camp Supervisor
Assistant Coach
Head Coach
Grade 4
Program Instructor

Rates for Recreation Seasonal Personnel

Grade	Minimum		Midpoint		Maximum	
	Hourly	Annual	Hourly	Annual	Hourly	Annual
1	$ 15.00	$ 31,200.00	$ 16.00	$ 33,280.00	$ 17.00	$ 35,360.00
2	$ 19.00	$ 39,520.00	$ 20.00	$ 41,600.00	$ 21.00	$ 43,680.00
3	$ 23.00	$ 47,840.00	$ 24.00	$ 49,920.00	$ 25.00	$ 52,000.00
4	$ 30.00	$ 62,400.00	$ 31.00	$ 64,480.00	$ 32.00	$ 66,560.00

SCHEDULE D: SPECIAL ADMINISTRATIVE AND SUPERVISORY POSITIONS

Police Lieutenant:

In addition to all the benefits provided employees under the SAP, he/she would be eligible for some additional benefits as provided members of Mass COP Local 167, the police union collective bargaining agreement.

As a result, a separate policy is adopted by the Southborough Select Board and enforced by the Southborough Police Department subject to change in conjunction with future collective bargaining agreements.

*Increases in salary for long term employees will be considered case by case by Personnel Board.

SCHEDULE E: LONGEVITY SCHEDULE: Full-Time Employees of Town of Southborough – Compensated annually on the anniversary of the employee's Start Date

After 5 years $400
After 10 years $600
After 15 years $700
After 20 years $850
After 25 years $1,000
After 30 years $1,200
After 40 years $1,500

, or do or act anything in relation thereto.

Proposed by: PERSONNEL BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *The Personnel By-Law governs policies and pay structures for non-union employees.*

ARTICLE 5: To see if the Town will vote to raise or transfer a sum of money as may be necessary for the Town's use for Fiscal Year 2025, and make appropriations of the same, as detailed following, or do or act anything in relation thereto.

SEE BUDGETS ON THE FOLLOWING PAGES

100-199 GENERAL GOVERNMENT

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
114 MODERATOR						
51000-51990 Personnel Services	50	50	50		50	50
52000-58990 Other Charges and Expenses	0	50	50		50	50
MODERATOR TOTAL	50	100	100	0.00%	100	100

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
121 ELECTED SELECT BOARD						
51000-51990 Personnel Services	3,200	4,000	4,000		4,000	4,000
ELECTED SELECT BOARD TOTAL	3,200	4,000	4,000	0.00%	4,000	4,000

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
122 SELECT BOARD						
51000-51990 Personnel Services	405,922	424,564	421,404		421,404	421,404
52000-58990 Other Charges and Expenses	56,690	57,699	68,727		68,727	68,727
SELECT BOARD TOTAL	462,612	482,263	490,131	1.63%	490,131	490,131

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
131 ADVISORY COMMITTEE						
52000-58990 Other Charges and Expenses	1,584	5,250	5,250		5,250	5,250
ADVISORY COMMITTEE TOTAL	1,584	5,250	5,250	0.00%	5,250	5,250

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
132 RESERVE FUND						
52000-58990 Other Charges and Expenses	0	180,000	180,000		180,000	180,000
RESERVE FUND TOTAL	0	180,000	180,000	0.00%	180,000	180,000

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
135 TOWN ACCOUNTANT						
51000-51990 Personnel Services	162,356	168,649	172,719		172,719	172,719
52000-58990 Other Charges and Expenses	2,873	3,515	4,495		4,495	4,495
TOWN ACCOUNTANT TOTAL	165,229	172,164	177,214	2.93%	177,214	177,214

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
136 AUDIT						
52000-58990 Other Charges and Expenses	30,500	46,000	45,550		45,550	45,550
AUDIT TOTAL	30,500	46,000	45,550	-0.98%	45,550	45,550

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
140 ELECTED BOARD OF ASSESSORS						
51000-51990 Personnel Services	2,250	2,250	2,250		2,250	2,250
ELECTED BOARD OF ASSESSORS TOTAL	2,250	2,250	2,250	0.00%	2,250	2,250

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
141 ASSESSORS						
51000-51990 Personnel Services	197,502	205,166	214,868		214,868	214,868
52000-58990 Other Charges and Expenses	51,521	54,695	60,270		60,270	60,270
ASSESSORS TOTAL	249,024	259,861	275,138	5.88%	275,138	275,138

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
145 TREASURER/COLLECTOR						
51000-51990 Personnel Services	232,753	247,604	285,096		285,096	285,096
52000-58990 Other Charges and Expenses	10,869	11,930	11,680		11,680	11,680
TREASURER COLLECTOR TOTAL	243,623	259,534	296,776	14.35%	296,776	296,776

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
151 LEGAL						
52000-58990 Other Charges and Expenses	149,319	135,000	147,375		147,375	147,375
LEGAL TOTAL	149,319	135,000	147,375	9.17%	147,375	147,375
Legal budget (151) and Special Legal (153) are now combined in Legal budget (151)						

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
152 PERSONNEL BOARD						
51000-51990 Personnel Services	0	5,000	5,000		5,000	5,000
52000-58990 Other Charges and Expenses	8,161	9,875	9,875		9,875	9,875
PERSONNEL BOARD TOTAL	8,161	14,875	14,875	0.00%	14,875	14,875

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
154 MUNICIPAL TECHNOLOGY COMMITTEE						
52000-58990 Other Charges and Expenses	384	1,500	1,500		1,500	1,500
MUNICIPAL TECHNOLOGY COMMITTEE TOTAL	384	1,500	1,500	0.00%	1,500	1,500

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
155 INFORMATION TECHNOLOGY						
51000-51990 Personnel Services	175,665	189,181	198,721		198,721	198,721
52000-58990 Other Charges and Expenses	309,835	379,828	422,548		422,548	422,548
INFORMATION TECHNOLOGY TOTAL	485,500	569,009	621,269	9.18%	621,269	621,269

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
159 OTHER OPERATION SUPPORT						
52000-58990 Other Charges and Expenses	442,173	541,531	524,253		524,253	524,253
OTHER OPERATION SUPPORT TOTAL	442,173	541,531	524,253	-3.19%	524,253	524,253

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
160 ELECTED TOWN CLERK						
51000-51990 Personnel Services	92,856	96,570	101,916		101,916	101,916
ELECTED TOWN CLERK TOTAL	92,856	96,570	101,916	5.54%	101,916	101,916

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
161 TOWN CLERK						
51000-51990 Personnel Services	143,637	139,365	179,442		179,442	179,442
52000-58990 Other Charges and Expenses	70,841	84,932	143,610		143,610	143,610
TOWN CLERK TOTAL	214,478	224,297	323,052	44.03%	323,052	323,052

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
171 CONSERVATION COMMISSION						
51000-51990 Personnel Services	86,155	97,407	104,459		104,459	104,459
52000-58990 Other Charges and Expenses	31,362	41,420	38,710		38,710	38,710
CONSERVATION COMMISSION TOTAL	117,516	138,827	143,169	3.13%	143,169	143,169

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
175 PLANNING BOARD						
51000-51990 Personnel Services	154,970	160,851	169,559		169,559	169,559
52000-58990 Other Charges and Expenses	22,000	27,060	28,325		28,325	28,325
PLANNING BOARD TOTAL	176,970	187,911	197,884	5.31%	197,884	197,884

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
176 ZONING BOARD OF APPEALS						
51000-51990 Personnel Services	6,984	11,146	27,731		27,731	27,731
52000-58990 Other Charges and Expenses	922	1,750	2,000		2,000	2,000
ZONING BOARD OF APPEALS TOTAL	7,906	12,896	29,731	130.54%	29,731	29,731

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
177 OPEN SPACE						
52000-58990 Other Charges and Expenses	1,571	5,000	5,000		5,000	5,000
OPEN SPACE TOTAL	1,571	5,000	5,000	0.00%	5,000	5,000

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
182 ECONOMIC DEVELOPMENT COMMITTEE						
51000-51990 Personnel Services	0	28,240	30,306		30,306	30,306
52000-58990 Other Charges and Expenses	18,929	13,341	12,950		12,950	12,950
ECONOMIC DEVELOPMENT COMMITTEE TOTAL	18,929	41,581	43,256	4.03%	43,256	43,256

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
192 PUBLIC BUILDINGS AND PROPERTIES MAINTENANCE						
51000-51990 Personnel Services	366,352	412,873	426,397		426,397	426,397
52000-58990 Other Charges and Expenses	234,049	247,235	265,636		265,636	265,636
PUBLIC BLDGS. & PROPERTY MAINT. TOTAL	600,401	660,108	692,033	4.84%	692,033	692,033

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
193 PUBLIC ACCESSIBILITY COMMITTEE						
51000-51990 Personnel Services	0	0	0		0	0
52000-58990 Other Charges and Expenses	2,500	2,500	2,500		2,500	2,500
PUBLIC ACCESSIBILITY COMMITTEE TOTAL	2,500	2,500	2,500	0.00%	2,500	2,500

200-299 PUBLIC SAFETY

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
210 POLICE DEPARTMENT						
51000-51990 Personnel Services	1,969,893	2,269,720	2,331,894		2,331,894	2,331,894
52000-58990 Other Charges and Expenses	187,252	152,614	166,141		166,141	166,141
POLICE DEPARTMENT TOTAL	2,157,145	2,422,334	2,498,035	3.13%	2,498,035	2,498,035

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
218 PUBLIC SAFETY COMMUNICATIONS						
51000-51990 Personnel Services	319,149	385,678	410,771		410,771	410,771
52000-58990 Other Charges and Expenses	10,327	10,125	12,240		12,240	12,240
PUBLIC SAFETY COMMUNICATIONS TOTAL	329,476	395,803	423,011	6.87%	423,011	423,011

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
220 FIRE DEPARTMENT						
51000-51990 Personnel Services	2,147,681	2,243,435	2,333,989		2,333,989	2,333,989
52000-58990 Other Charges and Expenses	246,855	295,305	307,040		307,040	307,040
FIRE DEPARTMENT TOTAL	2,394,535	2,538,740	2,641,029	4.03%	2,641,029	2,641,029

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
241 BUILDING DEPARTMENT						
51000-51990 Personnel Services	143,718	164,873	175,559		175,559	175,559
52000-58990 Other Charges and Expenses	5,956	14,200	12,500		12,500	12,500
BUILDING DEPARTMENT TOTAL	149,675	179,073	188,059	5.02%	188,059	188,059

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
291 EMERGENCY MANAGEMENT						
51000-51990 Personnel Services	3,744	7,000	5,000		5,000	5,000
52000-58990 Other Charges and Expenses	7,023	7,560	11,060		11,060	11,060
EMERGENCY MANAGEMENT TOTAL	10,767	14,560	16,060	10.30%	16,060	16,060

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
292 ANIMAL CONTROL OFFICER AND ANIMAL INSPECTOR						
52000-58990 Other Charges and Expenses	27,556	30,359	30,359		30,359	30,359
ANIMAL CONTROL OFF. & ANIMAL INSP. TOTAL	27,556	30,359	30,359	0.00%	30,359	30,359

400-499 PUBLIC WORKS & FACILITIES

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
400, 420 DEPT. OF PUBLIC WORKS (Highway, Cemetery, Tree)						
51000-51990 Personnel Services	964,762	1,088,241	1,141,159		1,141,159	1,141,159
52000-58990 Other Charges and Expenses	1,505,333	1,617,950	1,706,950		1,706,950	1,706,950
DEPT. OF PUBLIC WORKS TOTAL	2,470,095	2,706,191	2,848,109	5.24%	2,848,109	2,848,109

500-599 HUMAN SERVICES

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
510 ELECTED BOARD OF HEALTH						
51000-51990 Personnel Services	0	450	450		450	450
ELECTED BOARD OF HEALTH TOTAL	0	450	450	0.00%	450	450

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
512 BOARD OF HEALTH						
51000-51990 Personnel Services	187,519	204,600	213,594		213,594	213,594
52000-58990 Other Charges and Expenses	54,156	70,624	70,624		70,624	70,624
BOARD OF HEALTH TOTAL	241,675	275,224	284,218	3.27%	284,218	284,218

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
541 COUNCIL ON AGING						
51000-51990 Personnel Services	289,147	323,836	340,804		340,804	340,804
52000-58990 Other Charges and Expenses	59,246	64,655	72,435		72,435	72,435
COUNCIL ON AGING TOTAL	348,394	388,491	413,239	6.37%	413,239	413,239

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
542 YOUTH COMMISSION						
51000-51990 Personnel Services	244,444	259,890	284,610		284,610	284,610
52000-58990 Other Charges and Expenses	17,505	23,596	49,664		49,664	49,664
YOUTH COMMISSION TOTAL	261,949	283,486	334,274	17.92%	334,274	334,274

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
543 VETERANS' SERVICES						
51000-51990 Personnel Services	15,000	15,000	16,000		16,000	16,000
52000-58990 Other Charges and Expenses	14,257	23,950	23,700		23,700	23,700
VETERANS' SERVICES TOTAL	29,257	38,950	39,700	1.93%	39,700	39,700
Veterans (543) and Memorial Day (692) are now combined in Veterans Budget (543)						

600-699 CULTURE & RECREATION

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
610 LIBRARY						
51000-51990 Personnel Services	431,366	477,540	501,402		501,402	501,402
52000-58990 Other Charges and Expenses	142,645	146,907	153,549		153,549	153,549
LIBRARY TOTAL	574,011	624,447	654,951	4.88%	654,951	654,951

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
630 RECREATION COMMISSION						
51000-51990 Personnel Services	144,901	152,199	162,029		162,029	162,029
52000-58990 Other Charges and Expenses	14,054	14,069	16,994		16,994	16,994
RECREATION COMMISSION TOTAL	158,955	166,268	179,023	7.67%	179,023	179,023

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
691 HISTORICAL COMMISSION						
52000-58990 Other Charges and Expenses	0	1,000	1,000		1,000	1,000
HISTORICAL COMMISSION TOTAL	0	1,000	1,000	0.00%	1,000	1,000

700-799 DEBT SERVICE

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
DEBT PRINCIPAL AND DEBT INTEREST						
0100-710-59100 Principal General Fund	2,230,097	1,015,116	1,246,464		1,246,464	1,246,464
0100-751-59150 Interest General Fund	851,376	866,929	870,987		870,987	870,987
0100-751-57880 Bond Disclosure	500	2,550	1,000		1,000	1,000
DEBT PRINCIPAL AND DEBT INTEREST TOTAL	3,081,973	1,884,595	2,118,451	12.41%	2,118,451	2,118,451

900-999 UNCLASSIFIED

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
910 EMPLOYEE BENEFITS						
51700 Police/Fire Accident and Workers' Comp.	293,630	326,783	282,837		282,837	282,837
51710 Unemployment Payments	1,314	30,000	30,000		30,000	30,000
51720 Health Insurance	5,245,751	5,570,300	6,066,598		6,066,598	6,066,598
51730 Retirement Fund	2,558,308	2,808,872	3,114,808		3,114,808	3,114,808
51740 Life Insurance	5,388	5,311	5,498		5,498	5,498
51750 Flexible Spending Account	6,445	7,250	7,470		7,470	7,470
51770 Medicare	415,496	406,621	441,824		441,824	441,824
51780 Dental Insurance	252,116	261,662	271,993		271,993	271,993
51785 Medicare B Penalty	17,525	17,250	17,600		17,600	17,600
EMPLOYEE BENEFITS TOTAL	8,795,973	9,434,049	10,238,628	8.53%	10,238,628	10,238,628

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
941 COURT JUDGMENTS						
57600 Court Judgments	232,965	0	0		0	0
COURT JUDGMENTS TOTAL	232,965	0	0	0.00%	0	0

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
945 LIABILITY INSURANCE						
52000-58990 Other Charges and Expenses	342,442	384,426	439,002		439,002	439,002
LIABILITY INSURANCE TOTAL	342,442	384,426	439,002	14.20%	439,002	439,002

300-399 EDUCATION

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
300 ELECTED SCHOOL COMMITTEE						
51000-51990 Personnel Services	50	500	500		500	500
ELECTED SCHOOL COMMITTEE TOTAL	50	500	500	0.00%	500	500

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
301 SOUTHBOROUGH SCHOOLS						
REGULAR DAY PROGRAMS						
Administration	638,555	647,536	643,697		643,697	643,697
Instruction	12,223,764	12,096,032	12,990,266		12,990,266	12,990,266
Other Student Services	884,217	902,088	982,954		982,954	982,954
Operation and Maintenance Buildings	1,904,485	1,869,135	1,915,810		1,915,810	1,915,810
Fixed Charges	300	300	53,217		53,217	53,217
Contractual Obligation	0	796,772	0		0	0
REGULAR DAY PROGRAMS TOTAL	15,651,321	16,311,863	16,585,944		16,585,944	16,585,944
SPECIAL EDUCATION PROGRAMS						
Administration	19,000	22,700	23,100		23,100	23,100
Instruction	5,556,661	5,511,233	6,058,346		6,058,346	6,058,346
Other Student Services	508,223	661,313	880,056		880,056	880,056
Operation and Maintenance Buildings	4,000	4,000	7,000		7,000	7,000
Fixed Charges	2,775	2,775	2,775		2,775	2,775
Programs, Other Systems in Massachusetts	467,630	375,646	542,826		542,826	542,826
Programs, Member of Collaborative	73,833	174,888	158,917		158,917	158,917
SPECIAL EDUCATION TOTAL	6,632,122	6,752,555	7,673,020		7,673,020	7,673,020
GRAND TOTAL OPERATING ACTUAL	22,283,443	23,064,418	24,258,964	5.18%	24,258,964	24,258,964

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
302 ALGONQUIN REGIONAL HIGH SCHOOL						
REGULAR DAY PROGRAMS						
Administration	712,689	717,195	722,561		722,561	722,561
Instruction	12,174,498	12,117,922	12,747,011		12,747,011	12,747,011
Other Student Services	2,187,175	2,218,446	2,356,517		2,356,517	2,356,517
Operation and Maintenance Buildings	1,988,471	2,161,116	2,193,835		2,193,835	2,193,835
Fixed Charges	4,367,478	4,825,018	4,919,604		4,919,604	4,919,604
New Equipment	0	0	0		0	0
Tuition, Other Public Schools	200,000	200,000	250,000		250,000	250,000
Contractual Obligation	0	574,602	0		0	0
REGULAR DAY PROGRAMS TOTAL	21,630,311	22,814,299	23,189,528		23,189,528	23,189,528
SPECIAL EDUCATION PROGRAMS						
Administration	19,000	15,000	15,500		15,500	15,500
Instruction	2,968,858	3,017,142	3,412,017		3,412,017	3,412,017
Other Student Services	334,767	483,508	612,517		612,517	612,517
Operation and Maintenance Buildings	2,100	2,100	5,600		5,600	5,600
Fixed Charges	1,595	1,595	1,595		1,595	1,595
Programs, Other Systems in Massachusetts	485,237	41,470	502,465		502,465	502,465
Programs, Member of Collaborative	285,213	215,232	132,204		132,204	132,204
SPECIAL EDUCATION TOTAL	4,096,770	3,776,047	4,681,898		4,681,898	4,681,898
GRAND TOTAL OPERATING ACTUAL	25,727,081	26,590,346	27,871,426	4.82%	27,871,426	27,871,426

	NON EXEMPT	EXEMPT	TOTAL	Percent Inc./Decr.
FY 2024 SOUTHBOROUGH ASSESSMENT	9,118,930	396,969	9,515,899	6.89%

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
304 ASSABET VALLEY REGIONAL TECH HIGH SCHOOL						
Southborough Operating Assessment	409,450	403,066	485,516		485,516	485,516
Renovation Project - Capital Assessment	34,369	33,357	32,345		32,345	32,345
SOUTHBOROUGH ASSESSMENT TOTAL	443,819	436,423	517,861	18.66%	517,861	517,861

	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
305 NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL						
Tuition/Transportation Assessment	39,058	44,875	45,534		45,534	45,534
NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL TOTAL	39,058	44,875	45,534	1.47%	45,534	45,534

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *The article includes recommendations from both the Select Board and the Advisory Committee for the FY25 budget. Funding recommendations are noted in the individual recommendation columns for each department.*

ARTICLE 6: To see if the Town of Southborough will vote to raise and appropriate or transfer from available funds a sum of $289,414.00 to the Police Department Budget, #210 for the purpose of hiring four full-time dispatchers to provide coverage 24/7, or do or act anything in relation thereto.

Proposed by: BONNIE PHANEUF, ET AL.
Select Board Recommendation: Not Support
Advisory Committee Recommendation: Not Support
Summary: *Over the past two and a half years the Town has been exploring joining a Regional Emergency Communications Center (RECC). Now is the time to address the immediate need. This is NOT a clerical job. Dispatchers provide critical emergency communication services to Police, Fire, EMS, Public Health, DPW, School Departments, Building Departments, Youth and Family Services, Senior Services, Recreation, State Police, Court, Commonwealth of Mass. Properties, Dam, MBTA Station,9-11 Field, Reservoir trails, Businesses and private non-profits.*Select Board Packet, March 7, 2023, Office of the Select Board, the original intent of looking at Regional Emergency Communications Center (RECC) was not for financial purposes for Southborough. There has been consensus that maintaining 1 dispatcher per shift is not acceptable. However, there have been questions raised about the costs. Three different scenarios of future dispatch costs with assumptions outlined in memo. * Select Board Meeting Minutes, December 19, 2023, III.i.ii. Chief Achilles & Chief Newell recommendation for maintaining current model Chief Newell and Chief Achilles shared their findings on enhancing the current dispatch operation system. "The Chiefs state that whether or not the Town chooses to regionalize, the immediate need is to add four full-time dispatchers to provide coverage 24/7."*

ARTICLE 7: To see if the Town of Southborough will vote to raise and appropriate, or transfer from available funds a sum of $119,372.00 for the purpose of covering the Employee Benefits for the additional four full-time dispatchers, or do or act anything in relation thereto.

Proposed by: BONNIE PHANEUF, ET AL.
Select Board Recommendation: Not Support
Advisory Committee Recommendation: Not Support
Summary: *These Employee Benefits funds for the additional four full-time dispatchers will be applied to the Employee Benefits Budget, #910, as standard practice in Southborough.*

ARTICLE 8: To see if the Town of Southborough will vote to

1. Restate the request, approved at Annual Town Meeting 2023, that the Select Board, not enter into any IMA for Regional Dispatch without first presenting the principal terms thereof to Town Meeting for its recommendation thereupon
2. Request that the Select Board not enter into any IMA containing annual budgetary, or debt, approval terms that substantially circumvent, or fail to include, Town Meeting's financial approval requirements as contained in the provisions of the longstanding Regional School Agreement.
3. Request that the Select Board not enter into any IMA for Regional Dispatch before the Technology Committee has reported to Select Board and Town Meeting regarding the feasibility of creating virtual dispatch regions to provide similar coverage redundancy using substantially existing technology, while maintaining a 24 hour per day seven day per week physical presence at the Public Safety Building at no additional cost to the Town.
4. Recommend that Select Board recognize the necessity of full cooperation between Town governing bodies for successful operation of the Town. Advise the Select Board that, while the foregoing are merely requests, and Select Board is not bound to observe these requests, it is noted that the Select Board's annual request for its budget is similarly not binding on Town Meeting, further that Select Board disrespect for recommendation 2, circumventing centuries of taxation control by Town Meeting, may provoke a similar reaction by Town Meeting toward subsequent budgetary requests for Select Board, and that cooperation is far better if observed in both directions.

; or do or act anything in relation thereto.

Proposed by: BONNIE PHANEUF and JOHN BUTLER
Select Board Recommendation: At Town Meeting
Advisory Committee Recommendation: Not Support
Summary: *This is a citizen's petition.*

ARTICLE 9: To see if the Town will vote to raise a sum of money as may be necessary for the Water Enterprise Fund's use for Fiscal Year 2025, and make appropriations of the same, as detailed following, or do or act anything in relation thereto.

WATER ENTERPRISE	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY2025 REQUEST	PERCENT (+) or (-)
DIRECT COSTS					
51000-51990 Total Personal Services	319,953	387,136	399,116	435,159	
52000-58990 Other Charge & Expense	1,705,388	1,425,664	1,660,150	1,562,556	
59100 Principal Long Term Debt Water	344,408	345,000	342,000	380,000	
59150 Interest Long Term Debt Water	111,526	97,890	82,515	102,028	
59250 Interest on Notes	0	10,027	35,819	0	
CAPITAL EQUIPMENT - LEASE					
DPW DIESEL YEAR 4 OF 7	10,622	10,622	10,622	10,622	
DPW HOOK TRUCK YEAR 4 OF 7	9,103	9,264	9,105	9,105	
CAPITAL EQUIPMENT					
FY23 MINI EXCAVATOR - WTR PORTION		20,000			
FY24- PICKUP TRUCK - WTR PORTION			15,000	0	
FY25- ENGINEERING				250,000	
INDIRECT COSTS					
59510 Indirect Costs	204,695	216,133	249,770	372,387	
TOTAL WATER FUND	2,705,695	2,521,736	2,804,097	3,121,857	11.33%

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *The Water budget is funded through an Enterprise Fund that is supported entirely through the water rates and the fund's retained earnings, which supports all aspects of the department's operation. The funding for those capital items that are being leased/purchased for use by the Water Department, in whole or in part, are included in this budget.*

ARTICLE 10: To see if the Town will vote to transfer $100,000 from Water Retained Earnings for use in the FY24 Water Enterprise Fund budget, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article is intended to supplement the water revenue for the current fiscal year in the Water Enterprise Fund. FY24 has seen lower than expected water usage, and the use of retained earnings will complement the revenue from water rates and provide sufficient support for the Water Enterprise Fund.*

ARTICLE 11: To see if the Town will vote to raise and appropriate, or transfer from available funds a sum of money for General Government capital items for the following purposes:

		Description	Request	Levy	Receipts Reserved Ambulance/Other
A.		ROAD MAINT. & MISC STREET REPAIR	$272,500	$272,500	
B.		MOWER ATTACHMENT J DEERE TRACTOR	$20,630	$20,630	
C.		POLICE CRUISERS (2)	$150,000		$150,000
D.		DEFIBRILLATORS - PARAMEDIC	$50,000	$50,000	

, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary:
A. *These funds are for public roadway infrastructure and related design, permitting, maintenance, repair and construction throughout town. These are expended in conjunction with Chapter 90 roadway improvement funding from the Commonwealth. Prior to committing any FY25 Road Maintenance Funds, a formal plan for the anticipated use of these funds shall be presented to the Capital Planning Committee in a posted public meeting. The Capital Planning Committee will then vote to support or make suggested changes to the Select Board and the DPW Director.*
B. *This request replaces a 2009 Flail Mowerhead for the John Deere tractor for roadside mowing. This mower head replacement is needed immediately for uninterrupted service this upcoming year.*
C. *This funds the planned replacement of two front-line cruisers with two police utility vehicles. This is a scheduled rotation that would move the older cruisers with higher mileage out of the active rotation of front-line cars to detail vehicles. The new vehicles would replace 2 front line cruisers, both are 2019 Ford Explorers with approx. 100,000 miles each.*
D. *This request is to replace the existing 12-year-old Cardiac Monitor/Defibrillators that are no longer upgradable or repairable with the newest model Monitor/Defibrillators available. This upgrade will improve the Fire Department's ability to continue to provide the latest Advanced Life Support care to the patients we serve.*

ARTICLE 12: To see if the Town will vote to apply for, accept, and expend Massachusetts Public Library Construction Program ("MPLCP") grant funds if approved, and vote to raise and appropriate or transfer from available funds the sum of $150,000, or any other sum if said MPLCP grant is approved, said sum to be expended by the Town for library assessment, planning, feasibility and/or design, or act in any manner relating thereto, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *The Southborough Library is actively applying this year to the Massachusetts Public Library Construction Program (MPLCP), a state grant administered by the MA Board of Library Commissioners (MBLC). The purpose of the grant is to provide financial support to municipalities for the improvement of library facilities. Municipal votes for approval of support and local funding are required prior to a project moving forward into each phase. The Planning and Design Phase funding is for activities related to the planning and designing of new, renovated, or expanded public library facilities in advance of a whole building project.*

ARTICLE 13: To see if the Town will appropriate $2,186,000, or any other amount, to pay costs of purchasing the following items of capital equipment, including the payment of all costs incidental and related thereto:

A.	Fire Tower Demo Truck	$1,300,000
B.	Ambulance A28	$551,000
C.	Trash Trailer	$125,000
D.	Sidewalk Tractor w/Attachments	$210,000

and to determine whether this amount shall be raised by borrowing or otherwise, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary:
A. *The Southborough Fire Department is seeking favorable consideration for funding to replace Tower 21; a 2010 Aerial Platform Truck with a new Aerial Ladder Truck. The current Tower has several costly repairs and improvements to be made if it is retained. The current aerial platform truck has some operational limitations that a shorter wheel-based aerial could reduce or eliminate. These are related to travel restrictions, residential driveway access, and topography. This request will support risk reduction measures to areas identified in the department's 2020 Community Risk Analysis / Standard of Cover Report.*
B. *Fire Department ambulance per the replacement schedule. This replaces a 2018 Ford F-550/Horton 4x4 ambulance (number A28).*
C. *This request would allow the DPW to replace a 1997 Transfer Trailer that has reached the end of its useful life. The replacement will allow the continued and uninterrupted service for the users of the transfer station facility.*
D. *This request is to replace an existing 2001 trackless sidewalk tractor that currently has 9,500 hours of use. It has reached the end of its useful life. Replacement will allow timely removal of snow from the sidewalks – for continuous and uninterrupted service.*

ARTICLE 14: To see if the Town will vote to appropriate a sum of money for the payments under existing capital lease agreements as described below:

	Equipment	Authorized Department	Source of Appropriation	FY25 Amount
A.	1 - Horton Type Ambulance	Fire Department	FY25 Capital Budget - Ambulance Fund	$57,191
B.	1 - Swaploader Hook Lift Truck	Dept. of Public Works	FY25 Capital Budget - General Fund	$25,037
C.	1 - Pick Up Diesel F-350	Dept. of Public Works	FY25 Capital Budget - General Fund	$10,622
D.	1 - Fire Dept Chief Vehicle	Fire Department	FY25 Capital Budget - Ambulance Fund	$8,422
E.	Police Taser Program	Police Department	FY25 Capital Budget - General Fund	$19,455

, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *The lease agreements for these vehicles were authorized by Town Meeting in 2021, and these are the fourth year of the lease payments. With the exception of the Fire Ambulance (5-year lease) and Police Taser (3-year lease), all of the leases are for 7 years.*

ARTICLE 15: To see if the Town will vote to authorize payment from Fund 2261 – 9-11 Field Maintenance Revolving the sum of $45,000 for the FY24 principal and interest payment, and $45,000 for the FY25 principal and interest payment, for the May 2018 bond issuance for the resurfacing of 9-11 Field; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article will authorize the 9-11 Field maintenance account to pay debt incurred for the turf replacement of 9-11 Field. The loan term was shorter than anticipated and this will allow the Town to have this paid by the 9-11 Fund as intended.*

ARTICLE 16: To see if the Town will vote to transfer from Free Cash the sum of $30,000 for the purpose of hiring consultants, engineers, water quality specialists, and/or environmental consultants by various Town departments, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article allows town departments, with the approval of the Select Board, to hire outside expertise when the need arises.*

ARTICLE 17: To see if the Town will vote to raise and appropriate or transfer from available funds, the sum of $250,000 into the Other Post-Employment Benefits Liability Trust Fund (OPEB Fund) as authorized by General Laws, Chapter 32B, Section 20, in order to offset the anticipated future cost of providing post-retirement health and life insurance benefits to current and future retired Town employees, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This is an annual appropriation into the Town's OPEB Trust Fund that began back in 2014. The appropriation was previously done as part of the operating budget, but further guidance from the Dept. of Revenue has recommended that it be done in a separate article.*

ARTICLE 18: To see if the Town will vote to transfer from Free Cash the sum of $10,000 for the purpose of paying the Town's share of casualty and other losses incurred to Town property and equipment which are not covered by insurance policies, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article will provide funds to be used to pay the deductible for property damage which is not covered by insurance.*

ARTICLE 19: To see if the Town will modify the purpose of funds appropriated under Article 18 passed at the Annual Town Meeting on April 9, 2018 which stated "Lundblad Field design & specialty consultant" to re-purpose such funds for "Lundblad Field construction and upgrades", or do or act anything in relation thereto.

Proposed by: SELECT BOARD/RECREATION COMMISSION
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *The original article was to "fund research and design work including investigation of the membrane and other aspects of the property." As a balance of $46,411.00 remains the Town would like to utilize the residual funds for the construction of facility improvements, including, but not limited to, a community dog park.*

ARTICLE 20: To see if the Town will vote to raise and appropriate, or transfer from available funds the sum of $150,000 for the ongoing maintenance of capital equipment and systems associated with town buildings and facilities. The Town Facilities Manager shall recommend appropriate projects to the Town Administrator. The Town Administrator shall approve all expenditures under this article. The Town Facilities Manager shall report all funded projects to the Capital Improvement and Planning Committee as requested, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article will provide for the maintenance and repair of capital equipment and systems associated with the Town's buildings and facilities.*

ARTICLE 21: To see if the Town will vote to raise and appropriate or transfer from available funds the sum of $25,000 for the ongoing maintenance of capital investments associated with outdoor recreational facilities. The Town's Director of Recreation shall recommend appropriate projects to the Recreation Commission. The Recreation Commission shall approve all expenditures under this article, or do or act anything in relation thereto.

Proposed by: SELECT BOARD/RECREATION COMMISSION
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *In the last 5 years, the Recreation Department has completed extensive capital improvements across the Town's outdoor facilities, including playgrounds, athletic fields, sport courts, and the Trottier track. Funding of this article will grant financial support for a proactive approach to facility maintenance to improve safety, reduce liability, and promote longevity of the own's outdoor assets.*

ARTICLE 22: To see if the Town will vote pursuant to Massachusetts General Laws, Chapter 44 § 53E ½ to authorize the following spending limits for existing revolving funds for Fiscal Year 2025, as follows:

1. Immunization/Emergency Dispensing Clinic; $15,000.
2. Inspectional Services; $140,000.
3. 9-11 Field Maintenance; $100,000.
4. Wetland Protection; $30,000.
5. Hazardous Materials; $75,000.
6. CPR Classes; $6,500.
7. Community Garden; $3,000.
8. Recreation Programs; $500,000.
9. Tobacco Control Program; $4,000.
10. Golf Course Maintenance; $75,000.

, or do or act anything in relation thereto.

Proposed by: BOARD OF HEALTH, SELECT BOARD, RECREATION COMMISSION, AND CONSERVATION COMMISSION
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article approves the annual spending limits for revolving funds that are now authorized by Town by-law.*

ARTICLE 23: To see if the Town will vote to accept provisions of the fourth paragraph of Massachusetts General Law Ch. 40, Section 3 to allow the Southborough School District to keep monies received from the rental of space in its schools. These monies may be expended by the Southborough School Committee for the purpose of upkeep and maintenance of any and all Southborough Public Schools with no further legislative body approval. The monies may

accumulate from year to year, and shall not be considered to be part of the general funds unassigned balance, or do or act anything in relation thereto.

Proposed by: SOUTHBOROUGH SCHOOL COMMITTEE
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *The purpose of this warrant article is to create a Facility Rental revolving account for the Public Schools of Southborough, which would be governed by the Southborough School Committee. Funds collected through the rental of the four Southborough schools will be deposited into this account. These funds will be used to offset building costs such as building maintenance and utilities.*

ARTICLE 24: To see if the Town will vote to accept the provisions of G.L. c. 40, §13E and authorize the Southborough School District to establish a Special Education Stabilization Fund that can be used in future years for unanticipated or unbudgeted costs of special education, out of district tuition, transportation, and recovery high school tuition, or do or act anything in relation thereto.

Proposed by: SOUTHBOROUGH SCHOOL COMMITTEE
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *The purpose of this warrant article is to create a Special Education Stabilization Fund for the Public Schools of Southborough, which would be governed by the Southborough Select Board and the Southborough School Committee. The District will utilize these funds for unexpected or unbudgeted Special Education costs.*

ARTICLE 25: To see if the Town will authorize the Select Board to lease all or a portion of the roof of Trottier Middle School located at 49 Parkerville Road for a term of 10-20 years, upon such terms and conditions as are acceptable to the Select Board, to a solar energy provider to construct, maintain, and operate a solar facility on the property and to enter into a power purchase agreement with the solar energy provider; and further, to authorize the Select Board to grant an easement as may be necessary to install, maintain, operate, repair, reinstall, or replace any utilities required for interconnection to the solar facility project, or do or act anything in relation thereto.

Proposed by: SOUTHBOROUGH SCHOOL COMMITTEE
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *The purpose of this warrant article is to permit the Select Board to lease all or a part of the Trottier Middle School roof for a solar energy project. The lease of the roof would be contingent upon the replacement of the existing roof, for which the school district has applied to the Massachusetts School Building Authority. The solar project is part of the Public Schools of Southborough's strategic plan to implement energy efficiencies.*

ARTICLE 26: To see if the Town will vote to authorize the Northborough-Southborough Regional School District to establish a Stabilization Fund according to Chapter 71, Section 16G 1/2 of the General Laws for the purposes of funding capital items as identified in the Northborough-Southborough Regional School District Capital Plan, or do or act anything in relation thereto.

Proposed by: REGIONAL SCHOOL COMMITTEE
Select Board Recommendation: Not Support
Advisory Committee Recommendation: Not Support
Summary: *The purpose of this warrant article is to create a Capital Stabilization Fund for the Northborough-Southborough Regional School District, which would be governed by the NSRSD School Committee. The District will utilize these funds for capital improvements at Algonquin Regional High School. Capital projects will be presented to the Southborough Capital Improvement & Planning Committee as part of the annual budget process.*

ARTICLE 27: To act on the recommendation of the Community Preservation Committee on the Fiscal Year 2025 Community Preservation Budget and to appropriate or reserve for later appropriation monies from Community Preservation Fund annual revenues or available funds for the administrative expenses of the Community Preservation

Committee, the payment of debt service, the undertaking of Community Preservation projects and all other necessary and proper expenses for the year, or take any other action relative thereto.

PROPOSED FISCAL YEAR 2025 COMMUNITY PRESERVATION BUDGET

Estimated Surcharge Receipts (Based on Town Treasurer's Projections)	$ 447,844
State Match (Projected FY2024 State Match)	$ 64,905
Total Projected Revenue.....	$ 512,749

The Community Preservation Committee recommends that the following amounts be appropriated or reserved from Fiscal Year 2025 Community Preservation Fund revenues with each item considered a separate appropriation.

Set Aside- Open Space
$51,275 to be set aside, held in the Community Preservation Open Space Reserve Account, and spent in FY2025 or later years for acquisition, creation, or preservation of open space, and for the rehabilitation and/or restoration of open space acquired under the Community Preservation Act.

Historic Preservation
No set aside required as spent in FY2025 on bonds for historic projects for the acquisition, preservation, rehabilitation, and restoration of historic resources.

Set Aside – Community Housing
$51,275 to be set aside, held in the Community Preservation Housing Reserve Account, and spent in FY2025 or later years for the creation, preservation, and support of community housing, and for the rehabilitation and/or restoration of community housing acquired under the Community Preservation Act. Set Aside Administrative Costs – Community Preservation Committee $25,637 to defray the administrative and operating expenses of the Community Preservation Committee in FY2025 for the Community Preservation Administration Account

Set Aside – CPA Budgeted Reserve/Discretionary
$106,274.00 Reserved for FY25 Budgeted Reserve/Discretionary Account

Annual Debt Service: $75,438 to be applied towards the bond for the perpetual Preservation Restriction on 84 Main Street also known as the Burnett House for the purpose of historic preservation as approved at ATM 2016

Annual Debt Service: $61,000 to be applied towards the bond for the renovation and restoration of the historic Southborough Library building for the purpose of historic preservation as approved at ATM 2018

Annual Debt Service: $141,850 to be applied towards the bond for the historic restoration of the Southborough Town House for the purpose of historic preservation as approved at ATM 2021

FY24 Annual Debt Service: $52,842 from the CPA FY24 Budgeted Reserve Fund Balance to be applied towards the bond for the historic restoration of the Southborough Town House for the purpose of historic preservation as approved at ATM 2021

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *The budget and set-asides are an annual requirement under the Community Preservation Act.*

ARTICLE 28: To see if the Town will vote to accept the report of the Community Preservation Committee for the FY2024 State Match Adjustment from the CPA Fund Balance and act upon the recommendations of the Community Preservation Committee and to set aside for later expenditure, certain sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the General Laws, as follows:

Actual FY24 State Match Receipts.....	$ 86,596
ATM2023 Projected FY24 State Match	$82,561
FY24 State Match Adjustment	$4,035

Set Aside- Open Space
$403 to be set aside, held in the Community Preservation Open Space Reserve Account, and spent in FY2025 or later years for acquisition, creation, or preservation of open space, and for the rehabilitation and/or restoration of open space acquired under the Community Preservation Act.

Set Aside – Historic Preservation
$403 to be set aside, held in the Community Preservation Historic Reserve Account, and spent in FY2025 or later years for the acquisition, preservation, rehabilitation, and restoration of historic resources.

Set Aside – Community Housing
$403 to be set aside, held in the Community Preservation Housing Reserve Account, and spent in FY2025 or later years for the creation, preservation, and support of community housing, and for the rehabilitation and/or restoration of community housing acquired under the Community Preservation Act.

Set Aside Administrative Costs
$201 – Community Preservation Fund to defray the administrative and operating expenses of the Community Preservation Committee in FY2024 in the FY2024 Community Preservation Administration Account.

$2,625.00 Reserved for FY24 Community Preservation Budgeted Reserve/Discretionary)

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article is to account for an adjustment to the state match from what was budgeted at 2023 ATM and the FY24 State Match received.*

ARTICLE 29: To see if the Town will vote to appropriate $46,046 for the rehabilitation and restoration of historic Town records for historic purposes as requested by Southborough Town Clerk Jim Hegarty, with $21,005.43 from the Historic Reserve Account and $25,040.57 from the Budgeted Reserve Account. This consists of $45,046 in project costs and an additional $1,000 in contingency funding. Contingency funds only available after approval of the Community Preservation Committee for unexpected costs unforeseen at the time of application.
Funding is contingent on a project start of July 1, 2024, and to be completed by June 30, 2027 or funds to be returned to the Southborough Community Preservation Fund Balance as directed by the Southborough Community Preservation Committee. Project to be completed in conformance with details as presented to the members of the Community Preservation Committee and to be documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the
Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *Under the direction of Town Clerk Jim Hegarty said funds will be used for the restoration of historic Town documents dating back to the 1700's.*

ARTICLE 30: To see if the Town will vote to appropriate $211,232 from the CPA Fund Budgeted Reserve for the construction of the final segment of Peninsula Trail requested by the Southborough Trails Committee for recreational purposes. This consists of $183,680 in project costs and an additional $27,552 in contingency funding. Contingency funds only available after approval of the Community Preservation Committee for unexpected costs unforeseen at the time of application. Funding is contingent on a project start date of July 1, 2024, and to be completed by December 1, 2026, or funds to be returned to the Southborough Community Preservation Fund Balance as directed by the Community Preservation Committee. Project to be completed in conformance with details as presented to the members of the Community Preservation Committee and to be documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *Under the direction of the Southborough Trails Committee (STC), and with Recreation Director Tim Davis as an advisor, said funds will be used for the installation of the boardwalk, footbridge, and other trail construction related tasks for "Bridging the Gap" Phase II of the STC Peninsula Trail Project.*

ARTICLE 31: To see if the Town will vote to appropriate $553,750 for the installation of a new irrigation system in accordance with the standards of Audubon International, at the Southborough Golf Club from the CPA Fund Balance, as requested by the Southborough Golf Committee for the purpose of recreation. This consists of $475,000 in project costs and an additional $78,750 in contingency funding. Contingency funds only available after approval of the Community Preservation Committee for unexpected costs unforeseen at the time of application. Funding is contingent on project completion by December 1, 2026, or funds to be returned to the CPA Fund Balance as directed by the Community Preservation Committee. Project to be completed in conformance with details as presented to the members of the Community Preservation Committee and to be documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *Under the direction the Southborough Golf Committee (SGC), and with the golf course management company - New England Golf, overseeing the installation, said funds will be used for the installation of the new irrigation system to replace the existing 50+ year old system which is leaky, prone to failure requiring frequent repair, and time consuming to operate. This article is the Community Preservation Act share of a total project amount of $603,750 offset by a $50,000 contribution from the Golf Course Revolving Fund.*

ARTICLE 32: To see if the Town will vote to appropriate the sum of $96,115.13 for the use of the Board of Health to provide for substance abuse abatement activities following the Town's participation in the Statewide Opioid Settlements negotiated by the Massachusetts Attorney General, and to meet said appropriation the sum of $96,115.13 be transferred from Free Cash, or do or act anything in relation thereto.

Proposed by: BOARD OF HEALTH
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This Article provides funds to supplement and strengthen resources possibly including but not limited to substance abuse prevention, harm reduction, treatment, and recovery funded by direct payments received by the Town of Southborough as a result of signing onto statewide settlements with opioid manufacturers, distributors, and/or pharmacies. In order to comply with settlement reporting requirements, the funds are being segregated from general revenues into a separate article.*

ARTICLE 33: To see if the Town will vote to authorize the Select Board under Clause (1) of Section 8 of Article 2, as amended, of the Amendments to the Constitution of the Commonwealth of Massachusetts to submit to the General Court a Home Rule Petition, accompanied by a proposed Special Act relating to the Town of Southborough public works. The General Court may make clerical or editorial changes of form only to the proposed, unless after a public hearing the Select Board approves amendments to the bill before enactment by the General Court. The Select Board is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition. Said submission shall be accompanied by an attested copy of the motion and vote of the Town Meeting on this article.

Said proposed Special Act shall make the following modifications to Ch. 447 of the acts of 1991: (a) Re-establish the office of Tree Warden as an appointee of the Select Board, supervised by the DPW superintendent; (b) dissolve the Public Works Planning Board of the town of Southborough; and (c) replace "board of selectmen" with "select board" throughout.

The form and wording of said submission shall be determined by the Select Board in consultation with Town Counsel and the Town's representatives to General court, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *The Public Works Planning Board was created in 1991, and does not meet current expectations. The Select Board is officially the town's Tree Warden by the Special Act which has proven inefficient. The office of Tree Warden would be reinstated as an appointed officer of the Town.*

ARTICLE 34: To see if the Town will vote to establish a Public Works Advisory Committee by deleting Article I ("Solid Waste Disposal Committee") of the Town Code in its entirety and inserting the following into the Town Code:

Article XIII Public Works Advisory Committee

§9-52 Purpose
Because the Department of Public Works ("DPW") is a complex organization that consumes a significant portion of the Town's budget and directly impacts the life of every resident: planning, prioritization, coordination and communications with the residents is essential. The Public Works Advisory Committee provides a focal point for and assistance with this complex function.
§9-52-A Establishment; Membership; Qualifications
Effective upon the dissolution of the Southborough Public Works Planning Board, there shall be a Public Works Advisory Committee ("PWAC"), which shall consist of five voting members and the non-voting ex-officio members identified below.
Each voting member shall be a resident of the Town and shall not be a Town officer or employee. Preferably at least 3 voting members should have significant relevant work experience and knowledge of activities undertaken by the DPW.
The voting members shall be appointed by the Select Board.
§9-52-B Appointments; Terms; Vacancies; Removal
Voting members shall be appointed for three-year terms. The initial appointments shall be two members for three years, two members for two years, and one member for one year, so as to establish overlapping terms.
Any voting member who shall remove from the Town, establish residency in another town, resign, or die shall cease to be a member. When notified that any voting member has failed to faithfully discharge his duties, or has failed without good cause to attend at least three quarters of the PWAC meetings held in any six-month interval: the Select Board may promptly give notice, hold a hearing and determine whether such member shall be removed from the PWAC. In any case of a vacancy in the voting membership, the Select Board shall make every effort to, within thirty days, appoint a replacement for the balance of the unexpired term.
The ex-officio (non-voting) members have terms coincident with their employment and shall be: the Superintendent of Public Works and the Town Planner.
§9-52-C Organization; Meetings
The members shall select, from among themselves, a Chair, vice-Chair, and a Secretary.
The PWAC shall establish a regular schedule of meetings sufficient to complete its duties, but shall meet at least quarterly.
The PWAC shall ordinarily and preferentially meet in the Town, but may conduct meetings, investigations or inspections within the scope of its duties and authority anywhere, subject to the Open Meeting Law and standard Town travel budgets and policies.
The PWAC may appoint from its own membership subcommittees and delegate to them such of its powers as it deems expedient.
All reports and recommendations of the PWAC made to the Town shall be voted by a majority of the voting members of the PWAC, but this shall not be construed to prevent recommendations by a minority nor to discourage full participation by the non-voting members.
§9-52-D Funding
Subject to appropriation, the PWAC may incur expenses for consultants, communications, minute-takers and other purposes. Such expenses shall be from a separate line item under the DPW's budget, established by the Town's regular budget process. Any expenditures from its budget shall require a majority vote of the PWAC or a designated member thereof, as permitted by law, and be subject to the Town's policies for such expenditures.
§9-53 Functions and Definitions

The duty of the PWAC shall be to respond to requests for support from the Superintendent of Public Works, the Select Board, the Planning Board, the Advisory Committee, the Capital Improvement Planning Committee, and such other Town Entities as may be appropriate.
Further, PWAC shall also proactively evaluate, study, recommend, propose, and/or report on significant projects to be undertaken by the DPW.
The PWAC shall assume the functions of the former Green Technology and Recycling Committee that were assigned to the former Public Works Planning Board.
In this Article XIII, the phase "Town Entities" includes any Town board, committee, or agency of Town government, or subsidiary organization of any of these, whether statutory, elected or appointed.
In this Article XIII, the phase "Public Works Projects" includes projects conducted or planned to be conducted by the DPW, including but not limited to: road and sidewalk construction and maintenance; solid waste disposal (including operation of the transfer station, recycling and fees); cemetery operation; construction and maintenance of the water system (including conservation and fees); tree maintenance, removal, and replacement; public stormwater, and traffic management.

§9-54 Mission and Authority

The PWAC shall assist with establishing priorities and long-term planning for significant Public Works Projects. The PWAC may evaluate and/or develop options to be considered for Public Works Projects that significantly deviate from their plans in scope, expense, and/or schedule. The PWAC may assist in locating and/or evaluating the desirability of external (e.g., grant) funding for Public Works Projects.
The PWAC shall coordinate its work with the Select Board, Advisory Committee, Capital Improvement Planning Committee, Planning Board, Trails Committee, and Recreation Commission as reasonably necessary.
The PWAC shall not manage or direct the Superintendent of Public Works, DPW employees, or projects.
The PWAC shall assist the Superintendent of Public Works to communicate plans for Public Works Projects and the status of such projects to residents (especially neighbors) at the earliest feasible time. It shall serve as a focal point for citizen concerns with Public Works Projects, and may conduct public hearings.

§9-54-A Other Agencies

The PWAC may meet with other governmental agencies to discuss opportunities for interoperation, efficiencies or other synergies. However, the PWAC does not have the authority to commit the Town to pursue such opportunities, which authority rests with the Superintendent of Public Works, other Town Entities, and/or their designees.

§9-55 Reporting

From time to time, as may be necessary, the PWAC shall report to the Superintendent of Public Works and/or the Select Board on its activities and such reports, studies, evaluations, recommendations, and/or proposals as it has initiated or have been requested of it.
From time to time, as may be necessary, the PWAC shall report to the Town Meeting.

§9-56 Interpretation

The section headings and numbering of this Article XIII are for convenience and shall not be construed to modify the interpretation of the article.
In this Article XIII, terms are defined in quotation marks within parenthesis, and their uses are indicated by capitalization. The definition of each such term applies to its use in the entirety of this Article XIII, whether or not the definition appears before such use.
In this Article XIII, the word "will" is to be interpreted as descriptive of an outcome or process and not as an imperative; the word "shall" is to be interpreted in the imperative sense of "must" or "is required to"; while the word "may" is to be interpreted in the permissive sense of "optionally", or "has discretion whether or not to".

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *Replaces the Special Act-chartered Public Works Planning Board with a Town standing committee when the PWPB dissolves as initiated by the previous article.*

ARTICLE 35: To see if the Town will vote to amend Article XI, Capital Improvement and Planning Committee, of the Town Code by deleting § 9-43(A) in its entirety, and replacing it with the following:

A. There shall be a Capital Improvement and Planning Committee ("CIPC"), which shall consist of five voting members and the two nonvoting ex-officio members identified below.

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *The Capital Improvement and Planning Committee is seeking to reduce its membership from 7 to 5 members to alleviate issues with getting quorums for meetings.*

ARTICLE 36: To see if the Town will vote to amend the Town Code to add Downtown District to Chapter 174 - Zoning as follows:

- ➢ Schedule of use regulations – 174-8.C(5) after Business Village District.
- ➢ Signs – 174-11 (D) – sign regulations next to Business Village
- ➢ Signs-174-11.E [1] [a] after Business Village District.
- ➢ Signs-174-11.E [1] [b] after Business Village District.
- ➢ Signs-174-11.E [2] [a] after Business Village District.
- ➢ Signs-174-11.E [2] [b] after Business Village District.
- ➢ Signs-174-11.E (d) [1] after Business Village District.
- ➢ Signs-174-11.E (d) [2] after Business Village District.
- ➢ Outdoor Illumination – 174-12.1.E (3) (b), and Table 1 under LZ-2 add Downtown District below Business Village
- ➢ Landscaping – 174-13.A(3) as follows:

  (3) Exceptions.
  The requirements of this section do not apply to developments or renovations in the Business Village District **and the Downtown District**. However, the Planning Board may require landscaping as part of the site plan or special permit application within the Business Village District **and Downtown District**.

And anywhere else in the code where the Business Village District is referenced and appropriate.

; or do or act anything in relation thereto.

Proposed by: PLANNING BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *The intent of this Article is to add the phrase "Downtown District" where "Business Village District" is referenced, as applicable, throughout the Town Code.*

ARTICLE 37: To see if the Town will vote to amend Chapter 174 of the Town Code to include an expiration for special permits as required by MGL c. 40A Section 9 as follows:

In Chapter 174 Section 9 – Special Permit Requirements, to add after the sentence ending with "...or destructive of property values therein." the following clause: "Unless otherwise designated by this chapter, if the rights authorized by a special permit are not exercised within two years from the date of grant thereof, they shall lapse, and a new petition,

notice, and hearing will be required for their reestablishment. The applicant may be granted a single one-year extension by applying in writing to the special permit granting authority at least 30 days prior to the date when the special permit is due to lapse. An extension will only be granted for good cause and/or at the discretion of the special permit granting authority."

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD/ZONING BOARD OF APPEALS
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article would amend the Zoning Bylaw to comply with MGL c. 40A Section 9, which requires bylaws to provide a specified period of time after which special permits will lapse.*

ARTICLE 38: To see if the Town will vote to delete in its entirety Chapter § 9-2 of the town code "Meetings prohibited on Election Day, or when Town offices are closed due to weather or other emergency" and replace it with:

§ 9-2 Meetings prohibited on Election Day, or when Town offices are closed due to a weather or other emergency

A. If the Select Board or their designee announce that all Town offices are closed due to a weather or other emergency, any scheduled public meeting shall be cancelled. However, public meetings may be held if the meeting is properly noticed for and held in an online format where the public may observe the meeting. A previously scheduled in-person only meeting may be changed to an online format by submitting a revised agenda to the Town Clerk in a timely fashion. If a meeting is cancelled, the Town Clerk shall post notice of the cancellation on the Town website.

B. This prohibition will not apply to emergency meetings held to address weather or other emergencies as defined by the Attorney General.

C. No board, committee or commission shall schedule a meeting on the day of any Town, state or federal election.

; or do or act anything in relation thereto.

Proposed by: TOWN CLERK
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This Article modifies the existing town code to allow meetings to be held when town buildings are closed to the public due to a weather or other emergency, if the meeting is held in an online format where the public may observe the meeting.*

ARTICLE 39: To see if the Town will vote to accept MGL Ch 41 §19 K which states as follows:

"In any town, that accepts this section, a town clerk who has completed the necessary courses of study and training, and has been awarded a certificate by the Massachusetts Town Clerks' Association as a certified Massachusetts municipal clerk, shall receive as compensation from such town, in addition to the regular annual compensation paid by such town for services in such office, an amount equal to 10 per cent of such regular annual compensation, but not more than $1,000 per year. In order to qualify for such additional compensation, a town clerk shall submit to the board of selectmen of such town proof of the award of such certificate. The additional compensation provided in this section shall be prorated for any 12 month period in which an eligible person does not hold the office of town clerk for 12 consecutive months. Such additional compensation shall discontinue when certification is discontinued or withdrawn."

; or do or act anything in relation thereto.

Proposed by: TOWN CLERK
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This Article accepts the Massachusetts General Law that provides an annual $1,000 stipend to a town clerk who obtains certification as a Massachusetts Municipal Clerk. Only 31% of Massachusetts town clerks have the*

required experience, have taken the required continuing education courses and passed the 250 - question examination required to earn this certification.

ARTICLE 40: To see if the Town will vote to amend Town Code § 9-25 Meeting minutes, by deleting it in its entirety and replacing it with:

Each board, committee, or commission shall provide minutes for each of its meetings to the Town Clerk within 45 days of the meeting. Minutes shall be kept by the Town Clerk for a period as required by applicable state law. This requirement shall not apply to Executive Session Minutes, which shall only be provided to the Town Clerk within 45 days from the date that they are released for public disclosure.

A. Minutes shall indicate whether they have or have not been approved by the board, committee or commission when submitted to the Town Clerk.
(1) Minutes that have not been approved at the time of their receipt shall be labeled "Draft."
(2) The Town Clerk shall log the receipt of all minutes and the Town Clerk shall post minutes on the Town website.

B. Minutes shall be submitted in a manner consistent with the Open Meeting Law (MGL c. 30A, § 22), and the Attorney General's Open Meeting Law Guide, and must include:
- the date, time and place of the meeting;
- the members present or absent;
- the decisions made and actions taken, including a record of all votes;
- a summary of the discussions on each subject;
- a list of all documents and exhibits used at the meeting; and
- the name of any member who participated in the meeting remotely.

C. Minutes submitted to the Town Clerk shall include, as reasonably possible, copies of all documents, exhibits, and electronic files of any audio or video presentations used at the meeting, including items created by the board members, or by others allowed to make presentations at the meeting.
(1) The term "used at the meeting" shall mean a document, exhibit, audio or video presentation that was (1) identified by name, or (2) presented at the meeting, and (3) discussed at the meeting.
(2) If copies of documents or other exhibits used at the meeting cannot be provided due to the physical nature of the exhibit (e.g., size of the exhibit, etc.), the specific filing location of the document or exhibit shall be identified.

D. The last page of the minutes shall include a section labelled Documents Used at This Meeting and shall list the names of each document that was used at the meeting.

; or do or act anything in relation thereto.

Proposed by: TOWN CLERK
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This Article clarifies the existing requirements for board, committee, or commission ("the board") meetings to maintain minutes and documents used at meetings. This Article adds the requirement that any audio or video presentation that a board allows to be displayed at a meeting be retained, regardless of who created the presentation. This Article also adds the requirement that the last page of the minutes includes a section labelled "Documents Used at This Meeting" with a list the names of each document that was used at the meeting. A recent review of minutes submitted to the town clerk revealed several instances where no documents were submitted by the board.*

ARTICLE 41: To see if the Town will vote to petition the General Court for the passage of special enabling legislation authorizing the Town to authorize, issue and sell pension obligation bonds to finance the Town's unfunded pension liability to the Worcester Regional Retirement System, fund any necessary reserves, and all other costs associated therewith, which special enabling legislation shall be in such form as the Select Board shall approve, and provided further that the Select Board may accept and approve any amendments required in such special act as required by the

General Court, provided that such amendments do not materially impact the purpose of the Special Act, as may be approved hereunder; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article will authorize the Town to seek special legislation that would allow the Town to retire its portion of the Worcester Retirement System unfunded liability. If market conditions were favorable the Town would seek Town Meeting approval to issue pension obligation bonds for this purpose.*

ARTICLE 42: To see if the Town will vote to transfer from Free Cash the sum of Thirty Thousand Dollars ($30,000) or such other amount as Town Meeting may approve for the purpose of funding events [i.e. fireworks, parade, public art, etc.] as authorized by the Tricentennial Committee celebrating the Town of Southborough's incorporation, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This funding will serve as seed money to support the work of the Tricentennial Committee. Expenditures will be approved by the Committee Chair [subject to approval by the Committee] and may include items like patriotic bunting, memorabilia, assistance with digital media or deposits on events such as fireworks, etc.*

ARTICLE 43: To see if the Town will vote to approve the Assabet Valley Regional Vocational Technical School Committee's vote on January 9, 2024, to establish a Stabilization Fund for the Assabet Valley Regional Vocational Technical School District, pursuant to Section 16G ½ of Chapter 71 of the Massachusetts General Laws, said Stabilization Fund, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Not Support
Summary: *The purpose of this warrant article is to help with the creation and support of a Capital Improvement Fund for the school district which would be governed by the AVRVSD School Committee. Historically, Assabet has been able to accommodate Capital Improvements through the use of Out-of-District Tuition and through grant opportunities, however, neither is a continued sustainable option.*

ARTICLE 44: To see if the Town will vote that the Town hereby resolves not to seek to sell, agree to sell, or enter into a sale of the 21 Highland St. property until January 1, 2028. It is agreed that the sale or transference of the property could be detrimental to the town until the following factors are resolved: There is currently a new school project being contemplated with an unspecified school price tag that could range as high as 60-100 Million dollars at his moment. The process of planning and building a new school could take another 3 or more years to complete. There is currently 300 408 housing units likely to be built in the next 3-5 years, and the MBTA community Act currently threatens the town with another potential 750 units of multifamily zoning by right, so in the next 3+ years to come the town could lose control of housing development in many areas of the town (there are 3800 housing units in the town currently, the total new burden could add a possible 26% population increase). Although it is unrealistic to expect the full number of units, the current school estimates do not take all of these factors into account, nor can we accurately project numbers with confidence having no control over the zoning, unit type, or building process. There is no current organizational model or plan to mitigate the possible cost or space need effects upon town departments, and no current plan for town space needs if this rapid population growth occurs. The current space need plans are dependent upon the premise of building a new school, a historically neutral residential development plan, and turning over one of the current schools to general town use for multiple departments currently inhabiting other buildings, including Recreation, Family and Youth services (both in the 21 Highland property), Building Permit departments, senior center, and Facilities (all in the Cordaville hall building), who have all have been recommended in the space needs plan to vacate their current locations (and to move to Finn currently). If there is a problem with the plan (example: No new school, or other factors as high population growth), selling the 21 Highland St. property could leave the town with little recourse except to sign commercial leases for homeless departments, potentially making the town long term dependent upon the private real estate market fluctuations, and/or possibly build space, adding to town costs. A new school is currently not approved,

but selling these properties could be used as financial incentive and space need leverage to coerce support for one, knowing the sale could instigate leases and costs created by a premature property sale and vacating actions by those departments. There is minimal financial risk to delaying a sale of the property for several years. There is a greater financial risk to selling the property prematurely if the building could better serve the short, middle, or long term interests of the town given the current factors facing the town. A vote for this Article shall supersede any prior decision made or entered into by the town without regard to, or for, the legal and financial consequences of violating any and all other agreements and contracts with private parties.

; or do or act anything in relation thereto.

Proposed by: JOSEPH PALMER, et al.
Select Board Recommendation: Not Support
Advisory Committee Recommendation: At Town Meeting
Summary: *This is a citizen's petition.*

ARTICLE 45: To see if the Town will vote that the Town hereby resolves to own and rehab the current 21 Highland St. property for town, community, and/or rental use, using CPC and other bond allocations to fund the project when needed. The surrounding property will remain open for community use regardless of building use. It is required that the Select Board carry out the will of this resolution, and have a plan in place by the next town Meeting with the understanding that the citizenry will not entertain a proposal to dispose of the property till the year 2033. A vote for this Article shall supersede any prior decision made or entered into by the town without regard to, or for, the legal and financial consequences of violating any and all other agreements and contracts with private parties.

; or do or act anything in relation thereto.

Proposed by: JOSEPH PALMER, et al.
Select Board Recommendation: Not Support
Advisory Committee Recommendation: At Town Meeting
Summary: *This is a citizen's petition.*

ARTICLE 46: To see if the Town will vote that the Town hereby resolves not to seek to sell, agree to sell, or enter into a sale the 21 Highland St. property until January 1, 2030. It is agreed that the citizenry prefers to tastefully retire use of the building at 21 Highland St., and keep the building at 21 Highland St. property owned by the town if or when departments housed wherein should move to other locations and there is no reason to keep the building in use. At such time, the 21 Highland St. building interior will be "Mothballed", the exterior of the windows protected with tasteful covers, the roof and exterior sealed, so the building will keep in a relatively preserved state til it should be desired for future use again, remodeling or demolition by the town. A vote for this Article shall supersede any prior decision made or entered into by the town without regard to, or for, the legal and financial consequences of violating any and all other agreements and contracts with private parties.

; or do or act anything in relation thereto.

Proposed by: JOSEPH PALMER, et al.
Select Board Recommendation: Not Support
Advisory Committee Recommendation: At Town Meeting
Summary: *This is a citizen's petition.*

ARTICLE 47: The Citizens of Southborough hereby resolve that, any petition to the CPC for funding for a project, asset, or service on private land, or for private benefit and use, being not town owned or operated, should require a 2/3 majority passing vote tally for approval at Town Meeting; or do or act anything in relation thereto.

Proposed by: JOSEPH PALMER, et al.
Select Board Recommendation: Not Support
Advisory Committee Recommendation: Not Support
Summary: *This is a citizen's petition.*

And you are to give notice hereby by posting true and attested copies of the Warrant on the Town website, the Southborough Town House, 17 Common Street, Southborough Senior Center, 9 Cordaville Road, Southborough Library, 25 Main Street, and Southborough Transfer Station, 147 Cordaville Road; seven (7) days at least before the time appointed for such meeting.

Given under our hand this 4th day of March, 2024

Andrew R. Dennington II, Chair

Kathryn M. Cook, Vice-Chair

Sam Stivers

Marguerite Landry

Alfred Hamilton

SELECT BOARD OF THE TOWN OF SOUTHBOROUGH

2024 Annual Town Meeting

FAQ for Warrant articles 33 & 34

PUBLIC WORKS PLANNING BOARD EVOLUTION
SELECT BOARD

Two related warrant articles for the 2024 Annual Town Meeting warrant propose to replace the Public Works Planning Board with a new committee designed to meet current needs and controlled by the Town. They also reinstate the office of appointed Tree Warden.

This document answers the most common questions about these articles.

Q1: What's behind these articles?

A: When the Town created the DPW from several existing departments, it also created the Public Works Planning Board to oversee the consolidation and replaced the Tree Warden by the Select Board. The PWPB no longer meets stakeholder expectations, and the Select Board isn't a satisfactory Tree Warden

Q2: What's wrong with the Public Works Planning Board?

A. The PWPB's charge and composition is fixed in a state law, and its original mission has been accomplished. As a result, it has become a passive body that rarely meets. Today's needs are different; Town Boards, the Superintendent of Public Works, and many citizens expect a more active board to advise the DPW on the projects that it undertakes.

Q3: Can't Town Meeting update the PWPB's charge and/or composition directly?

A. Because it was established by a state law (at the request of the town), changes require the Legislature to act to amend it. This is an involved, slow process so we want to do it once and decouple the Town from state law as much as possible.

Q4: So, can we just ask to get rid of the state law that's causing us trouble?

A. No. Most of the law is necessary to have the consolidated DPW, which continues to work better and more efficiently than the former separate departments.

Q5: Why does Article 33 just "authorize the Select Board to file a petition"? Can't it, or Town Meeting just do what's necessary directly?

A. The process of amending a state law that applies to a single town is involved. The Select Board, as the executive authority must prepare, submit, and negotiate a "Home Rule" petition to the legislature. But to do that, it must have Town Meeting's permission. Once submitted, the legislature may propose changes to make it conform to its requirements. It isn't practical for the Town Meeting to review each one, so within certain parameters, it authorizes the Select Board to make necessary changes. To ensure transparency, the Select Board must hold a public hearing when it does so.

Q6: The original formation of the DPW needed a vote in the town election. Why not this time?

A. The consolidation of the DPW involved eliminating the elected Highway, Water, and Cemetery Commissioners and replacing the elected Tree Warden with the Board of Selectmen. Removing elected positions merited a ballot question. These articles do not modify the powers of the electorate.

Q7: How long does all this take?

A. The Legislature works in two-year cycles. If Article 33 passes at the 2024 Annual Town Meeting, based on this cycle, the petition would probably be submitted in January of 2025. We expect that sometime in 2025-2026 it will make the changes that we request. However, it could act as soon as 2024 if our delegation expedites consideration. Article 34 takes effect as after the standard Attorney General's bylaw review, the legislature's vote to implement the changes to the special act, and the Governor's signature.

Q8: Are the Selectmen really the Tree Warden?

A. Unfortunately, yes. Now that the town has a population of over 10,000, they're not qualified under state law to be "the Tree Warden", since they aren't "trained and experienced in arboriculture". In any case, they don't want the job – it requires a lot of time from five people who have other responsibilities for a job that's better suited to one.

Q9: What's the new committee created under Article 34? Don't we have enough committees?

A. The DPW is one of the town's biggest departments (after Schools, Police & Fire). The existing boards and committees that might help it to make the right decisions don't have the time to provide guidance and support. As evidenced by some recent controversial projects, that can have unfortunate consequences. The new committee will coordinate and work with the other boards and committees, offloading the detailed work from them. Since the PWPB will be abolished, there is no net increase in the number of committees.

Q10: Does the new committee manage the DPW?

A. No. It's an advisory committee limited to DPW projects that assists with their planning, prioritization, coordination, and communication with residents.

Q11: What happens with the Tree Warden?

A. The Tree Warden becomes an appointee of the Select Board and has the qualifications, powers and duties established by state & town law, but day to day work is supervised by the Public Works Superintendent. The normal budget and personnel processes will determine whether the Tree Warden will be a direct employee, or provided by a service contract.

Q12: What are the duties and qualifications required of a Tree Warden?

A. The duties of the Tree Warden are specified in several sections of state's general law, including chapters 40, 41 and 87. Chapter 41 requires a Tree Warden to be "qualified by training and experience in arboriculture" and to have a pesticide license. Besides trees, the Tree Warden is also responsible for insect pest control. The nature and extent of the required training and experience is not detailed in state law, but will be specified in the Town's Job Description for the position. https://www.mass.gov/doc/what-is-a-tree-warden/download provides more detail and references to industry-standard qualifications.

Q13: How expensive is a qualified Tree Warden?

A. It depends on how the job is scoped and staffed. Recent job listings for full-time Tree Wardens with comparable requirements range from $64,000 to $102,000/year. A part-time in-house position would reduce the cost; a contract service could be more. As noted above, the optimum solutions for Southborough will be determined by the normal budget and personnel processes. Not having a qualified Tree Warden can be even more expensive.

Q14: Who supports these articles?

A. The **Select Board** initiated and supports them. They are supported by the **DPW superintendent**, the **Planning Board**, and the **Advisory Committee**.

Q15: Do these articles change the authority or responsibilities of the Tree Warden?

A. No. The appointed Tree Warden "shall have all the powers and duties vested by the General (State) Law and town by-law in the office of Tree Warden." Nothing is added or subtracted by this change. However, in the past, the Tree Warden has focused almost exclusively on culling hazardous trees and limbs. We hope that in the future the Tree Warden's other responsibilities will get more attention.

Q16: Why will the Tree Warden "operate under the supervision of the Superintendent of Public Works"? Can the DPW Superintendent over-ride the Tree Warden? Is there a conflict?

A. The Office of Tree Warden may be filled by a direct employee or service contract. It will need administrative support for contracts, personnel, and equipment. Someone needs to provide that support. The DPW Superintendent was chosen because the DPW has staff and equipment that the Tree Warden will call on. This is the most efficient way to minimize tensions, and to ensure synergies in planning and execution. The alternative of assigning supervision to the Town Administrator or a board is impractical, as all are overloaded.

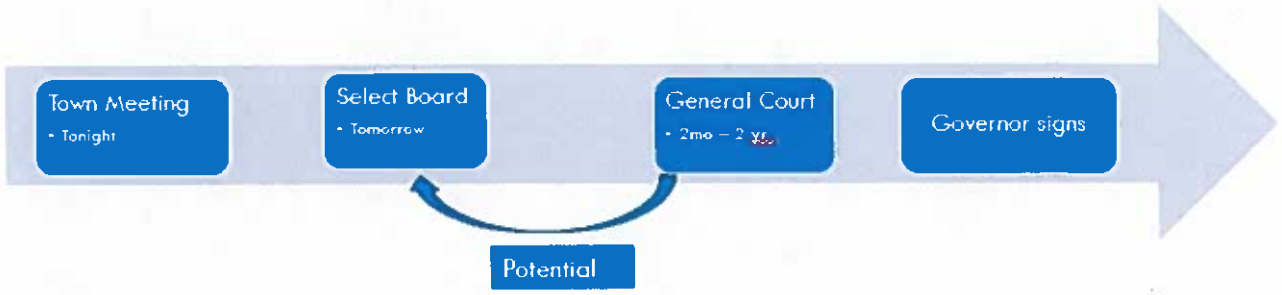
The Tree Warden's powers and duties come directly from the state and town laws and do not accrue to a supervisor, so **his professional judgements cannot be overridden by the DPW Superintendent**. In specific circumstances, the law provides that the Tree Warden may be directed to take action by the Selectmen or Road Commissioner, but this applies in any case. The Selectmen can also hear some appeals of the Tree Warden's decisions.

No one wants to spend money to unnecessarily remove trees. The Tree Warden is responsible for developing and executing a plan for managing trees, applying the **industry-standard objective criteria** for dealing with potential hazards. That plan will be subject to the usual public scrutiny and review. **Professionalizing the position and the consequent planning should alleviate concerns about some past practices.**

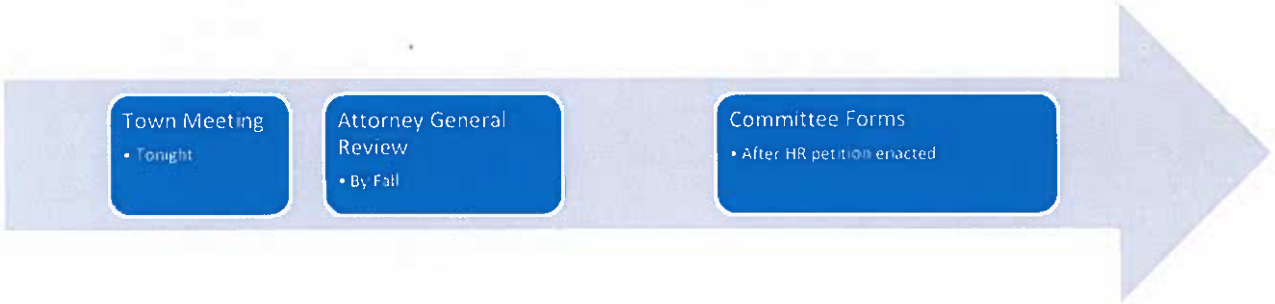
Q17: How and to whom is the Tree Warden accountable?

A. The Select Board appoints the Tree Warden – whether a direct employee or by contract. As with any appointee, the Select Board is responsible for ensuring that the appointee's duties are spelled out in a job description/contract referencing applicable law. Any performance issues would be handled by the Board.

Timeline for Article 33



Timeline for Article 34



Note that these can complete in either order, but the new committee forms when both are complete.



Articles 33 & 34 Overview

Select Board

V1.05 – 12-Mar-2024

Broadly Supported Changes

- Support for both articles from:
  - Select Board – Voted
  - Planning Board – Voted
  - Advisory Committee – Voted
  - Superintendent of Public Works – Reviewed
- Consulted with & reviewed by others – all posi

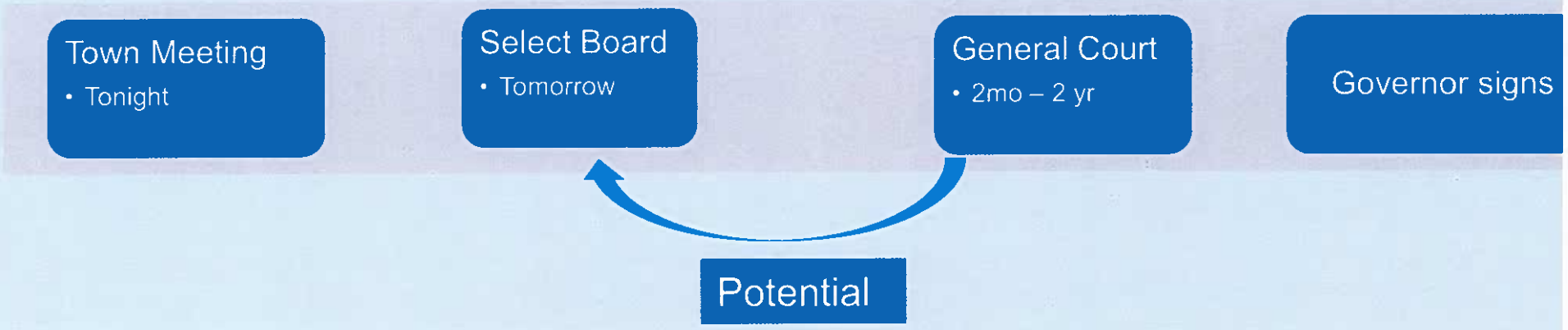
Article 33 – Public Works Planning Board & Tree Ward

GOALS:

- **Dissolve the Public Works Planning Board**
  - **PWPB's mission accomplished! Inactive.**
- **Return Tree Warden from Select Board to appointe**
  - **Select Board not right for the job. (Time, skills)**

PATH:

Requires "Home Rule" petition to legislature



Article 34 – Public Works Advisory Committee

GOALS:

- **Replace the Public Works Planning Board**
  - **Standing committee meets current stakeholder expectations**
  - **Priorities, planning, public communication**
  - **Works with Advisory, Capital, Planning, Trails, etc.**
  - **Subsumes old Solid Waste Disposal, Green Technologies comm**
- **Town Meeting control (vs. PWPB was established in stat**

PATH:

Town Meeting
- Tonight

Attorney General Review
- By Fall

Committee Forms
- After HR petition enacted



Questions?







21 Highland Future Use Committee

Background:

The South Union School is currently being used to house the Recreation Department and Youth and Family Services. The building is in fair condition, and is energy inefficient. It is likely that in 4-5 years the building will become surplus to the anticipated needs of the municipal side of Town Government, provided that a different building becomes available to the town in the form of either a school or other building.

The Select Board would like to develop alternative uses of the building to, if practical, preserve it.

Charge:

There shall be an Ad Hoc Committee established to make recommendations related to the future use of the South Union School. The committee's charge shall expire on ~~June 30~~December 31, 2024. The committee shall be guided as follows:

1. The committee may make recommendations related to the town-owned property at the site provided that:
    a. The playground must be maintained. If necessary, it may be moved.
    b. The sledding hill must be maintained.
2. Parking for the playground and any future use must be provided.
3. The committee may consider uses that would require faster conversion than the 4-5 year timeframe envisions. If considered a plan should be developed for the rehousing of the existing occupants.
4. Any future use of the building that requires regular occupancy must bring the building up to modern energy efficiency standards and building codes.
5. The committee may make use of the technical resources of the town in its deliberations provided that the provision of said resources are approved by either the Town Administrator or the Select Board.
6. The committee should attempt to find alternative sources of funding for any proposed use. The committee should be mindful that any request for taxpayer funding must be judged against other competing priorities. The committee is reminded that other neighborhoods in our town have far fewer public amenities (playgrounds, parks, open space) than exist in this neighborhood.

The committee shall make an interim report to the Select Board no later than Jan 1, 2024, and an interim recommendation no later than May 15, 2024. Said reports shall cover alternative uses that will enjoy broad community support. The committee shall hold at least one public forum related to its recommendations.

Composition:

The Committee shall be appointed by the Select Board it shall have 7 members as follows:

- The Open Space Preservation Commission shall nominate 1 member
- The Historical Commission shall nominate 1 member.

Approved by Select Board: October 24, 2023

- The Planning Board shall nominate 1 member.
- The Recreation Commission shall nominate 1 member.
- There shall be 2 members who live within ½ mile of the property.
- There shall be 1 at-large member.

Approved by Select Board: October 24, 2023

MEMORANDUM

DATE: March 19, 2024

TO: Select Board

FROM: Melanie Otsuka, Executive Assistant

SUBJECT: PROPOSED SELECT BOARD MEETING DATES

Below are the proposed dates for Select Board meetings from April 1, 2024 through June 30, 2024:

- April 2
- April 23
- May 7
- May 21
- June 4
- June 18

This schedule maintains the typical 1st and 3rd Tuesday meeting schedule, except April 23, so as not to conflict with school vacation dates; special or workshop meetings, in addition to regular meetings, can be added as needed.

From: noreply@civicplus.com
To: SelectmenOffice
Subject: Online Form Submittal: Board and Committee Volunteer Form
Date: Friday, March 15, 2024 12:23:49 PM

[EXTERNAL]

Board and Committee Volunteer Form

First Name	Lisa
Last Name	Braccio
Address	13 Oregon Rd.
City	Southborough
State	MA
Zip Code	01772
Phone Number	[redacted]
Email Address	[redacted]
To view a list of the Board and Committee and current membership as well as vacancies	Click here
Name of Board(s) or Committee(s) you would like to volunteer for?	Scholarship Committee
Have you previously served on a Board or Committee for the Town of Southborough?	Yes
Name of Board(s)	Select Board, Planning Board, Golf Course Master Plan Committee, Open Space Preservation Committee, SHOPC, 21 Highland Street Committee
Current Occupation / Current Employer	Volunteer

Please tell us how much volunteer time you have available and any education, experience or special skills that may be relevant to the Committee(s) you are interested in.	I have served on many Committees/Boards over the last 19 years. I would be interested in contributing to the good work of the Committee.
Upload resume preferred but not required	*Field not completed.*

Email not displaying correctly? View it in your browser.

RECEIVED
By Town Clerk/ksb at 2:34 pm, Apr 04, 2024

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Saturday, March 23, 2024
Location: Room 139, Trottier School, 49 Parkerville Road, Southborough, MA
Present: Andrew Dennington, Kathryn Cook, Al Hamilton, Marguerite Landry, Sam Stivers, Town Administrator Mark Purple, Assistant Town Administrator Vanessa Hale, and Town Counsel Jay Talerman.

I. Call Meeting to Order

Mr. Dennington called the meeting to order at 8:41 AM.

II. Town Meeting Preparation

As the article sponsor for Articles 6 & 7 had decided to indefinitely postpone those articles, Mr. Dennington asked the Board to take a position on that motion. Mr. Dennington made a motion to support the motion to indefinitely postpone Articles 6 & 7, seconded by Mr. Stivers. The motion was unanimously approved, 5-0-0.

Based on Town Counsel's opinion regarding the legality of Article 47, which was confirmed by the Attorney General's office, Mr. Dennington asked the Board if they wanted to reconsider their previous vote not to support. Mr. Talerman said that if the article motion is non-binding, then the issue of legality is moot. After some discussion, it was apparent that the current vote would not change if revoted.

Mr. Dennington said that he was aware that Tim Fling may be offering an amendment under Article 5 to reduce budgets across the board, but possibly holding schools and salary lines harmless. Town Counsel said that he would have to hold every non-salary budget line. Mr. Dennington was not in favor of such an amendment based on the process required, and that such an amendment would hurt smaller budgets more than others.

The Board recessed at 9:04 A.M. and returned from recess at 9:10 A.M.

Mr. Tim Fling and the Board discussed the protocol for amending Article 5 (FY25 budget article). Town Counsel advised that the form of any amendments is the decision of the Moderator. Mr. Dennington said that he identified those articles sponsored by the Select Board and made comments under each that he was responsible for making the motion for. While most were brief, he did note that Articles 33 and 34 might have more of an explanation. Mr. Dennington also noted that people should be ready to speak to their articles if the article gets removed from the consent agenda.

There being no additional business to conduct, Mr. Dennington made a motion to adjourn the meeting at 9:34 A.M. and seconded by Mr. Stivers. Motion was unanimously approved, 5-0-0.

Upcoming Meetings

April 2, 2024 *April 23, 2024*

Respectfully submitted, Mark Purple, Town Administrator

List of Documents referred to at the March 23, 2024, SB Meeting:

- None

RECEIVED
By Town Clerk/ksb at 12:23 pm, Apr 25, 2024

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Tuesday, April 2, 2024 6:00 PM
Location: McAuliffe Hearing Room, Town House, 17 Common Street, Southborough, MA
Present: Andrew Dennington, Kathryn Cook, Marguerite Landry, Sam Stivers, Town Administrator Mark Purple and Assistant Town Administrator Vanessa Hale. Present via ZOOM: Al Hamilton.

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Mr. Dennington called the meeting to order at 6:33 PM.

II. Public Comment

There was no public comment.

III. Scheduled Appointments *(Board may vote)*

a. Appoint Jeremy McClosky as Student Police Officer

Police Chief Newell introduced Jeremy McClosky to the Board. Mr. Dennington moved to appoint Jeremy McClosky as a Student Police Officer. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Dennington, aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye (5-0-0). The Board offered their congratulations to Mr. McClosky.

b. Facilities Director John Parent – Town House project update

John Parent, Facilities Director, reported that the Town House project should be complete next month and delivered under budget at approximately $2 million dollars, a savings of $238,000. He reported that the Senior Center project is progressing nicely and he expects completion by the end of the school year. He stated that the students from Assabet Valley Technical High School have provided solid skills on the project and have been excellent to work with. He also reported that he expects National Grid will finish installation of the streetlights within the next six weeks and this will achieve approximately $60,000 per year of energy savings for the Town. He stated that summer projects include South Union School. Mr. Dennington asked about Mr. Parent's ARPA reallocation request. Mr. Parent stated that $400,000 was allocated for the Senior Center project and he expects the final cost to be approximately $250,000. He stated he would use the remaining $150,000 for the following projects: 1) furnish the new room at the Senior Center; 2) complete siding and painting of the Senior Center; 3) landscape the area surrounding the Town House and return remaining ARPA funds to be reallocated by the Board. Mr. Dennington asked Mr. Parent to provide estimates for each of the items listed above and Mr. Parent stated he would provide that information.

c. Board of Health Chair Chelsea Malinowski: 200 Southville Road BOH violations

Chelsea Malinowski, Chair of the Board of Health (BOH) appeared before the Board on the matter. Ms. Malinowski called the BOH meeting to order at 6:47 PM. Ms. Malinowski updated the Board regarding the history of the matter. She stated the situation concerns a temporary dwelling on the property that has no seen sewage disposal and noted the issue has been ongoing since 2022. She stated the BOH has been unable to obtain any communication from the homeowner after multiple attempts. She stated she is appearing tonight to bring the matter to the Board's attention and to stress the need for relevant Town departments and boards to work collaboratively in this matter. Mr. Dennington suggested that the Interim Building Commissioner, who will be appointed tonight, be

made aware and requested he follow up on the matter. Mr. Wayne Anderson, the homeowner, appeared before the Board. He stated that he did not receive the communications from the BOH. Mr. Stivers asked if someone was currently living in the temporary dwelling in question. Mr. Anderson stated that, presently, there is no one living in the trailer but there had been someone living there in the past. He stated that the main issue, from his perspective, is that the neighbors do not like that the trailer on his property is visible. Mr. Dennington requested that, since the BOH and Mr. Anderson have now connected, the matter be addressed with the relevant parties. Ms. Elizabeth Zulik, Clerk of the BOH, stated that the Conservation Commission is also reviewing the matter, as there have been Conservation Commission violations, and she wanted to ensure that the Commission was a party to the collaborative resolution of the matter. Ms. Malinowski moved to adjourn the BOH meeting at 6:59 PM. Ms. Zulik seconded the motion. The motion was approved by roll call vote: Ms. Malinowski, aye; Ms. Zulik, aye.

d. Council on Aging Chair Doug Peck – Update on Council on Aging

Mr. Doug Peck, Chair of the Council on Aging (COA), appeared before the Board to provide an update on matters relating to the COA. He stated the COA's goal is to provide transparency for the public and participate and collaborate with Town boards/committees. He shared that he is hosting a program called Southborough Connects on Southborough Access Media (SAM) to build awareness of Town matters for viewers, many who are senior citizens. He stated he would like the Town to participate in a comprehensive assessment offered by UMASS Boston and the Massachusetts Gerontology Association to understand how the Town's growing senior population impacts the Town and its services. The Board discussed the assessment. Ms. Cook asked about timing and cost for the assessment. Mr. Peck estimated the cost to be between $30,000-$35,000 and takes approximately 6-9 months to complete.

IV. Reports

a. Chair's Report

Mr. Dennington reviewed the items for discussion at the Board's April 23rd meeting. Items for discussion include 1) ARPA allocations; 2) 120 Turnpike and whether the Board would like to weigh in at a future Planning Board meeting, given recent developments; and 3) the 61A parcels, with feedback from relevant stakeholders. Mr. Dennington also reported that he and Ms. Cook would hold office hours on Tuesday, April 9th from 6-7 PM.

b. Member's Report

i. Update on Neary Building project

Ms. Cook encouraged the public to attend a public forum on the Neary Building project on Thursday, April 11, at 7 PM at Trottier Middle School. She stated that on May 21st, the Neary School Building Committee (NSBC) would submit a proposal to the Massachusetts School Building Authority (MSBA) that would likely eliminate some of the configurations currently under consideration. She reported that in August the NSBC would make its final recommendation to the MSBA and the MSBA would make its decision on the recommendation in the fall. She stated that, next, schematics would be developed to present at a Special Town Meeting in April 2025 for the Town's decision. Ms. Cook stated that the NSBC Communications Sub-Committee will be launching a website in the near future with information on the project.

c. Town Administrator's Report

Mr. Purple reported that the Town has been awarded a Community Compact grant in the amount of $110,000. Mr. Purple thanked DPW Superintendent Cundiff for developing a regional grant proposal with Westborough and Hopkinton to purchase a utility pipe drain inspection system, and noted the three communities will cover the remaining $30,000 of the system. Mr. Purple also encouraged the public to participate in the Tricentennial Celebration survey available on the Town's website. Mr. Purple reported that the latest edition of the Town Administrator's newsletter is available and copies have been distributed to Colonial Gardens, the Senior Center and Library.

i. One Stop Grant update (Expression of Interest due April 30, 2024)

Ms. Hale reported that the Expression of Interest (EOI) is due on April 30th and it is advantageous to submit the EOI, as State feedback is provided on the submission. Ms. Hale stated that, as yet, a specific project has not been identified for the One Stop Grant. The Board discussed potential projects and agreed to recommend a study of wastewater treatment in Southborough that would include opportunities to partner with surrounding communities. Mr. Purple stated that, last year, the Town submitted the Flagg School reuse for the One Stop Grant and suggested the EOI include the re-submission of the Flagg School reuse. The Board agreed with Mr. Purple's suggestion.

V. Consent Agenda

a. Approve Open Session Meeting Minutes: March 19, 2024; March 23, 2024

Mr. Dennington requested to hold Consent Agenda item "a." **March 19, 2024 minutes:** Mr. Dennington and Mr. Stivers had scrivener's changes to the minutes. **March 23, 2024 minutes:** Mr. Stivers had scrivener's changes to the minutes. Mr. Dennington moved to approve the March 19, 2024 and March 23, 2024 Open Session Meeting Minutes, as amended. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Dennington, aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye (5-0-0).

b. Accept donation to the Library for $103.15 from C/W MARS

Mr. Dennington moved to approve Consent Agenda item "b", Consent Agenda item "c. ii" and Consent Agenda item "c. iii." Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Dennington, aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye (5-0-0).

c. Approve job description:

i. Building Commissioner

Mr. Dennington requested to remove bullet point #2 under the essential functions section, as it appears twice. Mr. Dennington moved to approve the Building Commissioner job description, as amended. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Dennington, aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye (5-0-0).

ii. Business Admin. I, Building Dept.

iii. Building Inspector

VI. Other Matters *(Board may vote)*

a. Review of Annual Town Meeting

For purposes of discussion, Mr. Dennington discussed Other Matters "a" along with Other Matters "e." Mr. Dennington stated that Town Meeting had approved a budget that included the addition of two dispatcher positions and noted the decision regarding regionalization had been deferred until Fall Town Meeting. Mr. Dennington also asked Mr. Purple to ensure that the home rule petition abolishing the Public Works Planning Board is submitted to the Attorney General's office and Mr. Purple stated he would follow up on the matter. Mr. Dennington stated that Town Meeting attendance was not high and he suggested that childcare be provided, as some parents of small children were unable to participate. The Board discussed how and when to schedule Town Meeting to encourage the greatest participation by all Town members. The Board also discussed the timing of Annual Town Meeting and September 23rd/September 24th as potential dates for Fall Town Meeting 2024. Mr. Hamilton suggested the Town provide a "Noisy Room" to encourage participation for parents of small children. Ms. Mary Tinty, 2 General Henry Knox Road, asked that the Board find solutions to encourage participation in Town Meeting by families of small children. She stated that asking parents to pay for childcare to come and vote is not in the best interest of democracy and stated that keeping Town Meeting on Saturday is ideal. She stated she would like to see a "Noisy Room" for small children and childcare for older children. Ms. Andrea Hamilton, 119 Northboro

Road, stated she was disappointed there was no childcare available at Town Meeting. She stated that she did not get to participate in Town Meeting this year, due to childcare issues, and that multiple years of offering childcare would institutionalize it for parents. She stated that providing childcare would offer a stopgap measure to Town Meeting participation but she would like the Board to assemble a committee to explore a representative town meeting model. Ms. Tinty asked that clickers be available for parents in the "Noisy Room." The Board discussed logistics for clicker use and speaking outside of the Town Meeting space. The Board discussed the following topics for Fall Town Meeting: MBTA Communities, Regional Dispatch, the Public Works Advisory Committee (PWAC), Recommendations from the Public Safety Staffing Study, including the police lieutenant position, Atwood lead funding, National Grid property, consideration of a storm water enterprise fund, increasing the Community Preservation Act (CPA) surtax from 1% to 3%, moving affordable housing monies from the Community Preservation Commission (CPC) to the Affordable Housing Trust Fund Committee (AHTFC) and restructuring/combining the AHTFC and SHOPC. The Board agreed to reschedule their meeting with the CPC to discuss affordable housing issues. Mr. Tim Litt, 146 Woodland Road, suggested the Board add removing the defunct Consumer Advisory Committee to its list for consideration at Fall Town Meeting and the Board agreed. The Board discussed the PWAC and agreed to hear DPW Superintendent Cundiff's thoughts on the matter. The Board discussed the two additional dispatcher positions. Mr. Dennington moved that the Board approve advertising for job openings for the two new dispatcher positions. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Dennington aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye (5-0-0). Ms. Cook asked if there was any interest in changing the Annual Town Meeting date to later than the last Saturday in March. The Board agreed that there is interest and agreed to consider a potential bylaw changing the date for Fall Town Meeting 2024. Mr. Hamilton suggested that the Town not schedule events at Town facilities on the day of Annual Town Meeting. Mr. Litt stated that for many years, Town Meeting was scheduled near the April 15th tax date.

b. Recruitment for Building Commissioner vacancy

For purposes of discussion, the Board discussed Other Matters "b" and Other Matters "c" together. Mr. Purple reported that Building Commissioner Burlingame submitted his resignation and his last day of work would be Friday, April 5th. He is requesting the Board appoint Gene Novak as Acting Building Commissioner through Friday, April 5, 2024 and then appoint Mr. Novak as Interim Building Commissioner, effective April 6, 2024. Mr. Purple reported that Mr. Novak would work approximately 3-4 days/week following his appointment. The Board discussed hiring Community Paradigm to assist with recruitment for the Building Commissioner position. Mr. Dennington moved to appoint Gene Novak as Acting Building Commissioner, through April 5, 2024. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Dennington aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye (5-0-0). Mr. Dennington moved to appoint Gene Novak as Interim Building Commissioner, effective April 6, 2024. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Dennington aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye (5-0-0). The Board discussed public sector recruitment and noted it has changed. Mr. Hamilton suggested a discussion with State officials is needed to address the public labor market and re-evaluate the use of public retirees. Mr. Purple thanked Ms. Hale for her past efforts in recruitment. Mr. Dennington moved to authorize Mr. Purple to engage Community Paradigm for the purpose of Building Commissioner recruitment for a contract amount not to exceed $10,000. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Dennington aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye (5-0-0).

c. Appoint Gene Novak as Interim Building Commissioner

See Other Matters "b."

d. Update and status of regional dispatch discussions

Mr. Hamilton updated the Board on recent conversations with the Police and Fire Chiefs. He stated that the Chiefs are polling their peers to obtain their thoughts on regionalization. Mr. Hamilton stated that Westborough continues to look attractive as a Regional Emergency Communication Center (RECC) but it is concerning that they have not hired an Executive Director. He stated he continues to survey RECCs to obtain more information. Mr. Hamilton asked that the Board make a recommendation no later than the end of May/early June in order to hold public forums prior to a Fall Town Meeting vote. Ms. Cook stated she has questions regarding joining Westborough versus joining an existing RECC. Mr. Hamilton stated that further discussions with Westborough are needed. The Board discussed the timing for decision-making. Mr. Dennington stated this matter would appear regularly on the Board's future agendas.

e. Planning for Fall Town Meeting

See Other Matters "a."

f. Vote to accept St. Mark's Street Park Working Group recommendation of "Southborough Heritage Park"

Mr. Dennington moved that the Board name what used to be called the St. Mark's Street Park the Southborough Heritage Park. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Dennington aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye (5-0-0).

g. Request for naming of benches in new park

Ms. Cook stated that the School Committee and Southborough Youth and Family Services have requested to dedicate a park bench, with a plaque, in the memory of Kim Tollander. Ms. Cook moved to dedicate one of the Southborough Heritage Park benches, with a plaque, in memory of Kim Tollander. Mr. Dennington seconded the motion. The motion was unanimously approved by roll call vote: Mr. Dennington aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye (5-0-0).

VII. Public Comment

There was no public comment.

VII. Adjournment

Mr. Dennington moved to adjourn the meeting at 8:41 PM. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Dennington aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye (5-0-0).

Upcoming Meetings	
April 23, 2024	*May 7, 2024*

Respectfully submitted,

Bridgid Rubin, Recording Secretary

List of Documents referred to at the April 2, 2024 SB Meeting:

- Memorandum from Chief Ryan Newell, dated March 13, 2024, RE: Appointment of Student Officer Jeremy McCloskey
- Employment Offer for Jeremy McCloskey
- Resume of Jeremy McCloskey, with cover letter
- Letter from Ray Matte, dated November 15, 2022, to Mr. Wayne Anderson
- Letter from Heather Alker, dated August 15, 2023, RE: Order to Correct Violations

- Letter from Heather Alker, dated July 20, 2023, RE: State Sanitary Code Violations at 200 Southville Road
- Inspection Report, dated October 2, 2023, RE: Complaint
- Open Session Meeting Minutes, dated March 19, 2024
- Open Session Meeting Minutes, dated March 23, 2024
- Memorandum from Ryan Donovan, dated March 16, 2024, Donation to the Library
- Job Description for Building Commissioner
- Job Description for Building Administrator I
- Job Description for Local Building Inspector
- Memorandum form Mark Purple, dated March 29, 2024, RE: Request to Appoint Acting Building Commissioners
- Memorandum from Lauren Richey, dated March 20, 2024, RE: Bench Dedication
- Letter from Kamali O'Mealley, dated April 1, 2024, RE: Kim Tolander recognition

Southborough Police Department
32 Cordaville Road
Southborough, Massachusetts 01772
508-485-2121 Fax 508-485-4634

Ryan M. Newell
Chief of Police

Sean P. McCarthy
Lieutenant

To: Honorable Select Board

From: Chief Ryan M. Newell

Subject: Appointment of Student Officer Jeremy McClosky

Date: March 13, 2024

Dear Select Board Members:

Please consider my request to appoint Mr. Jeremy McClosky as a Student Officer with the Town of Southborough, effective April 2, 2024. Mr. McClosky is a resident of Douglas, MA, and is currently attending the MPTC certified Police Academy at Quinsigamond Community College. He is a graduate of Douglas High School and is currently working towards his college credits. He is also currently a part-time dispatcher for both the Sutton & Douglas Police Departments. The open position with the SPD became available after the promotion of Sergeant Thomas Rock in October of last year.

Mr. McClosky's compensation will be seven hundred dollars per week (Local 167 Contract), until his MPTC Police Academy graduation in May, when he will transition to "Probationary Officer".

Please feel free to contact me with any questions or concerns you may have.

Thank you.

Respectfully,

Ryan M Newell

Ryan M. Newell
Chief of Police
Southborough Police Department
32 Cordaville Road
Southborough, MA. 01772
Tel: (508) 485-2121 FAX: (508) 480-0161

Southborough Police Department
32 Cordaville Road
Southborough, Massachusetts 01772
508-485-2121 Fax 508-485-4634

Ryan M. Newell
Chief of Police

Sean P. McCarthy
Lieutenant

January 2, 2024

Mr. Jeremy McClosky
[redacted]

Dear Mr. McClosky,

Congratulations on your Conditional Offer as a Student Officer for the Town of Southborough. We are happy that you have accepted our verbal offer of employment, contingent upon the successful results of a comprehensive background check (including POST requirements), physical exam, drug screening, psychological evaluations, MPTC Full-Time Certification (the cost of which is borne by the Town), and confirmation by the Select Board. After we receive successful results for these preemployment conditions, we will determine a mutually agreeable date for you to begin as a Southborough Police Officer. The Town's Police Officers are unionized. Compensation, benefits, and conditions of employment available to Police Officers are set forth in the Collective Bargaining Agreement (CBA), which is subject to change. This is a full-time, benefits eligible position starting at Step One Pay Rate of the Union Contract. You may be eligible for additional forms of compensation in accordance with the CBA. Your schedule is based on 40 hours per week. Your immediate supervisor will be the department's training supervisor, Sergeant Tom Rock.

As an employee of the Town of Southborough, you are an at-will employee, which means you or the Town of Southborough may terminate your employment at any time for any lawful reason (per Union Contract). This position classifies you as a non-exempt employee. This means that you will be eligible for overtime under the regulations of the Fair Labor Standard Act (FLSA).

The Town of Southborough will be providing you with additional paperwork and will be happy to assist you with the onboarding process. To confirm your acceptance of this position, please sign and return the enclosed copy of this offer letter to the Chief of Police as soon as possible; retaining the original for your files.

Once again, congratulations on your Conditional Offer. We hope you will have a wonderful employment experience with the Town of Southborough, and very much look forward to having you staff with the Town. Please do not hesitate to contact Chief Ryan M. Newell, Assistant Town Administrator Vanessa Hale, or myself if you have any questions. We wish you success on successful completion of all the above conditions. The Town of Southborough and the Police Department look forward to your contributions.

Mark Purple
Town Administrator
Cc: Ryan M. Newell, Chief of Police
Vanessa Hale, Assistant Town Administrator

Acceptance: _____ Date: 01/02/2024
Mr. Jeremy McClosky

JEREMY MCCLOSKY



Traits

- Integrity
- Strong Moral Compass
- Composed
- Dedicated
- Organized
- Ambitious
- Personable

Education

Douglas High School (2015-2019) / Quinsigamond Community College (2020-2022 / Worcester State University (2022-2023)/ Currently attending MTPC Police Academy.

Experience

Sutton Police Department / Douglas Police Department

Practiced and applied clear and concise communication skills while answering business and emergency 911 phone lines. Responsible for relaying information to the officers dispatched to a call to ensure officer safety and ensuring comfort to the party on the line. Practiced and applied multitasking skills and report writing skills

Goodyear Tire and Rubber Company, Worcester, MA

General Maintenance Technician

Performed basic mechanical duties on vehicles and provided a clear and concise diagnosis of the vehicle to the owner. Encountered with diverse crowds and worked around language barriers. Maintained a safe and friendly environment for customers and co-workers.

Indian Ranch, Webster, MA

Security Officer

While positioned at the main gate, I was responsible for frisking individuals that attended the venue, prior to entry, for any paraphernalia that is prohibited inside the venue. Encountered a diverse crowd and dealt with language barriers while interacting with the venue attendees.

Certificates:

- First Responder
- CPR
- NG-911
- EMD
- APCO
- CJIS and NCIC

TO: Whom it may concern
FROM: Jeremy McClosky
SUBJECT: Cover Letter

I am eager to submit my application for the Police Officer position that is being offered at your Police Department. I am currently attending a MPTC certified Police Academy at Quinsigamond Community College. I am also working as a police, fire, and EMS dispatcher for the town of Douglas and the town of Sutton, both in Massachusetts; previously, working as a security officer at a popular event venue. I believe that through those opportunities and my ambition to progress my education through the Police Academy / further college courses, I possess the requisite skills and abilities to perform the duties stipulated on what it takes to become police officer.

While working as a security officer, I was responsible for detecting suspicious behavior, illegal paraphernalia, and had to encounter many intoxicated and below cooperative persons attending the venue. While being assigned at the main gate of the security process, where the most amount of people came through, I had the responsibility to remain vigilant and authoritative all while being respectful, open-minded, and providing a friendly environment and encounter to the diverse crowd. While working with Sutton and Douglas Police Department, I have been able to see both sides of policing, on the road and on the communications side. The importance of dispatchers obtaining the correct information to relay to the officers and ensure everyone's safety is a major skill that a police officer must have, I have learned this skill firsthand while dealing with people on the business and emergency line, as well as going into detail and learning scenarios in the Police Academy.

Personally, I have made sure that I pay close attention to detail while multitasking and performing correct the policies and procedures under chaotic and high-stress situations. I am eager to use these skills to further progress my career in law enforcement. Everything that I have and continue to learn in the Police Academy will help me become the best police officer possible and ensure that I uphold the values of my community and the agency I serve. As a police officer I will be dedicated to community policing and providing a safe and friendly environment. For everyone within

the community, I will protect their constitutional rights and through my training ensure that every encounter is professional and reasonable. For the reasons brought up above, I am confident that you will find me a competitive candidate for your department, and I look forward to speaking further about this opportunity.

Respectfully Submitted,

Jeremy McClosky

TOWN OF SOUTHBOROUGH

BUILDING DEPARTMENT

9 CORDAVILLE ROAD
SOUTHBOROUGH, MASSACHUSETTS 01772-1662
508-485-0717

November 15, 2022

Mr. Wayne Anderson
200 Southville Road
Southborough, MA 01772

Dear Mr. Anderson,

This office has received a zoning complaint regarding someone living in a trailer home on your property at 200 Southville Road since sometime this summer. Southborough's Zoning Bylaws prohibits the use of a trailer home or mobile home as a dwelling for more than 30 days in a calendar year. A review of our records reveals that you do not have a special permit to use a trailer home or mobile home as a dwelling for more than 30 days

If you have someone residing in a trailer home at 200 Southville Road, within 30 days of receipt of this notice you must cease such use, or in the alternative you may apply for and seek an approval from the Zoning Board of Appeals for a special permit to allow the use of a trailer or mobile home for more than 30 days in a calendar year.

Please consider this a warning under the Town of Southborough's Non-criminal disposition act. Failure to comply with 30 days of receipt of this letter will result in the issuance of daily fines not to exceed $300.00 for each offense. Each day that such violation continues shall constitute a separate offense. Thank you for your immediate attention to this matter.

Should you have any questions or concerns related to this matter please feel free to contact me at 508-485-0717 or Rmatte@southboroughma.com.

Sincerely,

Ray Matte

Ray Matte
Building Inspector/Zoning Enforcement Officer
Cc. Laurie Livoli, Building Commissioner / Zoning Enforcement Officer

Town of Southborough
Board of Health
9 Cordaville Road, Lower Level
Southborough, MA 01772-1662

Phone: (508) 481-3013

August 15, 2023

Wayne Anderson
PO Box 706
Southborough, MA 01772

RE: ORDER to CORRECT. State Sanitary Code Violations at 200 Southville Road, Southborough

Dear Mr. Anderson:

You are receiving this letter as the owner of record of 200 Southville Road in Southborough, MA. We received a complaint from a Southborough resident that there may be a person residing in a travel trailer on your property. Our housing inspector has observed the trailer. Photo Figure 1, July 13. Housing Inspector has viewed trailer again on August 11th and 14th. (Figure 2 and 3)

This is a violation of 105 CMR 410.000: MINIMUM STANDARDS OF FITNESS FOR HUMAN HABITATION (STATE SANITARY CODE, CHAPTER II). The applicable section of the code is below.

410.440: Temporary Housing

(A) No person may allow temporary housing to be occupied without the written permission of

the Board of Health.

(B) All temporary housing shall be subject to the requirements of 105 CMR 410.000, except

as the Board of Health may otherwise provide in its written permission.

The Southborough Board of Health has not granted permission for temporary housing to be occupied at 200 Southville Road. As you were previously notified by the Town's Zoning Enforcement Officer on November 15, 2022 as to the zoning violation, we consider this violation ongoing.

You are hereby ordered to correct the ongoing violation and requested to appear before the Southborough Board of Health to address this violation. A virtual meeting is scheduled for September 5, 2023, at 9:30 a.m. at which time you will be given an opportunity to be heard and to present witness and documentary evidence as to why this order should be modified or withdrawn. You may be represented by an attorney. Please also be informed that you have the right to inspect and obtain copies of all relevant inspection or investigation reports in the possession of this Board. If you do not appear or correct this violation, this matter will be referred to Town Counsel.

You are hereby ordered to correct the ongoing violation of 105 CMR 410.400 of the Sanitary Code and requested to appear virtually before the Southborough Board of Health to address these violations on

Town of Southborough
Board of Health
9 Cordaville Road, Lower Level
Southborough, MA 01772-1662

Phone: (508) 481-3013

September 5th, 2023 at 9:30 am. Virtual meeting information at https://www.southboroughtown.com/674/Virtual-Meetings.

Regards,

Chelsea Malinowski
Chair, Board of Health
cmalinowski@southboroughma.com
(508) 481-3013

Heather Alker
Health Director, Southborough
halker@southboroughma.com
(508) 481-3013

Town of Southborough
Board of Health
9 Cordaville Road, Lower Level
Southborough, MA 01772-1662

Phone: (508) 481-3013
Fax: (508) 229-2580

July 20 , 2023

Wayne Anderson

PO Box 706

Southborough, MA 01772

RE: State Sanitary Code Violations at 200 Southville Road, Southborough

Dear Mr. Anderson:

You are receiving this letter as the owner of record of 200 Southville Road in Southborough, MA. We received a complaint from a Southborough resident that there may be a person residing in a travel trailer on your property. I witnessed the trailer from an abutting property (see figure 1).

This is a violation of 105 CMR 410.000: MINIMUM STANDARDS OF FITNESS FOR HUMAN HABITATION (STATE SANITARY CODE, CHAPTER II). The applicable section of the code is below.

410.440: Temporary Housing

(A) No person may allow temporary housing to be occupied without the written permission of

the Board of Health.

(B) All temporary housing shall be subject to the requirements of 105 CMR 410.000, except

as the Board of Health may otherwise provide in its written permission.

The Southborough Board of Health has not granted permission for temporary housing to be occupied at 200 Southville Road. As you were previously notified by the Town's Zoning Enforcement Officer on November 15, 2022 as to the zoning violation, we consider this violation ongoing.

You are hereby ordered to explain the use and condition of the trailer with our housing inspector Michael Seager. If you do not comply within 14 days, you will receive an Order to Correct and to appear before the Southborough Board of Health to address these violations.

Please feel free to call this office with any questions at (508) 481-3013).

Town of Southborough
Board of Health
9 Cordaville Road, Lower Level
Southborough, MA 01772-1662

Phone: (508) 481-3013
Fax: (508) 229-2580

Regards,

Heather Alker

Michael Seager

Health Agent

mseager@town.northborough.ma.us

(508) 504-8914

Heather Alker

Health Director, Southborough

halker@southboroughma.com

(508)-481-3013

R-11

Inspection Report
SSC 105 CMR 410.000:
Chapter II, Minimum Standards of Fitness for Human Habitation

Case #:	91FC2	Inspection Date:	10/2/2023
Case Status:	OPEN	Inspection Time:	12:08 PM
Inspected by:	Michael Seager	Inspection ID:	12421
Complaint Date:	7/11/2023	Inspection Type:	Complaint - Physical
Complainant:	Other	Comprehensive Insp?:	Yes

Complaint Description

Neighbor complained about poorly maintained house and someone living in a trailer on property

Dwelling Information

Complaint Address:
200 Southville Road
Southborough MA 01772

		Sleeping Rooms:	
Year Built:		Sanitary Drainage:	
# of Children<6:		Water Source:	
Currently Occupied:		Who Pays Water:	
# of Occupants:		Submetering Form on File:	
Floors:		Hot Water Fuel:	
Stories:		Heating Type:	
Dwelling Units:		Who Pays Heat:	
Room Units:		Owners resides on Site:	
Habitable Rooms:		Owner lives in which Unit:	

Owner Information	Occupant Information	Other Information
Wayne Anderson PO Box 706 Southborough , MA 01772	,	Jim Ray 198 Southville Road Southborough, MA 01772 jpr22@hotmail.com 508-944-6626

200 Southville Road
Southborough , MA 01772

Inspection Date: 10/2/2023
Inspection Time: 12:08 PM
Inspection ID: 12421

Exterior

410.440(A): Temporary Housing / 30 day(s) to correct

Responsible Party: Owner

Observations: Trailer in yard appears to be in use

Comment: Hose running across yard and attaching on bottom rear of trailer

Code Description: (A) No person may allow temporary housing to be occupied without the written permission of the board of health.



410.440(A): Temporary Housing / 30 day(s) to correct

Responsible Party: Owner

Observations: Trailer in yard appears to be in use

Comment: Hose running across yard and attaching on bottom rear of trailer

Code Description: (A) No person may allow temporary housing to be occupied without the written permission of the board of health.



200 Southville Road
Southborough , MA 01772

Inspection Date: 10/2/2023
Inspection Time: 12:08 PM
Inspection ID: 12421

Check List

IN= In Compliance OUT = Out of Compliance NA = Not Applicable NO= Not Observed

1	Adequate and safe supply of potable water sufficient in quantity and pressure
2	Sinks, showers, and bathtubs connected to hot and cold water
3	Hot water supplied in sufficient quantity and pressure
4	Prohibited space heaters in use
5	Space heaters and water heaters properly vented
6	Electricity, gas, plumbing, heating systems properly installed and maintained
7	All electrical facilities for supply and illumination provided
8	Toilet, sink, shower and/or bathtub provided
9	Sewage disposal system provided and maintained
10	Kitchen sink sufficient in size and capacity
11	Cooktop/Oven, Refrigerator/Freezer sufficient in size and maitained
12	Adequate means of egress provided and maintained
13	Locks provided and maintained
14	Refuse stored and disposed properly
15	Land and residence maintained in a safe and sanitary manner
16	Lead-based paint present
17	Building and Structural components maintained in a safe condition
18	Asbestos containing material properly maintained

200 Southville Road
Southborough , MA 01772

Inspection Date: 10/2/2023
Inspection Time: 12:08 PM
Inspection ID: 12421

Check List

IN= In Compliance OUT = Out of Compliance NA = Not Applicable NO= Not Observed

19	Smoke detectors and Carbon Monoxide alarms properly installed and maintained
20	Handrails and guard systems properly installed and maintained
21	Residence free from pests

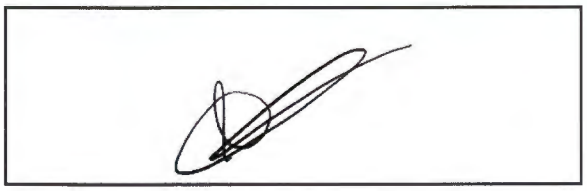
200 Southville Road
Southborough , MA 01772

Inspection Date: 10/2/2023
Inspection Time: 12:08 PM
Inspection ID: 12421

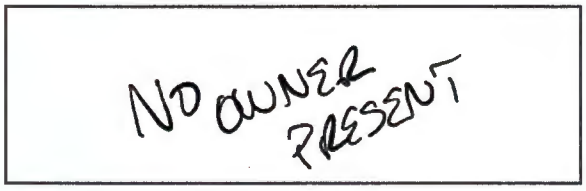
Notes

Original visit on 8/15/23. Pictures taken from next door at 198 Southville Road. No human activity observed. Trailer appears to have a hose running to it and supplying water

Signatures



Inspector



Occupant

This inspection report is signed and certified under the pains and penalty of perjury

200 Southville Road
Southborough , MA 01772

Inspection Date: 10/2/2023
Inspection Time: 12:08 PM
Inspection ID: 12421

THE FOLLOWING IS A BRIEF SUMMARY OF SOME OF THE LEGAL REMEDIES TENANTS MAY USE IN ORDER TO GET HOUSING CODE VIOLATIONS CORRECTED.

1. Rent Withholding (General Laws Chapter 239 Section 8A).

If Code Violations Are Not Being Corrected you may be entitled to hold back your rent payment. You can do this without being evicted if:

A. You can prove that your dwelling unit or common areas contain violations which are serious enough to endanger or materially impair your health or safety and that your landlord knew about the violations before you were behind in your rent.

B. You did not cause the violations and they can be repaired while you continue to live in the building.

C. You are prepared to pay any portion of the rent into court if a judge orders you to pay for it. (for this it is best to put the rent money aside in a safe place.)

2. Repair and Deduct (General Laws Chapter 111 Section 127L).

This law sometimes allows you to use your rent money to make the repairs yourself. If your local code enforcement agency certifies that there are code violations which endanger or materially impair your health, safety or well-being and your landlord has received written notice of the violations, you may be able to use this remedy. If the owner fails to begin necessary repairs (or enter into a written contract to have them made) within five days after notice or to complete repairs within 14 days after notice you can use up to four months' rent in any year to make the repairs.

3. Retaliatory Rent Increases or Eviction Prohibited (General Laws Chapter 186, Section 18 and Chapter 239 Section 2A).

The owner may not increase your rent or evict you in retaliation for making a complaint to your local code enforcement agency about code violations. If the owner raises your rent or tries to evict within six months after you have made the complaint, he or she will have to show a good reason for the increase or eviction which is unrelated to your complaint. You may be able to sue the landlord for damages if he or she tries this.

4. Rent Receivership (General Laws Chapter 111 Sections 127C-H).

The occupants and/or the board of health may petition the District or Superior Court to allow rent to be paid into court rather than to the owner. The court may then appoint a "receiver" who may spend as much of the rent money as is needed to correct the violation. The receiver is not subject to a spending limitation of four months' rent.

5. Search of Warranty of Habitability.

You may be entitled to sue your landlord to have all or some of your rent returned if your dwelling unit does net meet minimum standards of habitability.

6. Unfair and Deceptive Practices (General Laws Chapter 93A)

Renting an apartment with code violations is a violation of the consumer protection act and regulations for which you may sue an owner.

THE INFORMATION PRESENTED ABOVE IS ONLY A SUMMARY OF THE LAW. BEFORE YOU DECIDE TO WITHHOLD YOUR RENT OR TAKE ANY LEGAL ACTION, IT IS ADVISABLE THAT YOU CONSULT AN ATTORNEY. YOU SHOULD CONTACT THE NEAREST LEGAL SERVICES OFFICE WHICH IS:

_____ _____
Name (Telephone #)

_____
Address

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Monday, March 19, 2024 6:00 PM
Location: McAuliffe Hearing Room, Town House, 17 Common Street, Southborough, MA
Present: Andrew Dennington, Kathryn Cook, Al Hamilton, Marguerite Landry, Sam Stivers, Town Manager Mark Purple and Assistant Town Administrator Vanessa Hale.

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Mr. Dennington called the meeting to order at 6:00 PM.

II. Public Comment

Mr. Bruce Sturgeon, 40 Atwood Road, requested that his property be tested sooner rather than later for lead contamination and at a depth of at least 24 inches, due to his proximity to the water tower.

III. Scheduled Appointments *(Board may vote)*

Mr. Dennington moved to Scheduled Appointment "b" at this time.

a. Pole Hearings: National Grid/Verizon

i. 6:35 PM; 121 Northboro Road

Mr. Purple read the public hearing notice into the public record. Mr. Dennington opened the public hearing at 6:36 PM. Mr. Hamilton recused himself from the matter, as a relative is an abutter and provides access to National Grid. Mr. Al Galvin, Engineer for National Grid, appeared before the Board on the matter. Mr. Galvin requested that a stabilizing pole holding a feeder monitor be installed to monitor voltages. There were no questions from the Board. Mr. Dennington moved to close the public hearing at 6:38 PM. Mr. Stivers seconded the motion. The motion was unanimously approved (4-0-0). Mr. Dennington moved to approve the pole application for 121 Northboro Road. Mr. Stivers seconded the motion. The motion was unanimously approved (4-0-0).

Mr. Hamilton rejoined the meeting.

ii. 6:40 PM; 154 Northboro Road

Mr. Purple read the public hearing notice into the public record. Mr. Dennington opened the public hearing at 6:38 PM. Mr. Galvin requested that a stabilizing pole holding a feeder monitor be installed to monitor voltages. There were no questions from the Board. Mr. Dennington moved to close the public hearing at 6:39 PM. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Mr. Dennington moved to approve the pole application for 154 Northboro Road. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

iii. 6:45 PM; 20 Jericho Hill Road

Mr. Purple read the public hearing notice into the public record. Mr. Dennington opened the public hearing at 6:40 PM. Mr. Galvin requested that a stabilizing pole holding a feeder monitor be installed to monitor voltages. Mr. Stivers asked if communication lines are located on any of the poles in question. Mr. Galvin stated that the application contains crossbars for stability to support adding communication lines but, presently, there are no communication lines. Mr. Dennington moved to close the public hearing at 6:43 PM. Mr. Stivers seconded the motion. The motion was unanimously

approved (5-0-0). Mr. Dennington moved to approve the pole application for 20 Jericho Hill Road. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

iv. 6:50 PM; 33 Turnpike Road

Mr. Purple read the public hearing notice into the public record. Mr. Dennington opened the public hearing at 6:43 PM. Mr. Galvin requested that a pole be installed for a commercial customer to support an EV charger. Mr. Stivers asked who pays for the pole. Mr. Galvin stated that the customer pays for the pole installation. Mr. Dennington moved to close the public hearing at 6:45 PM. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Mr. Dennington moved to approve the pole application for 33 Turnpike Road. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

b. Joint meeting with the Planning Board

Planning Board Chair Luttrell called the Planning Board meeting to order at 6:04 PM. Members present: Meme Luttrell, Lisa Braccio, Deb DeMuria and Marnie Hoolahan.

i. Approval of 2024 National Grid Vegetation Management Plan

Mr. Luke Fisk, from National Grid, appeared before the Board, via ZOOM, on the matter. He stated that this year's plan is similar to the 2023 Vegetation Management Plan (VMP). Mr. Hamilton recused himself from the matter, as a relative is an abutter and provides access to National Grid. The Board had no questions. Ms. DeMuria asked if National Grid coordinates with other pole users (i.e. providers). Mr. Fisk stated that National Grid only trims for the electrical assets. Ms. Luttrell asked for clarification that any hazard trees taller than 8 inches would be subject to the hearing process. Mr. Fisk confirmed that is the case. Mr. Tim Litt, 148 Woodland Road, stated he is concerned about the lack of coordination between National Grid and other pole users. He asked why National Grid stopped coordinating with other pole users and how National Grid might begin coordination. Mr. Fisk stated that the cable companies withdrew from prior agreements. Mr. Dennington moved that the Board approve the proposed National Grid Vegetation Management Plan for FY2025. Mr. Stivers seconded the motion. The motion was unanimously approved (4-0-0). Ms. Hoolahan moved that the Planning Board approve the proposed National Grid Vegetation Management Plan for FY2025. Ms. DeMuria seconded the motion. The motion was unanimously approved (4-0-0).

ii. Discussion of MBTA Communities bylaw and Special Town Meeting

Ms. Luttrell updated the Board on the steps the Planning Board and Planning Department have taken on behalf of the Town to comply with the MBTA initiative. Ms. Luttrell stated that the Planning Board only recently learned that the area within the .5-mile radius of the commuter rail station was not incompliance, relative to unit capacity, due to incorrect modeling by Bohler Engineering. She stated the Planning Board recommends that the Town seek relief from the State for the following: 1) a reduction in the unit capacity within the .5-mile radius of the commuter rail station, due to historical and geographical constraints; and 2) an extension of time to obtain compliance, due to the incorrect information from the consultant. The Board discussed how to move forward, given recent developments. Mr. Dennington stated that the Police Department budget/dispatchers matter would be addressed at a Fall Town Meeting and suggested the Planning Board bring forth the MBTA Communities bylaw at that time. The Board and Planning Board discussed timing of the approval of the MBTA Communities bylaw. The Planning Board agreed that a September Town Meeting would be preferable. Ms. Braccio noted that an additional Special Town meeting would need to be scheduled by December 31, 2024, if the bylaw is not approved at a Fall Town Meeting. The Board and Planning Board agreed the Planning Board would draft a letter, with the assistance of Town Counsel, to the State requesting relief for reasons 1 and 2 described above. The Board and Planning Board agreed to move forward with compliance, regardless of the outcome of the Town's request to the State. Ms. Braccio moved to adjourn the Planning Board meeting at 6:33 PM. Ms. DeMuria seconded the motion. The motion was unanimously approved (4-0-0). Mr. Andrew Pfaff, 50 Oak Hill Road and Chair of the Advisory Committee, suggested the Town write a letter to the State Auditor

requesting a determination as to whether or not the MBTA Communities initiative is an unfunded mandate. The Board took no action on the suggestion.

Mr. Dennington moved to Scheduled Appointments "a" at this time.

c. Committee Appointments/Interviews:

i. Destin Heilman – 21 Highland Street Future Use Committee; term to expire 6/30/2024

Destin Heilman appeared before the Board on the matter. The Board interviewed Dr. Heilman. Mr. Dennington moved to appoint Destin Heilman to the 21 Highland Street Future Use Committee, term to expire 6/30/2024. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

ii. Albena Philippo – 21 Highland Street Future Use Committee; term to expire 6/30/2024

Albena Philippo appeared before the Board, via Zoom, on the matter. The Board interviewed Ms. Philippo. Mr. Dennington moved to appoint Albena Philippo to the 21 Highland Street Future Use Committee, term to expire 6/30/2024. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

iii. Frederica Gillespie – Open Space Preservation Commission Rep. to 21 Highland Future Use Committee; term to expire 6/30/2024

Frederica Gillespie did not appear before the Board on the matter. Mr. Dennington moved to appoint Freddie Gillespie as the Open Space Preservation Commission Rep. to the 21 Highland Future Use Committee, term to expire 6/30/2024. Mr. Stivers seconded the motion. The motion passed (4-1-0). Mr. Hamilton voted against the motion.

iv. Maria Romero Vagnini-Scholarship Committee, term to expire 6/30/2024

v. Christine Pearson-Scholarship Committee, term to expire 6/30/2024

Maria Romero Vagnini and Christine Pearson appeared jointly before the Board on the matter. The Board interviewed Ms. Romero Vagnini and Ms. Pearson. Mr. Dennington moved to appoint both Maria Romero Vagnini and Christine Pearson to the Scholarship Committee, terms to expire 6/30/2024. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Mr. Purple announced that Scholarship applications are due on May 9th and further information can be found on the Town's website. He also stated he would place a notice in his weekly newsletter.

vi. Lisa Braccio-Scholarship Committee, term to expire 6/30/2025

Lisa Braccio did not appear before the Board on the matter. Mr. Dennington moved to appoint Lisa Braccio to the Scholarship Committee, term to expire 6/30/2025. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

vii. Appoint Johanna Sheyner as the Recreation Commission Rep. to 21 Highland Future Use Committee; term to expire 6/30/2024

Johanna Sheyner did not appear before the Board on the matter. Mr. Dennington moved to re-appoint Johanna Sheyner as the Recreation Commission Rep. to the 21 Highland Future Use Committee, term to expire 6/30/2024. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

d. DPW Superintendent Bill Cundiff and water consultant Matt Abrahams: FY25 water rates discussion

Mr. Dennington addressed this matter after the Consent Agenda. Mr. Abrahams and DPW Superintendent Cundiff appeared before the Board on the matter. Mr. Abrahams presented the water rate study, which included recommendations for the Town to consider. The Board discussed how to pay for the Atwood lead issue and agreed that funding could be addressed at a Special Town Meeting. The Board acknowledged that the water rate recommendations do not include addressing payment for the Atwood lead issue. Mr. Abraham stated that weather patterns play a role in water revenue for the Town. The Board discussed the options presented by Mr. Abrahams, including an increase spread over 3 quarters versus 4 quarters. The Board agreed with the methodology used to determine the rates, which included increases in the base and rate charges. Mr. Dennington moved

to approve the FY25 water rates as reflected on slide 7 of the presentation by Mr. Abraham. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Superintendent Cundiff stated that he would frequently return to discuss water rates with the Board on a case-by-case basis.

The Board recessed at 8:09 PM and returned at 8:18 PM to discuss Other Matters.

IV. Reports

a. Chair's Report

i. Close-out of MA DLS citation re: Transfer Station

Mr. Dennington reported that the DPW had quickly and successfully resolved issues surrounding the recent incident at the Transfer Station and subsequent citation issued by the Massachusetts Department of Labor Standards.

ii. Update on CPC-Select Board discussion regarding CPC community housing funds

Mr. Dennington reported that the Community Preservation Commission (CPC) has invited the Affordable Housing Trust Fund Committee (AHTFC) to a meeting on April 25th to discuss the direct transfer of Community Preservation Act (CPA) funds to the AHTFC for the purposes of assisting with increasing the Town's affordable housing stock.

iii. Northboro Road 61A parcels

Mr. Dennington reported that the Town has not received a response to the letter sent to the property owner, which stated the Town did not believe the owner's offer was in compliance with State requirements. He also stated that Mr. Purple had requested feedback on potential uses of the parcels by April 12th from the Planning Board, SHOPC, the Open Space Preservation Commission and the Recreation Commission. Mr. Dennington stated that the feedback would be discussed at the Board's April 23rd meeting. He noted that the Board would need to choose whether or not to exercise its right of first refusal before June 4, 2024.

b. Member's Report

i. Update on Neary Building project

Ms. Cook reported that the Neary School Building Committee (NSBC) would hold another informational session on April 11th to provide information and obtain public feedback on the project. She stated that on May 14th, the NSBC would submit the scope of potential solutions to the Massachusetts School Building Authority (MSBA) and, over the summer, Arrowstreet would evaluate the options and make a recommendation to the MSBA on August 29th. Ms. Cook stated the MSBA would make a determination on the recommendation in October.

ii. Regional Dispatch

Mr. Hamilton stated that he and Mr. Stivers met with the Police Chief, sergeants and lieutenants to understand the requirements of a successful regional dispatch system and will meet with similar representatives of the Fire Department in the next two weeks. He reported that he and Mr. Stivers met with representatives from Westborough and learned they are 28-30 months away from opening their Regional Emergency Communications Center (RECC). He stated that the Town Manager from Grafton has experience with regional dispatch and would share that information. Mr. Stivers stated that the Police Staffing Study would provide important information regarding regional dispatch prior to the Fall Town Meeting.

iii. ATM/Easter Egg Hunt parking

Mr. Hamilton stated he had coordinated with the group hosting the Easter Egg Hunt and reported that the Police Department had created a parking and overflow-parking plan for Saturday, March 23rd to accommodate both events. Ms. Cook stated she does not think any events should be scheduled on Town property on Town Meeting Day.

iv. Atwood lead update

Mr. Hamilton reported that the secondary report had been received confirming there is a lead issue at the site and may be potential leaching. He stated that the next step would include testing in a grid fashion. He suggested the testing consultant appear before the Board to discuss the matter. He also stated that he is forwarding information to abutters. Mr. Dennington asked about the cost of testing. Mr. Hamilton stated that the estimate for comprehensive testing is approximately $80,000. DPW Superintendent Cundiff described the comprehensive testing process and noted that there were no PCBs found and PFAs are not associated with this matter. The Board discussed potential funding for the testing.

c. Town Administrator's Report

There was no Town Administrator's report.

V. Consent Agenda

a. Approve Open Session Meeting Minutes: February 27, 2024; March 4, 2024

Mr. Dennington requested to hold Consent Agenda item "a." **February 27, 2024, minutes:** Mr. Dennington and Mr. Stivers had scrivener's changes to the minutes. Mr. Dennington moved to approve the February 27, 2024, minutes, as amended. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). **March 4, 2024, minutes:** Mr. Stivers had scrivener's changes to the minutes. Mr. Dennington moved to approve the March 4, 2024, minutes, as amended. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

b. Approve Community Center Exploration Committee Meeting Minutes: January 22, 2024

c. Approve request to exchange cemetery graves in the Rural Cemetery

Ms. Cook requested to hold Consent Agenda item "c." Ms. Cook asked about the procedure when a request occurs. Mr. Purple stated that requests are rare but, historically, the Board has approved such requests. Mr. Dennington moved to approve Consent Agenda item "c." Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

d. Approval of job descriptions:

i. IT Manager
ii. Senior IT Specialist
iii. Accountant
iv. Assistant Accountant

Mr. Dennington moved to approve Consent Agenda items "b" and "d." Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

VI. Other Matters *(Board may vote)*

a. Town Meeting preparation

ii. Assignment of motions/presentation for Warrant articles

The Board agreed Mr. Dennington would present Article #33 – to amend the Special Act, Mr. Stivers would present Article #34 –the creation of the Public Works Advisory Committee (PWAC) and Ms. Cook would present Article #35 – amending the membership requirement for the Capital Improvement and Planning Committee (CIPC). The Board also agreed to be prepared to discuss any split votes that occurred. The Board discussed how to present Article #5 – the Town Budget – relative to Article #6 and Article #7. The Board agreed to discuss the process the Board will take prior to a Fall Town Meeting where the Town would be asked to decide the dispatch/regionalization matter. Mr. Hamilton moved that it be the policy of the Town of Southborough that the Select Board, in the event it desires to enter into a RECC, will make a presentation to Town Meeting to seek its advice, understanding that the ultimate decision resides with the Select Board. Mr. Dennington seconded the motion. The motion was unanimously approved (5-0-0). Mr. John Butler, 4 Davis Road, stated he would move to indefinitely postpone Article #8 at Town Meeting after the Board described their vote taken regarding Mr. Hamilton's motion this evening. Ms. Cook agreed to present the

Board's position at Town Meeting as to why it voted 3-2 not to support Articles #6 and #7. Mr. Litt stated that the slides for Articles #33 and #34 describe the process for both Articles and must be sent to the IT Department for display at Town Meeting. Mr. Cimino requested that the slides be submitted soon, as the deadline for submission of such materials for Town Meeting was March 18th. The Board agreed not to hand out the FAQs for Articles #33 and #34 at Town Meeting. Mr. Purple will submit the materials for Articles #33 and #34 to the Town Clerk tomorrow.

iii. Discussion of Select Board report to Town Meeting

Mr. Hamilton suggested that the Board deliver a brief report at Town Meeting, which provides an overview of the issues facing the Town for the next 3-4 years. The Board discussed the lack of time to prepare the report and discussed other vehicles to deliver this type of information from the Board, including Southborough Access Media (SAM), the Town website and mailers. Mr. Paul Cimino, Town Moderator, clarified that reports unrelated to specific articles would take place prior to the start of Town Meeting and there would be opportunities for the Board to speak as sponsors of specific articles. The Board agreed not to move forward with Mr. Hamilton's suggestion at this time but consider other opportunities to communicate the information.

iv. Discussion of FY25 recommended Police and Communications budget and future of dispatch operations

See Other Matters a. ii. above.

b. Amend charge to the 21 Highland Street Future Use Committee

The Board discussed the matter and agreed to the following changes to the 21 Highland Street Future Use Committee: 1) extend the charge's expiration date to December 31, 2024; change the interim report due date to no later than November 30, 2024; and 2) change the final report due date to no later than January 1, 2025. Mr. Dennington moved that the Board approve the amendments to the 21 Highland Street Future Use Committee, as described above. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

c. Approve Select Board meeting calendar from April 1, 2024 through June 30, 2024

The Board agreed with the meeting schedule through June 30, 2024, as presented in tonight's packet. The Board agreed to hold Office Hours on the following dates from 6-7 PM: April 9th – Ms. Cook and Mr. Dennington and June 11th – Ms. Landry and Mr. Hamilton.

d. Discussion of Special Town Meeting dates

The Board discussed potential Fall Town Meeting Dates and agreed that Monday, September 23rd, is a strong possibility but will make a final decision at a later date. Mr. Purple will investigate logistics for a September 23rd meeting.

VII. Public Comment

There was no public comment.

VII. Adjournment

Mr. Dennington moved to enter Executive Session per M.G.L. Chapter 30A, Section 21, and not return to Open Session at 9:24 PM for the following purpose: (1) to review and approve Executive Session minutes from October 24, 2023. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Dennington, aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye (5-0-0).

Upcoming Meetings	
March 23, 2024	*April 2, 2024*

Respectfully submitted,

Bridgid Rubin, Recording Secretary

List of Documents referred to at the March 19, 2024 SB Meeting:

- Legal Notice for Pole near 121 Northboro Road
- Letter from Helton Lopes, dated January 18, 2024, RE: petition from National Grid for pole near 121 Northboro Road, with attachments
- Legal Notice for Pole at 154 Northboro Road
- Letter from Helton Lopes, dated January 17, 2024, RE: petition from National Grid for pole near 154 Northboro Road, with attachments
- Legal Notice for Pole at 20 Jericho Hill Road
- Letter from Helton Lopes, dated January 17, 2024, RE: petition from National Grid for pole at 20 Jericho Hill Road, with attachments
- Legal Notice for Pole at 33 Turnpike Road
- Letter from Helton Lopes, dated January 12, 2024, RE: petition from National Grid for pole at 33 Turnpike Road, with attachments
- National Grid proposed FY25 Vegetation Management Plan, with attacments
- Board and Committee Volunteer Form for Destin Heilman, dated March 4, 2024
- Board and Committee Volunteer Form for Albena Phillipo, dated March 1, 2024
- Email Communication from Isabelle Murphy, dated March 9, 2024, RE: Maria Romero Vagnini and Christine Pearson, with attachments
- Email Communication from Jen Hansen, dated May 19, 2023, RE: Johanna Sheyner
- Town of Southborough Water Rate Study, dated March 2024, with attachments
- Open Session Meeting Minutes, dated February 27, 2024
- Open Session Meeting Minutes, dated March 4, 2024
- Letter from Bill Cundiff, dated March 6, 2024, RE: Beverly Poole, with attachments
- Job Description for Assistant Town Accountant
- Job Description for Town Accountant
- Job Description for IT Manager
- Job Description for Senior IT Specialist
- Annual Town Meeting Record, dated March 23, 2024
- Moderator Town Meeting Article Consent List
- Annual Town Meeting Warrant, dated March 23, 2024
- Memorandum from Melanie Otsuka, dated March 19, 2024, RE: Proposed Select Board Meeting Dates
- Board and Committee Volunteer Form for Lisa Braccio, dated March 15, 2024

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Saturday, March 23, 2024
Location: Room 139, Trottier School, 49 Parkerville Road, Southborough, MA
Present: Andrew Dennington, Kathryn Cook, Al Hamilton, Marguerite Landry, Sam Stivers, Town Manager Mark Purple, Assistant Town Administrator Vanessa Hale, and Town Counsel Jay Talerman.

I. Call Meeting to Order

Mr. Dennington called the meeting to order at 8:41 AM.

II. Town Meeting Preparation

As the article sponsor for Articles 6 & 7 had decided to indefinitely postpone those articles, Mr. Dennington asked the Board to take a position on that motion. Mr. Dennington made a motion to support the motion to indefinitely postpone Articles 6 & 7, seconded by Mr. Stivers. Motion was unanimously approved, 5-0-0.

Based on Town Counsel's opinion regarding the legality of Article 47, which was confirmed by the Attorney General's office, Mr. Dennington asked the Board if they wanted to reconsider their previous vote not to support. Mr. Talerman said that if the article motion is non-binding, then the issue of legality is moot. After some discussion, it was apparent that the current vote would not change if revoted.

Mr. Dennington said that he was aware that Tim Fling may be offering an amendment under Article 5 to reduce budgets across the board, but possibly holding schools and salary lines harmless. Town Counsel said that he would have to hold every non-salary budget line. Mr. Dennington was not in favor of such an amendment based on the process required, and that such an amendment would hurt smaller budgets more than others.

The Board recessed at 9:04 A.M. and returned from recess at 9:10 A.M.

Mr. Tim Fling and the Board discussed the protocol for amending Article 5 (FY25 budget article). Town Counsel advised that the form of any amendments is the decision of the Moderator. Mr. Dennington said that he identified those articles sponsored by the Select Board and made comments under each that he was responsible for making the motion for. While most were brief, he did note that Articles 33 and 34 might have more of an explanation. Mr. Dennington also noted that people should be ready to speak to their articles if the article gets removed from the consent agenda.

There being no additional business to conduct, Mr. Dennington made a motion to adjourn the meeting at 9:34 A.M. and seconded by Mr. Stivers. Motion was unanimously approved, 5-0-0.

Upcoming Meetings	
April 2, 2024	*April 23, 2024*

Respectfully submitted, Mark Purple, Town Administrator

List of Documents referred to at the March 23, 2024, SB Meeting:

- None

SOUTHBOROUGH LIBRARY

DATE: March 16, 2024

TO: Select Board, Town of Southborough

FROM: Ryan Donovan, Library Director

SUBJ: Donation to the Library

To: The Select Board, Town of Southborough:

The Southborough Library has received a donation of $103.15 from C/W MARS.

At this time, the Library Board of Trustees and I wish to accept this donation to be placed in the "Library Donation" account, #2629-6-610-570-57820. We ask that you agree. Please contact library director Ryan Donovan with any questions or concerns. Thank you.

Ryan Donovan, Library Director

TOWN OF SOUTHBOROUGH

OFFICE OF THE PERSONNEL BOARD
TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 · FAX (508) 480-0161 · personnel@southboroughma.com

TITLE: Building Commissioner

Department: Building Dept.	**SAP Grade:**
Bi-weekly Hours: 80	**Reports to: Town Administrator**
Approved by Personnel Board:	**Approved by Appointing Authority:**

Position Purpose:

Administrative, supervisory, and inspection work related to the provision of inspection services in the town, including building, zoning, energy, accessibility, the enforcement of the local zoning bylaws, and other applicable regulations; performs all other related or similar work as required.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Interprets and enforces building, mechanical, accessibility, and energy codes etc., for builders, lawyers, homeowners, realtors, bankers, and others citizenry;
- Serves as the Town Zoning Enforcement Officer determining compliance or non-compliance of various properties with dimensional and other requirements of Town and State zoning regulations;
- Enforces the provision of the state building code, the town's zoning bylaws; enforces the regulations and requirements of special permits issued by the Town Planning Board and variances and special permits issued by the Zoning Board of Appeals and all other applicable statutes, rules and regulations. Oversees the enforcement of electrical, plumbing, and gas codes by supervised employees;

- Oversees the operations of the department, which includes the maintenance of department records, collection of pertinent fees, and preparation and administration of the department's capital and operating budgets;
- Reviews zoning and building requests; reviews plans for building construction or alteration to determine compliance with state codes, site plan reviews, local zoning bylaws, and other applicable regulations. Meets with engineers, architects, and others to review construction and other plans; advises attorneys and others on zoning and other relevant inspection codes. Interprets and enforces building, mechanical, accessibility, and energy codes, etc., for builders, lawyers, homeowners, realtors, bankers, and other citizenry;
- Serves as the Town Zoning Enforcement Officer determining compliance or non-compliance of various properties with dimensional and other requirements of Town and State zoning regulations;
- Oversees and conducts field, on-site inspections of new buildings and alterations to buildings for new construction, renovation, change of use, and additions and upon completion for conformity with building code requirements, approved plans, and zoning restrictions. Issues certificates of occupancy for new construction;
- Conducts periodic inspections of schools, daycares, medical facilities, assembly areas, churches, and Chapter 304/ABC inspections;
- Enforces all of the provisions of the various inspection codes and acts on all questions relative to the mode or manner of construction and the materials to be used in the erection, addition to, alteration, repair, removal, demolition, installation of service equipment, and the location, use, occupancy, and maintenance of all buildings and structures, except as may otherwise be specifically provided for by statutory requirements;
- Participates and assists in developing overall town government inspection service goals and policies;
- Maintains pertinent professional certifications;
- On behalf of the town may be required to participate in legal proceedings with regard to appeals and the enforcement of code compliance cases.

Recommended Minimum Qualifications:

Education, Training, and Experience:

Bachelor's Degree in a technical field with additional course work in building trades or related field; minimum of five- (5) years experience in the construction field with experience performing construction work with supervisory responsibility, designing projects either as an architect or an engineer, inspecting work as a certified professional inspector or an equivalent combination of education and experience.

Special Requirements/Licenses:

- Valid Massachusetts motor vehicle operator's license
- State certification as an Inspector of Buildings/Building Commissioner

Knowledge, Ability, and Skill:

Knowledge: Thorough knowledge of the materials and methods of building construction, the state building code, local and state zoning bylaws, electric, plumbing, and mechanical codes, as well as applicable state statutes, rules, and regulations.
Knowledge of current inspection techniques and practices.

Ability: Ability to: enforce code requirements and related regulations firmly, tactfully, and impartially; deal appropriately with the general public and members of the building community; communicate effectively orally and in writing; understand court procedures as related to building and zoning issues; prepare and maintain a department budget; oversee the operations of a multi-service department; read and interpret plans drawings and blueprints.

Skill: Excellent management, organizational, and supervisory skills. Excellent public relations skills.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

This position requires frequent light to moderate physical effort while performing inspections. Must be able to access all areas and levels of a construction site in a safe manner; frequently required to spend several hours walking or standing. Must wear proper protective clothing and footwear during all inspections. While performing the duties of this position, the employee is regularly required to use hands and fingers, to handle, feel or operate objects, tools, or controls and to reach with hands and arms. Performance of the essential functions may also require employee to climb or balance, stoop, kneel, crouch, or crawl.
Occasionally may be required to lift up to 60 pounds. Normal vision requirements.

Supervision:

Supervision Scope: Performs varied and highly responsible functions of a technical nature, requiring considerable independent judgment and persuasion in the application, interpretation, and enforcement of building codes, zoning bylaws and other applicable regulations.

Supervision Received: Works under the general administrative direction of the Select Board through the Town Administrator in accordance with applicable provisions of the Massachusetts General Laws and town ordinances.

Supervision Given: Employee provides departmental level of supervision that includes two (2) full-time and five- (5) part-time employees all of whom work at the same locations and on the same shift.

Job Environment:

- Performs work under typical office conditions; inspection work is conducted in the field, with exposure to various weather conditions and hazardous conditions associated with construction sites. May be required to work outside normal business hours, at night, and on weekends in response to important situations or emergencies and meetings.
- Operates automobile, computer, hand tools, measuring devices, and standard office equipment.
- Makes constant contact with the public, town departments, and boards, members of the building community, property owners, state, federal and local officials requiring perceptiveness and discretion.
- Has access to department-related confidential information, including department personnel records, and lawsuits involving the town.
- Understands that errors in either technical application of recognized inspection procedures, or in the interpretation of related data could result in damage to property, endangerment to public safety, personal safety of other town employees, financial and/or legal implications as well as possible adverse public relations for the town.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.*

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer

TOWN OF SOUTHBOROUGH

OFFICE OF THE PERSONNEL BOARD
TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 · FAX (508) 480-0161 · personnel@southboroughma.com

Title: Business Administrator I; Building Department

Department: Building Dept. **SAP Grade: 4**

Biweekly Hours: 80 **Reports to: Building Commissioner**

Approved by Personnel Board: **Approved by Appointing Authority:**

Position Purpose:

This position provides administrative support and day-to-day office management. This position is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control; performs all other related work as required.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Performs general office work: answers phones, distributes mail, drafts correspondence, orders supplies, and acts as a go-to for general inquiries;
- Maintains workflow and streamlines office procedures; implements new procedures as assigned;
- Creates and revises systems and procedures by analyzing practices, recordkeeping systems, budgetary and personnel requirements; implements changes as needed;
- Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions;
- Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques;
- Provides information to the public and town employees/officials by answering questions and researching requests;
- Maintains supplies inventory by checking inventory level and processing orders;

- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks and seeking professional development;
- May lead the work of others and coordinate with volunteers or other peers;
- Performs similar or related work as required, directed, or as the situation dictates.

Recommended Minimum Qualifications

Education, Training, and Experience:

Associate's or Bachelor's Degree preferred; Three to five (3-5) years of progressive administrative experience or related field preferred; experience working with government, the public and responding to customer service requests desired. Any equivalent combination of education and experience will be considered.

Special Requirements/Licenses:

Knowledge, Ability, and Skill:

Knowledge: Sufficient knowledge of the municipal administration process, knowledge of the functions of municipal government, understanding of the interaction between local government, state government, and federal government, basic working knowledge of business administration, general office procedures, and applicable local, state, and federal laws.

Ability: Ability to lead, plan, organize and collaborate with others, ability to communicate effectively, ability to establish and maintain effective working relationships with all town employees, board/committee members, officials and the general public, ability to recognize town-wide priorities and work cooperatively to support their accomplishment, ability to prioritize multiple tasks and deal effectively with interruptions, often under considerable time pressure, ability to operate a computer and proficient in the use of MS Office applications and database applications.

Skills: Excellent customer service and organization skills, excellent written and verbal communication skills, excellent computer skills including MS Office applications.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is frequently required to walk, sit, communicate, or hear; required to handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move objects weighing up to 20 pounds. Vision and hearing at or correctable to normal ranges. This position requires the ability to operate common computer technology in a desktop environment.

Supervision:

Supervision Scope: Performs routine duties that are clearly defined by protocol and standard operating procedures. This role requires basic knowledge of departmental operations.

Supervision Received: Works under the direct supervision of the Department Head or Manager.

Supervision Given: May supervise volunteers or senior tax work off participants on occasion.

Job Environment:

- Performs work under typical office conditions; work environment is at times moderately noisy;
- Operates a computer, calculator, telephone, copier, fax, and other standard office equipment;
- Interacts with other town departments, vendors, the general public, and town officials ;
- Has access to department-related confidential and/or sensitive information including financial records, the disclosure of which would cause a significant breach of trust and seriously damage the reputation of the department;
- Understand that errors in judgment could result in department errors, lower standards of service to the community, monetary loss or legal repercussions, and possible negative public relations for both the department and the town.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.*

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Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer

ADDENDUM

Tasks and responsibilities which are assigned specifically to this position:

- Provides administrative services to the Building Commissioner, Building Inspector, Inspector of Plumbing/Gas, and Inspector of Wiring by performing a variety of administrative, technical, fiscal, and clerical responsibilities;
- Compiles and assembles material for Annual Town Report, including reports from Viewpoint; details information regarding numbers of permits broken down by type;
- Accepts applications for Building permits, collects fees, and ensures that forms are properly completed, and all necessary documentation is provided prior to submittal to the Building Commissioner;
- Accepts applications for plumbing, wiring, and gas permits. Collects fees and issues permits; assists contractors and homeowners with process;
- Records all permit fees for Department and verifies turnover for all monies to Treasurer;
- Processes all invoices for payment and monitors expenditures through Vadar;
- Maintains adequate inventory of office supplies, orders supplies as needed, and processes payments;
- Verifies hours worked by office staff, records employee vacation, sick, personal time; processes special payments such as backpay and overtime; prepares biweekly payroll;
- Performs similar or related work as required.

DRAFT

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(508) 485-0710 · FAX (508) 480-0161 · personnel@southboroughma.com

TITLE: Local Building Inspector

Department: Building	**SAP Grade: 6**
Bi-weekly Hours: 39	**Reports to: Building Commissioner**
Approved by Personnel Board:	**Approved by Appointing Authority:**

Position Purpose:

This position requires a collaborative individual to assist the Building Commissioner in all manners of inspections, handling inquiries from the public, and staffing the Building Department in the absence of the Commissioner. It is a part-time, non-benefit-eligible position.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Enforces the applicable provisions of the Massachusetts State Building Code,780 CMR and the Town Zoning Bylaw, and rules and regulations of the Architectural Access Board,521 CMR;
- Reviews building permit applications and conducts field inspections to ensure conformity with all code requirements, approved plans, and zoning restrictions;
- Investigates violations of the building code and zoning bylaw and conducts follow-up actions; responds to questions pertaining to permits, building codes and bylaws from Town officials, as well as the public;
- Conducts periodic inspections of schools, restaurants, theaters, churches, places of assembly and apartment buildings, as required by statute.;
- Meets with Town officials, residents, contractors, architects, and engineers to conduct preliminary review of construction projects.

Recommended Minimum Qualifications

Education, Training, and Experience:

The candidate shall have at least five years of experience in the supervision of building construction or design or a two-year associate degree in a field related to building construction, building design, or building management, or any combination of education and experience which would confer equivalent knowledge and ability, as determined by the Board of Building Regulations and Standards.

Candidate should possess strong computer and customer service skills. Additionally, the candidate should possess strong communication skills both verbal and written.

Special Requirements/Licenses:

Must be certified as a Local Building Inspector by the Board of Building Regulations and Standards or obtain certification within the guidelines and provisions of the Board of Building regulations and Standards for the local inspector position, within the specified time frame. Candidate must possess a valid MA Class D Drivers' license. A Construction Supervisor license is a plus.

Knowledge, Ability, and Skill:

Knowledge: Thorough knowledge of standard building construction requirements including fire prevention, light, ventilation, and safe egress; must have and maintain an extensive knowledge of applicable statutes, bylaws, regulations, codes, and policies.

Ability: Ability to: read, understand, interpret, and appropriately apply a broad range of applicable specifications, laws, policies, and procedures; to perform and apply accurate mathematical calculations in the review of architectural and building plans; to recognize, understand and work with Town wide priorities; to identify, analyze and make useful recommendations regarding complex issues. To work diplomatically and effectively with diverse customers; an ability to work effectively with town departments; multi-task in a fast-paced office and field environment.

Skill: Good verbal and written communication skills; ability to be both diplomatic and candid to bring about code compliance and in taking enforcement actions; must possess excellent skills in working with numbers, blueprints, development plans, construction methods and numerous details. Must be capable of reporting to work punctually and dependable in attendance. Superior customer service is a priority.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires frequent light to moderate physical effort while performing inspections. Must be able to access all areas and levels of a construction site in a safe manner; frequently required to spend several hours walking or standing. Must wear proper protective clothing and footwear during all inspections. While performing the duties of this position, the employee is regularly required to use hands and fingers, to handle, feel or operate objects, tools, or controls and to reach with hands and arms. Performance of the essential functions may also require employee to climb or balance, stoop, kneel, crouch, or crawl. Occasionally may be required to lift up to 60 pounds. Normal vision requirements.

Supervision:

Supervision Scope: Under the general supervision of the Building Commissioner, the Local Building Inspector will assist in enforcing the Massachusetts State Building Codes,780 CMR and Town Zoning Codes, issuing a variety of building permits and performing inspections to guarantee compliance with building-related laws, regulations, and codes to ensure public safety.

Supervision Received: Works under the general supervision of the Building Commissioner.

Supervision Given: N/A

Job Environment:

- Performs administrative work under typical office conditions; inspection work is conducted in the field, with exposure to various weather conditions and hazardous conditions associated with construction sites. May be required to work outside normal business hours at nights and on weekends in response to important situations or emergencies and meetings.
- Operates automobile, computer, hand tools, measuring devices, and standard office equipment.
- Makes constant contact with the public, town departments, and boards, members of the building community, property owners, state, federal, and local officials requiring perceptiveness and discretion.
- Employee has access to department-related confidential information, including department personnel records, and lawsuits involving the town.
- Understands that errors in either technical application of recognized inspection procedures, or in the interpretation of related data could result in damage to property, endangerment to public safety, personal safety of other town employees, financial and/or legal implications as well as possible adverse public relations for the town.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

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(508) 485-0710 · FAX (508) 983-7752 · selectboard@southboroughma.com

TO	Select Board
FROM	Mark Purple, Town Administrator
RE	Request to appoint Acting Building Commissioner
DATE	March 29, 2024

As the Select Board is aware, the Town's Building Commissioner resigned on March 22, 2024. I am requesting that the Board appoint Mr. Gene Novak to serve for an interim period. Mr. Novak is currently serving as our Part Time Local Inspector. In June of 2023, Mr. Novak retired from the Commonwealth of Massachusetts as a District State Building Inspector where he worked for 30 years. Early in his career he was also an Inspector for the City of Beverly. We are grateful for his skill set, expertise and flexibility during this time.

Mr. Burlingame will be using vacation time through April 5, 2024, thus I request that the Select Board appoint Mr. Novak as Acting Building Commissioner/ Zoning Enforcement Agent through April 5, 2024, and Interim Building Commissioner/Zoning Enforcement Agent as of April 6, 2024.

We are prepared to advertise the vacant position as soon as the Select Board agrees on the recruitment process.

As an aside, I wish to acknowledge the excellent level of support of both the Business Administrators in the Building Department who are managing this transition with superb customer service and terrific teamwork.

SOUTHBOROUGH YOUTH AND FAMILY SERVICES

STRENGTHENING OUR COMMUNITY BY SUPPORTING ITS FAMILIES

March 20,2024

To: Select Board
c/o Andrew Dennington, Chair

Mr. Dennington and Select Board members,

Each year, the Youth Commission solicits community nominations for the Laurie Sugarman-Whittier Wellness Award, an award honoring Laurie's 30+ years serving as the Director of Southborough's Youth and Family Service department. The designation of this award goes to a community member who has served the Southborough community as a human service advocate, by promoting human welfare, and continues Laurie's mission of making Southborough a better place for all. In 2023, the Youth Commission unanimously voted to bestow the award posthumously, to Kim Tollander. Kim was a community organizer, a strong advocate for youth, and a generous altruist who worked tirelessly to support others, among many other qualities. It was a great loss to our community when Kim passed unexpectedly in August of 2022. The Youth Commission was pleased to have the opportunity to honor her memory in this way.

To memorialize Kim's contributions to our community and honor her family, we are writing to request the Select Board's consideration of a bench dedication in Kim's memory at Southborough Heritage Park. A plaque reading, "*In Memory of Kim Tollander, in loving appreciation for all she did for the people of Southborough*" would provide a lasting remembrance of Kim and her impact on so many of Southborough's residents.

We appreciate your consideration of this request and welcome an opportunity to discuss it further.

Sincerely,

Lauren Richey, Chair
Southborough Youth Commission

21 Highland St Southborough, MA 01772
Phone: (508) 481-5676 Fax: (508) 983-7753
www.southboroughma.gov/197/Youth-Family-Services

RECEIVED
By Town Clerk/ksb at 1:53 pm, May 21, 2024

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Tuesday, April 4, 2024 6:00 PM
Location: Public Safety Building, 32 Cordaville Road, Southborough, MA
Present: Andrew Dennington, Kathryn Cook, Marguerite Landry, Sam Stivers, Al Hamilton, Town Administrator Mark Purple, and Assistant Town Administrator Vanessa Hale.

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Mr. Dennington called the meeting to order at 6:00 PM.

II. Fire Chief Interviews *(Time are approximate; Board may vote)*

Mr. Bernard Lynch, Managing Principal of Community Paradigm Associates, appeared before the Board and described the recruitment process utilized to find the candidates presented this evening for Fire Chief. He stated that seven candidates were interviewed and that three of those proceeded to the Assessment Center phase. Mr. Lynch stated that Community Paradigm's recommendation is that any of the candidates presented this evening would be a successful fit for Southborough.

Mr. Dennington stated that each candidate would be asked a series of fifteen (15) questions and each interview would last approximately one hour.

a. 6:00 PM – Brian Harrington

Brian Harrington, Deputy Fire Chief in Hudson, appeared before the Board at 6:06 PM. Mr. Harrington stated he has been a firefighter since graduating from college in 2002 and has served in the following positions within his department in Hudson: 12 years as a firefighter, 8 years as a Lieutenant and 2 years as Deputy Chief. He stated he has also worked at the Fire Fighting Academy since 2004. Mr. Harrington stated he believes he is ready to lead a department and this position presents an opportunity for his skill set. He stated he likes the size of the Town, as it reminds him of Hudson, prior to its recent growth. The Board posed the 15 questions and Mr. Harrington answered them during the interview. Mr. Harrington's interview concluded at 6:47 PM.

b. 7:00 PM – Laurent McDonald

Laurent McDonald, Fire Chief in Oxford, appeared before the Board at 6:50 PM. Mr. McDonald stated he was born and raised in a firefighting family and participated in the Explorer Program in high school. Following high school, he enlisted in the Air Force and spent 21 years, where he received his fire fighter training and college degree. He then moved into municipal firefighting, serving as Chief in Dudley, Munson and now, Oxford. Mr. McDonald stated that one of his goals is to achieve accreditation for the Oxford Fire Department. He stated he is interested in the Southborough position because the Town is well run and well organized, citing his review of the extensive planning process in the Fire Department and Town. The Board posed the 15 questions and Mr. McDonald answered them during the interview. Mr. McDonald's interview concluded at 7:55 PM.

c. 8:00 PM – Andrew Puntini

Andrew Puntini, Fire Captain in Foxborough, appeared before the Board at 7:58 PM. Mr. Puntini stated that his grandfather was Fire Chief in Ashland and that he participated in the Explorer Program

in high school. Following graduation, he attended paramedic school. Mr. Putuni has served in the Foxborough Fire Department and been promoted to the position of supervisor in 2011, lieutenant in 2015 and captain in 2019. He also participated in the Department's accreditation process. Mr. Puntini stated that the Southborough opportunity is attractive because he was born and raised in Ashland and knows the area well. He also stated that he observes the Southborough Fire Department to be very professional, with great equipment and facilities. The Board posed the 15 questions and Mr. Puntini answered them during the interview. Mr. Puntini's interview concluded at 8:42 PM.

III. Executive Session

Mr. Dennington moved to enter into Executive Session Per M.G.L. Chapter 30A, Section 21, at 8:43 PM and not return to Open Session, to discuss contract negotiations for the Fire Union (Exemption 2), as the Chair has determined that an open meeting may have a detrimental effect on the Town's position. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Dennington, aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye (5-0-0).

Upcoming Meetings	
April 23, 2024	*May 7, 2024*

Respectfully submitted,

Bridgid Rubin, Recording Secretary

List of Documents referred to at the April 4, 2024 SB Meeting:

- None

RECEIVED
By Town Clerk/ksb at 9:00 am, May 24, 2024

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Monday, April 8, 2024 8:00 AM
Location: McAuliffe Hearing Room, 17 Common Street, Southborough, MA
Present: Andrew Dennington, Kathryn Cook, Marguerite Landry, Sam Stivers, Al Hamilton, Town Administrator Mark Purple, and Assistant Town Administrator Vanessa Hale.

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Mr. Dennington called the meeting to order at 8:00 AM.

II. Discussion/Appointment of Fire Chief

Mr. Dennington reviewed the process taken for the selection of Fire Chief. Each Select Board member outlined why they felt Mr. Andrew Puntini, Captain/Shift Commander of Group 1 at the Foxborough Fire Department, was their first choice as next Fire Chief. They discussed his background, his professionalism, maturity and positivity during his interviews, the strong recommendations from other Fire Chiefs, and his experience with Regional Emergency Communication Centers. The Board agreed the other candidates are well qualified and would be a strong Chief, but felt Mr. Puntini was the best fit for Southborough.

Mr. Dennington made a motion to appoint Andrew Puntini as Southborough's next Fire Chief subject to successful contract negotiations and the completion of all remaining background checks. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

The Board discussed the process for contract negotiations which included nominating a Board member to assist in these discussions. The Board would then enter Executive Session to discuss the outcome of the negotiations and vote to approve a contract. Mr. Dennington volunteered as he has done multiple contract negotiations. Mr. Dennington made a motion for Ms. Cook and Mr. Dennington to represent the Select Board and work with Captain Puntini to negotiate a successful Fire Chief Contract. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

The Board discussed their next meeting date and agreed upon April 23, 2024.

Mr. Dennington made a motion to adjourn the meeting at 8:17 AM. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

Upcoming Meetings

April 23, 2024 *May 7, 2024*

Respectfully submitted, Katie Barry, Business Administrator

List of Documents referred to at the April 8, 2024 SB Meeting:

- None

RECEIVED
By Town Clerk/ksb at 11:43 am, Jun 07, 2024

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes - AMENDED

Meeting Date: Tuesday, April 23, 2024 6:30 PM
Location: McAuliffe Hearing Room, Town House, 17 Common Street, Southborough, MA
Present: Andrew Dennington, Kathryn Cook, Marguerite Landry, Sam Stivers and Al Hamilton. Town Administrator Mark Purple and Assistant Town Administrator Vanessa Hale.

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Mr. Dennington called the meeting to order at 6:30 PM.

II. Public Comment

There was no public comment.

III. Scheduled Appointments *(Board may vote)*

a. 6:30 PM Liquor License transfer – 110 Southville Road

Mr. Purple read the public hearing notice into the public record. Attorney Arthur Pearlman appeared before the Board on behalf of Kapish, Inc. Mr. Hitendra Patel also appeared before the Board. Atty. Pearlman described the history of the project and stated that, currently, Mr. Patel and another individual hold the liquor license under B.K.P., Inc. and Mr. Patel is now the sole owner of the business. Atty. Pearlman requested that the Board transfer the liquor license from B.K.P., Inc. to Kapish, Inc. Mr. Stivers asked if the Town's health and building codes had been followed and if the appropriate permits were in order. Atty. Pearlman replied that Town codes had been followed and permits were in order. Mr. Dennington moved to approve the liquor license transfer from B.K.P., Inc. to Kapish, Inc. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

b. Interview/appoint Karen Bernhardt to 21 Highland Future Use Committee; term to expire June 30, 2025

The Board tabled this matter to a later date.

c. Tim Theis, Pare Corporation – Atwood Road lead testing and next steps

Mr. Tim Theis from the Pare Corporation appeared before the Board to discuss the lead testing at the Atwood water tower site and his recommendations. Mr. Theis discussed the history of the tank and its removal from the site and stated that, at some time, the site had been backfilled. He described the testing that was conducted. Mr. Theis reported that lead was found on the surface in concentrations of less than 200 parts per million, which is the clean-up standard. He stated that at the 12-18 inch depth, very high concentrations were found, with some samples containing over 1,000 parts per million. He stated that at the 18-24 inch depth, concentration levels were greatly reduced. Additionally, Mr. Theis stated that samples were taken at the southern property line (Town side) and all samples were below 200 parts per million. He also stated that he recommends further investigation of the lead under the tank to ascertain how far the lead extends beyond the base of the tank and to what depth. Mr. Hamilton asked if it was reasonable to extend testing to the abutter at the southern property line and Mr. Theis stated that he recommended testing there after the impact of lead has been determined under the tank. Mr. Theis stated that it would cost approximately $80,000 to further investigate the distribution pattern of lead prior to recommending remediation. Mr. Dennington asked if there were any deadlines for remediation relative to Massachusetts Department of Environmental Protection (Mass DEP) regulations. Mr. Theis stated that the lead must

be mitigated but is exempt from Mass DEP reporting and timelines. The Board agreed to hear DPW Superintendent Cundiff's feedback on the testing recommendations. Mr. Carl Alviti, an abutter to the north of the site, asked when the tank was removed from the site. Mr. Theis stated that he did not know that information. Mr. Alviti asked how quickly the site would need to be remediated if it was not exempt. Mr. Theis stated that, depending on the levels found, within a couple of years. The Board suggested Mr. Theis speak with Mr. John Boland, former DPW Superintendent, for additional information on the site. Mr. Alviti urged the Board to move quickly to remediate the site. The Board discussed the timing of testing of Mr. Sturgeon's property. Mr. Theis stated that once the Board approves the estimate, it could take approximately 8-10 weeks to learn the results. Mr. Bruce Sturgeon, the southern abutter, requested that testing of his site occur at the same time as the additional testing. The Board agreed to have Mr. Theis and Mr. Cundiff discuss the timing of testing Mr. Sturgeon's site and report back to the Board. Mr. Dennington stated that the Board would continue to discuss this matter at its May 7th meeting.

d. Tim Davis, Recreation Director – Batting cage approval

Mr. Tim Davis appeared before the Board on the matter. Mr. Davis stated that the Recreation Department and the Algonquin Baseball and Softball Association would like to add a batting cage and storage shed at the softball field behind Trottier School. Mr. Davis reported that he has received approval from the Recreation Commission, the Conservation Commission, the Department of Public Works and the School Department. He also stated that all permits are in place from the Building Department. Mr. Dennington asked if there was any cost to the Town. Mr. Davis stated there is no cost to the Town. Mr. Stivers asked if there is any opposition to this project. Mr. Davis stated there is no opposition. Mr. Dennington asked who would be responsible for maintenance of the batting cage and storage shed. Mr. Davis stated that the Algonquin Baseball and Softball Association would be responsible for maintenance. Mr. Dennington acknowledged that Mr. Davis has resigned to accept a position with the Brookline Recreation Department and thanked him for 5 years of outstanding service to the Town. The Board also thanked Mr. Davis for his outstanding service to the Town. Mr. Dennington moved to approve the construction of the batting cage. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Mr. Dennington acknowledged Ms. Patricia Richardson's passing and offered condolences to her family. Mr. Davis fondly recalled that Ms. Richardson was able to play tennis last fall with students from Algonquin Regional High School and Trottier Middle School at the Richardson Tennis Courts.

IV. Reports

a. Chair's Report

i. Trottier class visit

Mr. Dennington reported that on Friday, April 12, he and Mr. Hamilton met with an 8th grade Civics class at Trottier Middle School to discuss a potential local business fair in 2025. Mr. Dennington thanked Ms. Leah Emerson, EDC Coordinator, for arranging the opportunity.

b. Member's Report

i. Using CivicPlus to report resident concerns

Ms. Landry reported that she is working to propose that the Town's website be configured to utilize CivicPlus to enforce current bylaws and to create a more responsive process for resident reported problems. The Board suggested that Ms. Landry work with Mr. Montijo on a proposal for the Board to review.

ii. Regional Dispatch update

Mr. Hamilton reported he sent a questionnaire to 15 Regional Emergency Communications Centers (RECCs) to determine long-term operating costs without State support. To date, he has received five responses, three of which were comparable in size to the potential Westborough RECC. He learned that for a small RECC, the long-term operating costs are similar to the Town's current cost for

dispatch, noting that the benefit is that greater coverage is provided. He also learned that a larger RECC would provide a significant savings over current costs. He also reported that call volume per dispatcher is higher in the smaller RECCs.

iii. New Water Tower Antenna

Mr. Hamilton reported that he met with Fire Chief Fillebrown to discuss the installation of a public safety antenna on top of the proposed new water tower. He stated that a new antenna would improve communication issues in several areas of Town. Ms. Cook noted that a neighborhood meeting would need to occur as this project progresses.

iv. Office Hours

Ms. Cook reported that she and Mr. Dennington held office hours on April 9th. She thanked Ms. Emerson and Ms. Claire Reynolds for attending office hours for discussion purposes.

v. Neary School Building Project Update

Ms. Cook reported that the Neary School Building Project is moving forward. She stated that twelve options are currently under evaluation and will be sent to the Massachusetts School Building Authority (MSBA) on May 21st for review. She stated the final recommendation would be made to the MSBA in August and she emphasized that, if residents wish to weigh in on this important matter, they should make their opinions known now. She also informed the Board and public that the project website, Nearybuilding.com, is online and contains all information related to the project.

c. Town Administrator's Report

There was no Town Administrator's Report.

V. Consent Agenda

a. Approve Open Session Meeting Minutes: April 2, 2024; April 4, 2024

Mr. Stivers requested to hold Consent Agenda Item "a." Mr. Stivers had scrivener's changes to the April 4, 2024 minutes. Mr. Dennington moved to approve the April 2, 2024 Open Session Meeting Minutes, as written, and the April 4, 2024 Open Session Meeting Minutes, as amended. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

b. Appoint Steve Hinterneder to Community Garden Coordinator, term to expire 6/30/2025

Mr. Stivers requested to hold Consent Agenda Item "b." Mr. Hinterneder appeared before the Board on the matter. He stated that he has been the Community Garden Coordinator for the last three years. Mr. Dennington moved to appoint Steve Hinterneder to the Community Garden Coordinator, term to expire 6/30/2025. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

c. Approve request for take-home vehicle for Police Lieutenant

Mr. Dennington moved to approve Consent Agenda Items "c", "d", "e", "g", "h", "I" and "j." Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

d. Approve warrant for the May 14, 2024 Annual Town Election; vote to assign Police Officers to polls

e. Appoint Bill Cundiff as the Alternate Designee on the MWRA Advisory Board

f. Award contract for the Public Safety Staffing Study

Ms. Cook requested to hold Consent Agenda Item "f." Ms. Cook requested that the scope of work with Municipal Resources, Inc. (MRI) include the following: 1) specific recommendations regarding the Deputy Fire Chief position; 2) a description of the local dispatch structure, should the Town decide to pursue the local option; and 3) feedback on Chief Newell's request for the lieutenant and patrol officer positions. The Board agreed with Ms. Cook's request. Ms. Cook moved that the Board approve the proposal from Municipal Resources, Inc. including the three caveats described above. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

g. Approve Common Victualer license for Cordaville Market; 110 Southville Road

h. Appoint Anthony Carter as DPW Truck Driver

i. Approval of Job Description
    i. Business Administrator I, DPW
    ii. Police Business Administrator
    iii. Police Lieutenant
    iv. Administrative Assistant, Recreation
    v. Recreation Director
    vi. Program Coordinator, Recreation

j. Approve Executive Session Meeting Minutes: March 19, 2024; April 4, 2024

k. Approve employment agreement for Fire Chief

Ms. Cook requested to hold Consent Agenda Item "k."

Mr. Dennington stated Consent Agenda Item "k" would be discussed in Executive Session.

The Board recessed at 8:32 PM and resumed meeting at 8:38 PM.

VI. Other Matters *(Board may vote)*

a. Potential reorganization of affordable housing committees
    i. CPC-AHTF-SHOPC discussions

Mr. Dennington discussed the reorganization of the Affordable Housing Trust Fund Committee (AHTFC), Southborough Housing Opportunity Partnership Committee (SHOPC), and the Community Preservation Committee (CPC). He stated the committees are charged with addressing the issue of affordable housing and the present structure does not assist the Town effectively to move forward when potential projects arise. The Board discussed combining the AHTFC and SHOPC, thus reducing the number of committees addressing affordable housing from three to two. The Board discussed forming a working group to reorganize the AHTFC and SHOPC, which would include the following: 1) developing a charge; 2) determining an effective way to transfer CPA funds for use by the newly formed entity; and 3) determining how to bring the reorganization effort to Fall Town Meeting for approval. Ms. Lisa Braccio, former Board member, offered to assist in the reorganization effort in any way possible. The Board agreed to further discuss the matter at its next meeting.

b. ARPA Allocations

The Board moved to Other Matters "b" after a brief recess.

Ms. Cook stated that Ms. McAuliffe is meeting with ARPA fund recipients to inform them ARPA monies must be spent by June 30, 2024 or they may risk losing the funds. Additionally, Ms. Cook stated there would be unspent ARPA funds that would need to be reallocated by the Board. Ms. Cook moved to allocate $5,000 from the Unallocated Funds category to the Scholarship Committee. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

    i. John Parent – Request for allocation of Senior Center funds

Ms. Cook moved to expand the Senior Center ARPA category to include new furniture for the Senior Center room, repainting or residing of the Senior Center and plantings around the Townhouse. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

    ii. Council on Aging – Community Assessment

Ms. Cook moved to allocate $35,000 from the Unallocated Funds category to the Senior Survey, to be conducted by the Council on Aging. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

    iii. Sidewalks

The Board agreed to discuss the ARPA Sidewalk allocation with DPW Superintendent Cundiff when he returns from vacation. Mr. Tim Fling, 18 Main Street, suggested that the Board commit ARPA funds to purchase trashcans for sidewalks.

    iv. Wi-Fi Study and next steps

Ms. Cook moved to return $94,000 from the WiFi Updgrade category to the Unallocated Funds category. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Ms. Cook moved to return $5,075.21 from the WiFi Study to the Unallocated Funds category. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Ms. Cook moved to return $3,276.50 from SHOPC to the Unallocated Funds category. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

c. One Stop Grant application – Expressions of Interest

Ms. Vanessa Hale, Assistant Town Administrator, described potential grant ideas for the Board to consider in the Town's Expression of Interest, noting initial applications are due on April 30th. She thanked Ms. Emerson for her assistance in identifying and researching grant ideas. Ms. Hale noted the State is looking for grant applications that focus on housing and economic development and are further along in the development process. She suggested the Board consider placemaking and wayfinding opportunities related to the Tricentennial Committee's efforts. Mr. Stivers suggested a history walk and the Board agreed with his suggestion. Ms. Hale stated she would present the history walk concept to the Tricentennial Committee at their next meeting. Ms. Hale stated that the State would provide feedback on the Expression of Interest and that the final grant application deadline is in early June.

d. Potential letter to Planning Board regarding 120 Turnpike Road

Ms. Cook read a draft letter to be sent to the Planning Board that indicates the Board's support of the 120 Turnpike Road 40B project. The Board agreed with the content of the draft letter. Ms. Meme Luttrell, chair of the Planning Board, asked for clarification as to the Board's position relative to waiving the condition of the land donation. Ms. Cook stated that it makes sense to negotiate relative to the land donation but that is the Planning Board's jurisdiction to determine. Mr. Paul Carter, 12 Maplecrest Drive, stated that he believes the Select Board should wait to offer their opinion on the matter until the Planning Board, Zoning Board of Appeals and the Conservation Commission have reviewed all aspects of the project. Ms. Freddie Gillespie, speaking as a private citizen, stated that she is disappointed that the Board never sought input from the Open Space Preservation Commission or the Stewardship Committee on this project. Mr. Dennington moved to send the letter to the Planning Board, as read by Ms. Cook. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

e. Review draft Planning Board letter regarding MBTA Communities compliance

The Board reviewed the draft Planning Board letter. The Board was supportive of the letter. The Board asked for clarification as to the path the Planning Board is pursuing relative to compliance. Ms. Luttrell stated that the Planning Board is pursuing parallel tracks of compliance, along with a request for relaxation of the number of units within the .5-mile radius of the commuter rail station. Mr. Stivers offered clarifying language and agreed to attend the Planning Board's April 29th meeting to help finalize the letter to the State. Mr. Dennington moved to appoint Mr. Stivers to work with the Planning Board to create the final draft and Mr. Dennington will sign the letter. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

f. Northboro Road 61A parcels – department/committee responses

Mr. Dennington heard this matter after Scheduled Appointments. Mr. Dennington reviewed the history of the matter and stated the Town had sent a letter to the property owner indicating that it did not believe the offer was a bona fide offer. He reported that SHOPC, the Open Space Preservation Commission and the CPC are all in support of the Town exercising its right of first refusal (ROFR) on the property. Mr. Dennington described the process of exercising the ROFR. Mr. Dennington stated that it is important to determine how the Town would pay for the purchase of this property, should it choose to exercise its ROFR. The Board discussed that the amount needed to purchase the property is approximately $5 million dollars. Ms. Freddie Gillespie, chair of the Open Space Preservation Commission, appeared before the Board and read prepared remarks into the

public record. She stated that at its March 23rd meeting, the Open Space Preservation Commission voted to support the Town exercising its ROFR. She also stated she met with SHOPC and CPC to discuss a joint project utilizing Community Preservation Act (CPA) monies. Ms. Gillespie stated that the CPC voted unanimously to support the concept and to support purchasing the parcels utilizing CPA funds. Ms. Lisa Braccio, 13 Oregon Road and speaking as a private citizen, appeared before the Board to express her support of a project that advances the Town's goal to provide more affordable housing. She stated a potential project represents economic diversity in Town and urged the Board to continue the conversation about a potential project involving the parcels. Mr. Paul Desmond, 5 Pinecone Lane and member of SHOPC, appeared before the Board and offered support for this unique opportunity to provide affordable housing and preserve open space. Mr. Al Hamilton, 35 Pine Hill Road and speaking as a private citizen, stated that he has recused himself from this matter, as he is related to an abutter on Northboro Road. He stated he does not support using all of the CPA monies, including funds in the AHTF, towards one project that does not have a clear plan and developer and does not feel this is a responsible path to pursue. Mr. Stivers stated he would like to see a specific proposal with a community developer/partner, accompanied by financials, for the Board to consider. He stated that purchasing a few acres of the property for a smaller project is an avenue to pursue and he is supportive of continued discussion on the matter. Ms. Cook stated she agrees with Mr. Hamilton and Mr. Stivers. She stated that the focus should be on the affordable housing aspect, not on open space, and she suggested considering an increase in the CPA surtax from 1% to 3%. Mr. Dennington stated that SHOPC's Strategic 5 Year Plan recommended smaller projects to increase the Town's affordable housing stock and that the Town is not currently set up to develop a project of this scale. Ms. Gillespie stated that she is glad the Board is open to hearing additional information on the project and that she believes open space should be given consideration, should a project be developed. Mr. Dennington stated that the Board would take no action on the matter this evening.

g. Fall Town Meeting – Continued discussion of weekday vs. weekend date

Mr. Stivers suggested the Board ask the Municipal Technology Committee (MTC) to create a survey to obtain feedback on the best time to schedule Fall Town Meeting. Mr. Dennington suggested MTC survey information be analyzed with voter data from Town Clerk Hegarty to determine the best time to schedule Fall Town Meeting. Mr. Dennington moved that the Board request that the MTC conduct a simple survey to determine whether a weekday (Monday at 7 PM and likely Tuesday at 7 PM) or weekend (Saturday at 10 AM) is the best time to schedule Fall Town Meeting. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

VII. Public Comment

The Board allowed Amir Rosenbaum to speak over Zoom as he had his hand up. He stated he was not from Southborough but worked, ate, and drove through here often. He made a variety of inappropriate comments. He was removed from the Zoom room by the host.

Ms. Luttrell, 19Oregon Road, commented that the State has not reduced its funding to the CPA. Rather, she stated that there are more communities drawing from the funding source and Southborough's share is a smaller portion for that reason.

VII. Executive Session

Mr. Dennington moved to enter into Executive Session at 9:29 PM, per M.G.L. Chapter 30A, Section 21, and potentially return to Open Session, to discuss contract negotiations for the Town Administrator and Fire Chief (Exemption 2), as the Chair has determined that an open meeting may have a detrimental effect on the Town's position. Mr. Stivers seconded the motion. The motion was

unanimously approved by roll call vote: Mr. Dennington aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye (5-0-0).

At 9:55 p.m. the Select Board re-convened the open session. Mr. Dennington moved that the Board approve the employment agreement for Mr. Puntini (including a starting salary of $168,000, with eligibility for up to 4% annual raises during the term); Mr. Stivers seconded the motion; Vote 5-0 to approve (Dennington—aye; Cook—aye; Stivers—aye; Landry—aye; Hamilton—aye)

9:57PM Mr. Dennington moved to adjourn the meeting; Mr. Stivers seconded the motion; Vote 5-0 to approve (Dennington—aye; Cook—aye; Stivers—aye; Landry—aye; Hamilton—aye).

Upcoming Meetings	
May 7, 2024	*May 21, 2024*

Respectfully submitted,

Bridgid Rubin, Recording Secretary

List of Documents referred to at the April 23, 2024 SB Meeting:

- Public hearing notice for transfer of liquor license
- Application for liquor license for Kapish, Inc., with attachments
- Application for a transfer of liquor license from B.K.P., Inc. to Kapish, Inc., with attachments
- Board and Committee Volunteer Form for Karen Bernhardt
- Letter from Tim Theis, dated March 13, 2024, RE: Atwood Tank Site Preliminary Investigation, with attachments
- Letter from Tim Davis, dated April 19, 2024, RE: Installation of Batting Cage and Shed at Trottier Softball Field
- Open Session Meeting Minutes, dated April 2, 2024
- Open Session Meeting Minutes, dated April 4, 2024
- Letter from Melissa Danza, dated April 12, 2024, RE: Steve Hinterneder
- Board and Committee Volunteer Form for Steve Hinterneder
- Email from Police Chief Ryan Newell, dated April 5, 2024, RE: Lieutenant Vehicle
- Warrant for the 2024 Annual Town Election
- Email from Mark Purple, dated April 18, 2024, RE: Request to use funds from Consulting Services article, with attachments
- Application for Common Victualer License from Kapish, Inc. DBA Cordaville Market, with attachments
- Email from William Cundiff, dated April 18, 2024, RE: Appointment of Truck Driver
- Job Description for Business Administrator I, DPW
- Job Description for Police Department Business Administrator
- Job Description for Police Lieutenant (Executive Officer)
- Job Description for Administrative Assistant, Recreation Department
- Job Description for Recreation Director
- Job Description for Program Coordinator, Recreation
- ARPA Funds Worksheet

- Letter from John Parent, dated April 18, 2024, RE: ARPA Reallocation
- Draft Letter from Andrew Dennington and Meme Luttrell, RE: MBTA Communities
- Memorandum from Carla McAuliffe, dated April 19, 2024, RE: CPC and Affordable Housing Trust Fund Balances
- Letter from Benjamin Smith, dated April 6, 2024, RE: Northboro Road Parcels
- Email from Doriann Jasinski, dated February 27, 2024, RE: Northboro Road Parcels
- Letter from Mark Purple, dated February 28, 2024, RE: Northboro Road Parcels, with attachments
- Memorandum from Jason Montijo, dated April 23, 2024, RE: WiFi Update and Hearing Room Hybrid Integration

RECEIVED
By Town Clerk/ksb at 8:23 am, May 24, 2024

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Tuesday, May 7, 2024 6:30 PM
Location: McAuliffe Hearing Room, Town House, 17 Common Street, Southborough, MA
Present: Andrew Dennington, Kathryn Cook, Marguerite Landry, Sam Stivers and Al Hamilton. Town Administrator Mark Purple and Assistant Town Administrator Vanessa Hale.

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Mr. Dennington called the meeting to order at 6:30 PM.
Mr. Dennington stated that on tonight's Agenda, item number (2) under Executive Session would be tabled.

II. Public Comment

Ms. Cindy Foster, 3 Aspenwood Lane, stated that when the Board voted to approve the move to Aetna Health Insurance, it was stated that the Town would achieve approximately $90,000 in savings each year. She stated she has seen figures that indicate the savings is approximately $60,000-$63,000 and she asked the Board for clarification on the discrepancy. Mr. Dennington stated someone would look into the matter and provide Ms. Foster with the information. Ms. Foster also stated that she is glad the Town will bid the health care consultant contract in FY2025.

III. Scheduled Appointments *(Board may vote)*

a. Interview/appoint Karen Bernhardt to 21 Highland Future Use Committee; term to expire June 30, 2025

Mr. Dennington reported that the Board's office has been unable to contact Ms. Berhardt and stated the Board would remove her from consideration for the 21 Highland Future Use Committee. He urged residents, particularly those with experience in construction, project management or real estate, to consider applying for the remaining open seat on the Committee.

b. Tony Roselli, Roselli, Clark & Associates – Fiscal Year 2023 Audit

The Board heard this matter after Other Matters "d." Mr. Roselli appeared before the Board, via Zoom, on the matter. Mr. Roselli and the Board had a robust discussion of OPEB, including increased contributions to OPEB through the Worcester County Retirement System and tax implications of pension obligation bonds. The Board agreed they would like to hear Mr. Roselli's OPEB presentation at a future date. Mr. Roselli presented the 2023 Audit of the Town's finances. He reported that the Town continues to be well managed and had a clean audit. He stated that highlights include an increase in the Reserve Fund balance to over $6 million dollars, representing an increase from 9.4% to 10.8%. He attributed this increase to an increase in local receipts that exceeded projections by $2.2 million dollars and expenditures that were .8% less than projected, noting that these items were offset by planned uses of Free Cash. He stated the Town maintains its AAA bond rating and offered suggestions to retain its rating. Mr. Roselli also stated that the Town realized a $221,000 gain in OPEB investment income after losing approximately $400,000 the previous year. Mr. Dennington discussed the Neary School building project and asked if there would be any issues relative to the Town's undertaking of this building project. Mr. Roselli stated that he would like to see the Town's Reserve Fund at 15% so as to not impact the AAA bond rating the Town enjoys. Mr. Stivers and Ms.

Cook thanked the Town's Finance Department for their efforts towards effective financial management.

c. Linda Bournaville, KMS Actuaries, LLC – Fiscal Year 2023 OPEB Audit

The Board heard Scheduled Appointments "c" before Scheduled Appointment "b." Ms. Linda Bournaville appeared before the Board, via Zoom, on the matter. Mr. Dennington informed Ms. Bournaville that, at its March Annual Town Meeting, the Town had passed a warrant article requesting that the Town, through a Special Act of the State Legislature, be authorized to bond OPEB trust monies. Mr. Dennington stated that Town would like to use this tool when interest rates are more favorable. Ms. Bournaville stated that the option described above is a proactive tool for the Town to use. Ms. Cook asked how long the process would take to implement the ability to bond. Ms. Bournaville described the process and stated that it can take approximately 6-8 months. Ms. Bournaville presented the OPEB presentation, dated May 7, 2024. She explained that the in-depth analysis provided in this report to the Town is done every two years. She stated that as of June 30, 2023, the Town's Net OPEB liability is $42.2 million dollars and the most significant impact in the report was that the Town realized a savings of $10 million dollars due to the health plan changes in 2023. Ms. Bournaville reported that, as of 2023, the Town has funded 6.7% of its OPEB obligations. The Board discussed its annual contribution of $250,000 to OPEB. Ms. Bournaville stated that OPEB funding is a long-term process because employee numbers are always shifting. The Board discussed the assumptions used in modeling and the role those assumptions play in data outcomes. They concluded that the Town is moving forward in a responsible manner to funding its OPEB obligations.

d. Brian Ballantine, Finance Director; Carla McAuliffe, Town Accountant – Q3 Financial Update

Brian Ballantine and Carla McAuliffe appeared before the Board on the matter. Mr. Ballantine reviewed the revenue portion of the Q3 Financial Update. He reported that total General Fund revenue is down by $37,000 compared to the same period last year. He noted that motor vehicle excise taxes, building fees and water revenue were down but that dumpster fees and ZBA fees had increased. He also noted that investment income had increased by $219,000 since Q2. Ms. McAuliffe reported the expense portion of the Q3 Financial Update. She stated that the following are potential Reserve Fund transfers: Select Board for increased postage; ZBA additional staff hours due to 40B projects; Fire – SCBA grant matching ($30,000); Fire – Tower repair ($8,461); Election/Town Clerk – additional election costs; and Debt – year end transfers due to Spring long-term interest payments. Ms. McAuliffe also stated that they are watching Police and Fire overtime, as both departments are experiencing staffing challenges. She stated that IT, Operations and DPW are in good shape and only 30.76% of the snow/ice budget has been spent thus far. She reported that Benefits are trending at budget. With regard to FEMA, Ms. McAuliffe stated that the final claim has been filed and, once processed, will formally close the grant program. She stated that between FEMA and CARES, the Town has received $959,000 and, to date, all claims have been paid. With regard to ARPA, she reported that $1, 273,087.91 has been spent/encumbered and she has reminded boards/committees to allocate funds by June 30, 2024. Ms. Cook expressed concern over the impact of the lack of funds for Schools/Transportation and a potential reduction in Local Aid. Mr. Ballantine stated that he expects to receive the Department of Revenue's final report on the Town's financial and policy review and will provide it to the Board and Advisory when available. He also stated that short-term notes would be issued for the Town Hall renovation and Neary School Study. Ms. Cook asked about the Reserve Fund number and Mr. Ballantine stated he would provide her with that information.

The Board recessed at 9:28 PM and resumed meeting at 9:36 PM.

IV. Reports

a. Chair's Report

Mr. Dennington reported that Doug Peck hosts a program on Southborough Access Media (SAM) called "Southborough Connects" and that today, Mr. Dennington taped a segment.

b. Member's Report

i. Informational Meeting for Townwide Survey

Ms. Landry reported that UMASS Boston Gerontology Unit is conducting an assessment of the senior population. Ms. Landry stated she would attend a meeting this Thursday to learn more about the assessment.

c. Town Administrator's Report

i. Start date for new Fire Chief

Mr. Purple reported that Chief Puntini's first day of work would be May 20th, 2024 and his swearing in will likely be on June 1st.

ii. Update on Public Safety staffing study

Mr. Purple reported that the contract for the Public Safety staffing study was signed today and there will be a kick-off meeting to reiterate the Board's areas of concern.

Mr. Purple stated that May is Mental Health Awareness Month. Green awareness pins are available for Town employees at the Treasure/Collector's office. He stated that he and Ms. Hale have worked to offer a variety of programs to Town employees include topics on stress reduction and emotional intelligence. He stated other programs include Laugh and Learn, Say Yes with Carrie Stack and Suicide Prevention. Mr. Purple stated that a community-wide wellness event would be held on May 29th from 6-8 PM where Dr. Safdar Medina will be awarded the Laurie Sugerman Whittier Wellness Award. Food trucks will also be available. He stated that all information is available on the Youth and Family Services website.

V. Consent Agenda

a. Approve Open Session Meeting Minutes: April 23, 2024

Mr. Stivers requested to hold Consent Agenda item "a." Mr. Stivers and Ms. Landry had scrivener's changes to the minutes. Mr. Dennington move to approve the April 23, 2024 Open Session Meeting Minutes, as amended. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

b. Appointments to the 21 Highland Future Use Committee, terms to expire 6/30/2024 (swearing-in period elapsed)

i. Destin Heilman

iii. Freddie Gillespie (OSPC representative)

Mr. Hamilton requested to hold Consent Agenda item "b." Mr. Hamilton asked if Dr. Heilman and Ms. Gillespie wished to serve on the 21 Highland Future Use Committee. Mr. Dennington stated he had not heard otherwise. Mr. Dennington moved to renew the vote to appoint Destin Heilman to the 21 Highland Future Use Committee, term to expire 6/30/2024. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Mr. Dennington moved to renew the vote to appoint Freddie Gillespie to the 21 Highland Future Use Committee, term to expire 6/30/2024. Mr. Stivers seconded the motion. The motion was approved (3-2-0). Ms. Landry and Mr. Hamilton voted against the appointment.

c. Approve job description for Police Dispatcher

Mr. Dennington moved to approve Consent Agenda items "c", "d", "e", and "g." Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

d. Approve Election Worker pay rate for FY25

e. Appoint Jennifer Condon as Animal Control Officer, term to expire 4/30/25

f. Approve Useful Life for Town Equipment

Mr. Dennington requested to hold Consent Agenda item "f." Mr. Dennington had scrivener's changes. Mr. Dennington moved to approve the Useful Life for Town Equipment. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

g. Approve request to use Town Counsel for violation enforcement

h. Approve Executive Session Meeting Minutes: April 23, 2024

Mr. Dennington requested to hold Consent Agenda item "h." Mr. Dennington stated the Board would discuss this matter in Executive Session.

VI. Other Matters *(Board may vote)*

a. Atwood Road lead testing and next steps

Mr. Dennington moved to this item after Other Matters "c." Mr. Dennington stated that, in tonight's packet, there is a revised estimate from Pare for the additional lead testing at the Atwood water tower site. Mr. Dennington described the testing and noted the revised estimate includes $5,600 for testing on the Sturgeon's property. Mr. Cundiff stated that he believes the estimate is appropriate and is a sound approach to determining the scope of the issue. Ms. Kristin LaVault, 12 Southwood Drive, asked that Board members bring their grievances to a CPC meeting where they can be addressed as an agenda item. Mr. Dennington moved that the Board sign the letter agreement with Pare for the lead soil sampling program for the former Atwood tank parcel that also includes the additional scope for the abutting parcel and that $75,616.29 in unallocated ARPA funds plus $9,383.71 in National Grid funds would be used to cover the cost of testing. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

b. Regional Dispatch Survey Results

Mr. Hamilton presented the Regional Dispatch Survey Results. He stated that determining operating costs with no State support is the important metric to consider. He also stated that adding dispatchers locally puts Southborough at a financial disadvantage versus a Regional Emergency Communications Center (RECC). He stated that 2/3 of the communities surveyed are considering joining a RECC. He stated that educating residents, with information learned from the survey, would be an important part in winning a vote at Town Meeting.

c. Potential CPA Application for Town Common rail replacement

Mr. Dennington moved to this matter after Other Matters "e.iii." Mr. Dennington stated that Mr. Cundiff had gotten quotes on the cost to replace the rail in the Town Common. The quotes range from $3,800 to $33,000. Mr. Kevin Miller, chair of the Historical Commission appeared before the Board on the matter. He recommended the Town select the $3,800 option with granite posts and iron rods, as it is more historically accurate. He suggested that the Board also consider repairing the rail in the Old Burial Ground. The Board discussed repairing the rail. The Board agreed to have Mr. Miller work with Mr. Cundiff on the matter. Mr. Miller commented that he is impressed with the recent streetlight installation on his road.

d. Potential Fall Town Meeting Warrant Article re: organization of affordable housing committees (AHTFC, SHOPC) and use of CPC funds for community housing

Mr. Dennington moved to this matter after Scheduled Appointments "c." Mr. Dennington stated that there is a quorum present of the Affordable Housing Trust Fund Committee (AHTFC), as the Board holds five of the seven seats on the AHTFC. Mr. Hamilton called the AHTFC meeting to order at 7:30 PM. Mr. Dennington moved to approve the Executive Session meeting minutes for December 27, 2023 and January 10, 2024. Mr. Dennington had scrivener's changes to the January 10, 2024 minutes. Mr. Dennington moved to approve the Executive Session meeting minutes for the December 27, 2023, as written, and the January 10,2024 meeting minutes, as amended. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Mr. Dennington moved to release the Executive Session meeting minutes for December 27, 2023 and January 10, 2024. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Mr. Dennington

suggested that two people from the Board and the AHTFC meet with a representative each from the Southborough Housing Opportunity Partnership Committee (SHOPC) and the Community Preservation Committee (CPC) to begin discussions of a warrant article for Fall Town Meeting that (1) combines the functions of the AHTFC and SHOPC into one committee; and (2) includes a mechanism for transferring Community Preservation Act (CPA) housing funds from the CPC to the newly formed committee. The AHTFC agreed that Mr. Dennington and Mr. Hamilton would be the representatives from the Board and AHTFC. Mr. Stivers noted that continuing progress on this matter is the result of an idea brought to the Board by Ms. Lisa Braccio while serving as a member of the Board. Mr. Stivers moved to adjourn the AHTFC meeting at 7:34 PM. Ms. Cook seconded the motion. The motion was unanimously approved (5-0-0).

e. ARPA Funding

i. Senior Tax Relief

Ms. Cook moved to approve an additional $3,000 towards Senior Tax Relief. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

iv. Atwood Road testing

See Other Matters "a."

iii. VHB sidewalk improvement proposals – Woodland Road (Richards Road to Oregon Road), Road (Cordaville Road to Woodland Road), and Parkerville Road (South I-90 to Middle Road

Mr. Dennington moved to this matter after Scheduled Appointments. Ms. Cook stated that $50,000 in ARPA funds had been allocated for the Beta sidewalk study and that, tonight, the Board is considering spending the remainder of the ARPA sidewalk category, $509,453, for four sidewalk projects. Mr. Bill Cundiff, DPW Superintendent, appeared before the Board, via Zoom, on the matter. Mr. Cundiff described the process he used to determine the four projects presented for discussion this evening. He asked the Board to consider the following sidewalk projects: 1) Parkerville Road from Richards Road to Middle Road; 2) Richards Road off Cordaville Road to Woodland Road; 3) Woodland Road from Richards Road to Oregon Road; and 4) Oak Hill Road from the end of the existing sidewalk to Walnut Street. He stated VHB has submitted a proposal of $564,000 for engineering services only. He also stated that Safe Routes to Schools might be a source of additional money for the sidewalk projects. Mr. Dennington asked if there would be additional fees above the proposal number. Mr. Cundiff stated that the numbers are very conservative but unforeseen costs may occur. Ms. Cook asked if the VHB proposal is a lump sum flat fee. Mr. Cundiff stated that it is but he would request that VHB present the proposal "as not to exceed." Mr. Dennington stated that the contract describes that the reviewing body would be the Public Works Planning Board, which no longer exists. Mr. Cundiff suggested a working group be formed for the purposes of review. Mr. Cundiff confirmed the sidewalk projects 1, 2 and 3 above represent $456,000 in ARPA funds that would then be successfully committed for expenditure. Mr. Bill Harrington, 4 Richards Road, read comments relative to the history of the sidewalks on Richards Road. He stated that the residents on Richard Road eagerly await sidewalks for safety and walkability reasons. Mr. Grant Farrington, 58 Flagg Road, asked when the map shown by Mr. Cundiff was created. Mr. Dennington replied it was created in 2015. Mr. Farrington asked what outreach would be conducted for residents on the streets listed. Mr. Dennington stated that abutter meetings would be held for residents on the streets listed. Mr. Andrew Pfaff, 50 Oak Hill Road, stated that he believes this is a great start to providing sidewalks in Town. He asked Mr. Cundiff to confirm the following relative to the VHB proposal: 1) the length of sidewalk on Oak Hill Road; and 2) that there is currently an existing sidewalk on Parkerville Road. He stated there might be some savings achieved for those items. Mr. Dennington moved that the Board allocate $458,000 of the $509,453 in ARPA funds for the engineering study of the proposed sidewalks on Parkerville Road, Richards Road and Woodland Road. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Mr. Dennington

acknowledged that a resident had asked that any remaining ARPA sidewalk monies be used to provide trashcans on Main Street. The Board agreed that all sidewalk monies should be used for sidewalks. Ms. Cook moved to fund the Oak Hill portion of the sidewalk project with any remaining monies from the ARPA sidewalk category, including any residual funds from the first three sidewalk projects, and Chapter 90 funds. Mr. Dennington seconded the motion. The motion was unanimously approved (5-0-0). Mr. Farrington asked if the Board was able to vote on the Oak Hill sidewalk project, as it was not listed on the agenda. Ms. Cook stated that the Board could vote on the Oak Hill sidewalk, as it was the next sidewalk on Mr. Cundiff's list.

VII. Public Comment

Mr. Farrington stated that CPC is holding a public forum on June 6th to solicit ideas for potential funding opportunities for its next cycle.

VII. Executive Session

Mr. Dennington moved to enter into Executive Session at 10:00 PM, per M.G.L. Chapter 30A, Section 21, and not return to Open Session for the following items: (1) to discuss contract negotiations for the Town Administrator (Exemption 2), as the Chair has determined that an open meeting may have a detrimental effect on the Town's position. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Dennington aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye (5-0-0).

Upcoming Meetings	
May 21, 2024	*June 4, 2024*

Respectfully submitted,

Bridgid Rubin, Recording Secretary

List of Documents referred to at the May 7, 2024 SB Meeting:

- Board and Committee Volunteer Form for Karen Bernhardt
- Management Letter from Roselli, Clark & Associates, dated March 18, 2024, RE: FY2023 Audit of Town Financials
- Town of Southborough Report on Examination of Basic Financial Statements and Additional Information Year Ended June 30, 2023 prepared by Roselli, Clark and Associates
- Memorandum from Mark Purple, Carla McAuliffe, Brian Ballantine and Paul Cibelli, dated May 1, 2024, RE: FY23 Audit Response Management Letter
- Town of Southborough Other Post Employment Benefits Program Financial Reporting and Disclosures As of June 30, 2023
- FY24 Q3 Finance Report, dated May 7, 2024
- Open Session Meeting Minutes for April 23, 2024
- Board and Committee Volunteer Form for Destin Heilman
- Job Description for Part-Time Dispatcher
- Letter from Jim Hegarty, dated May 1, 2024, Pay Rate for Election Workers
- Application for Nomination for Inspector of Animals, with attachments
- Memorandum from Brian Ballantine, dated May 1, 2024, RE: Useful Life
- Vote of the Select Board, dated May 7, 2024, RE: Useful Life of Equipment
- Memorandum from Mark Purple, dated May 3, 2024, RE: Request to Use Town Counsel for Enforcement

- Pare Proposal for Lead Soil Sampling Program, dated May 3, 2024, with attachments
- Letter from Tim Thies, dated March 13, 2024, RE: Atwood Tank Site Preliminary Site Investigation
- Memorandum from Taxation Aid Committee, dated May 2, 2024, RE: Request for ARPA Funds if Available
- Memorandum from Bill Cundiff, dated February 9, 2024, RE: Sidewalk Construction Using ARPA Funds, with attachments
- VHB Contract for Richards Road Sidewalk Improvements, dated April 23, 2024, with attachments
- VHB Contract for Woodland Road Sidewalk Improvements, dated April 23, 2024, with attachments
- VHB Contract for Parkerville Road (South) Sidewalk Improvements, dated April 23, 2024, with attachments

Board and Committee Volunteer Form

First Name	Karen
Last Name	Bernhardt
Address	174 SouthvillenRd.
City	Southborough
State	Ma
Zip Code	01772
Phone Number	[redacted]
Email Address	[redacted]
To view a list of the Board and Committee and current membership as well as vacancies	Click here
Name of Board(s) or Committee(s) you would like to volunteer for?	21 Highland st.committee
Have you previously served on a Board or Committee for the Town of Southborough?	No
Current Occupation / Current Employer	Artist/ Real estate
Please tell us how much volunteer time you have available and	Real estate management, artist community groups,gallery management,& neighboring property owner

any education, experience or special skills that may be relevant to the Committee(s) you are interested in.	
Upload resume preferred but not required	*Field not completed.*

Email not displaying correctly? View it in your browser.

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March 18, 2024

Town of Southborough
Select Board
Southborough, MA

Dear Honorable Board:

We have audited the financial statements of the Town of Southborough, Massachusetts "the Town" as of and for the year ended June 30, 2023. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and the standards applicable to financial audits contained in *Governmental Audit Standards*, issued by the Comptroller General of the United States of America, as well as certain information related to the planned scope and timing of our audit. We communicated such information to the Town's management prior to our commencement of auditing procedures. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Scope limitation

There were no scope limitations.

GAAP Departure

There were no GAAP departures.

Material Weaknesses/Significant Deficiencies

There were no material weaknesses or significant deficiencies.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Town are described in Note 2 to the financial statements. No new accounting policies were adopted, and the application of existing policies was not changed during 2023. We noted no transactions entered into by the Town during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ

significantly from those expected. The most sensitive estimates affecting the Town's financial statements were:

The presentation of the Town's total pension liability and related accounts is determined through biennial actuarial studies, which are rolled forward by an actuary to June 30 each year. We have received an AU805 report from the independent auditor of the County pension system.

The presentation of the Town's total OPEB liability and related accounts is determined through biennial actuarial studies, which are rolled forward by an actuary to June 30 each year. We have received the actuarial report from the actuary.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements are those that describe the Town's net pension and OPEB liabilities at June 30, 2023.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

There were no difficulties encountered in completing the audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. None of the misstatements detected as a result of audit procedures were material, either individually or in the aggregate, to the Town's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated March 18, 2024.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Plan's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Town's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

The following highlight some items we wish to communicate:

1. The Town took advantage of the great interest rate environment. Interest earned in the General Fund was $343,000 versus about $45,000 in the prior year. We continue to encourage management to seek safe high yielding legally allowable investments for its excess cash. Turning cash into a revenue producing asset is an additive bonus to other general fund revenues.

2. We continue to remind our clients of the importance of maintaining critical controls over its security and cyber operations. Continued training of employees and implementation of cybersecurity controls should be an ongoing annual process.

3. Fraud prevention is an area that should be under ongoing evaluation. Evaluating cash processes of cash handling areas annually through effective risk assessment and proper safeguards is an effective control to protect the Town from threats associated with fraud. We will discuss this with management annually through our risk assessment procedures to assure that management is monitoring this critical aspect of government.

4. ARPA – As the deadline for obligating funds received from the American Rescue Plan Act approaches, we remind our clients that funds must be obligated by way of a legal commitment or purchase order by December 31, 2024. Merely implementing a plan by approval of the Select Board is not sufficient.

5. Management of Long Term Liabilities – The Town made progress in its management of the OPEB liability. A change in benefit terms combined with the annual $250,000 contribution in a favorable interest rate environment served to reduce the liability by about $5 million and increased the plan asset ratio to nearly 7%. This places the Town around the mean when compared to its peers.

   With respect to the pension liability managed through the Worcester County Contributory Retirement System, poor market conditions in calendar 2022 reduced its plan asset ratio below 50%. Basically, back to 2015 ratios. With a funding schedule set to mature in 2035, the Town can expect to see a rise in assessments through and until maturity. Given that calendar 2023 yielded better than expected market conditions, we would expect the pension system to recover the value that it had lost when the next actuarial valuation is completed.

6. With respect to OPEB, it is important that the Town plan the process of delivering results earlier in the audit season. The fiscal 2023 audit was delayed due to a late OPEB valuation completion, and this should be avoided in the future. We generally find that beginning the process at least 3 months ahead of the audit process yields the most timely results.

7. In the prior year we discussed the increase in delinquent ambulance receivables over the past several years. The Town responded to this observation by completing an analysis of the receivables and abating a substantial amount that will most likely never be collected. In addition, an annual review of the process was implemented. We consider this resolved.

8. In the prior year we discussed the significant level of stale accounts in special revenue and capital projects. The Town responded to this observation by (1) repurposing balances, (2) finding appropriate spending uses, and (3) closing out minor balances. We consider this resolved.

9. In the prior year we discussed that the Town carried a very high allowance for abatement account balance when measured with accounts at the appellate tax board and the actual receivable balance. Further analysis in the current year determined that this is a timing item. Approximately $250,000 - $275,000 is released and repurposed at the beginning of the subsequent year. We consider this resolved.

Other Matters

We applied certain limited procedures to the Town's required supplementary information ("RSI") that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI. We also made verbal communications about matters that we deemed appropriate to Town Management throughout the course of the engagement and through the time of issuance of the financial statements.

Restriction on Use

This information is intended solely for the information and use of the Select Board and management of the Town of Southborough and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Roselli Clark & Associates

Roselli, Clark & Associates
Certified Public Accountants
Woburn, Massachusetts

ROSELLI, CLARK & ASSOCIATES
Certified Public Accountants

RCA
CPA

TOWN OF SOUTHBOROUGH, MASSACHUSETTS

Report on Examination of Basic Financial Statements and Additional Information Year Ended June 30, 2023

TOWN OF SOUTHBOROUGH, MASSACHUSETTS

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INDEPENDENT AUDITORS' REPORT

The Honorable Members of the Select Board
Town of Southborough, Massachusetts

Opinions

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Southborough, Massachusetts, (the "Town") as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town as of June 30, 2023 and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis of Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Town and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements taken as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards,* we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, and the schedules listed under the required supplementary information section in the accompanying table of contents be presented to supplement the basic financial statements. Such information, although not part of the basic financial statements, is the responsibility of management, and is required by the Governmental Accounting Standards Board, who considers these to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context.

We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required By Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated March 18, 2024 on our consideration of the Town's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contract, grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Town's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Town's internal control over financial reporting and compliance.

Roselli Clark & Associates

Roselli, Clark and Associates
Certified Public Accountants
Woburn, Massachusetts 01801
March 18, 2024

Management's Discussion and Analysis

As the management of the Town of Southborough, Massachusetts (The Town), we offer readers of the Town's financial statements this narrative overview and analysis of the financial activities of the Town for the fiscal year ended June 30, 2023. We encourage readers to consider the information presented here in conjunction with their review of the basic financial statements, notes to the basic financial statements and required supplementary information found in this report.

Financial Highlights

- The assets and deferred outflows of the Town exceeded its liabilities and deferred inflows at the close of the most recent fiscal year by nearly $22.2 million (*total net position*). Approximately $11.4 million represented net position of the governmental activities and business-type activities net position was over $10.8 million.

- The government's total net position increased by approximately $7.7 million. The governmental activities increased net position by approximately $7.8 million while the business-type activities decreased net position by nearly $0.1 million.

- The Town's unassigned fund balance reported in the General Fund was nearly $3.7 million (6.0% of General Fund expenditures). Total fund balance in the General Fund was over $8.1 million (13.31% of General Fund expenditures). The Town reported a restricted fund balance of nearly $2.2 million in the Community Preservation Fund, an unassigned fund deficit of over $1.8 million in the Capital Projects Fund and reported total fund balances of nearly $7.2 million in the combined Nonmajor Governmental Funds.

- The Town's debt balance decreased by over $2.9 million to approximately $26.6 million due to regular scheduled maturities. This includes changes related to unamortized bond premiums.

Overview of the Financial Statements

This discussion and analysis are intended to serve as an introduction to the Town's basic financial statements. The Town's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-wide Financial Statements - The *government-wide financial statements* are designed to provide readers with a broad overview of the Town's finances, in a manner similar to a private-sector business. The *statement of position* presents information on all of the Town's assets, deferred outflows of resources, liabilities and deferred inflows of resources, with the difference between the two reported net as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Town is improving or deteriorating.

The *statement of activities* presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave.)

The government-wide financial statements consist of two classifications; (1) those whose activities are principally supported by taxes and intergovernmental revenue (*governmental activities*), and (2) those

whose activities are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*).

The governmental activities of the Town include general government, public safety, highways and streets, sanitation, education, health and human services, culture and recreation, fringe benefits, and debt service. The business-type activities of the Town consist of water utility activities.

Fund Financial Statements - A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Town, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Town can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

Governmental funds distinguish fund balance between amounts that are considered nonspendable, such as fund balance associated with inventories, and other amounts that are classified based on the relative strength of the constraints that control the purposes for which specific amounts can be spent. Beginning with the most binding constraints, fund balance amounts will be reported in the following classifications:

- Nonspendable —amounts cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact
- Restricted—amounts constrained by external parties, constitutional provision, or enabling legislation
- Committed—amounts constrained by a government using its highest level of decision-making authority
- Assigned—amounts a government intends to use for a particular purpose
- Unassigned—amounts that are not constrained at all will be reported in the general fund.

Governmental Funds - *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus *on near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Reconciliations are provided in the financial statements to help the reader understand the differences, as indicated with the table of contents.

The Town maintains a number of individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the general fund, community preservation fund, capital projects fund and ARPA fund which are considered to be major funds. Data from the other governmental funds are combined into a single, aggregated presentation.

The Town adopts an annual appropriated budget for its general fund and its enterprise fund. A budgetary comparison schedule has been provided for the general fund to demonstrate compliance with this budget. This schedule has been prepared as required supplementary information and can be found after the notes to the financial statements.

Proprietary Funds – Proprietary funds are used to account for a government's ongoing organizations and activities which are similar to those often found in the private sector. The Town utilizes the proprietary funds to report activities of its enterprise funds. *Enterprise funds* are used to report the same functions presented as *business-type activities* in the government-wide financial statements. The Town uses enterprise funds to account for its water utility activities.

Notes to the Financial Statements - The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Other Information - In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information which includes the schedules of the Town's proportionate share of the net pension liability, contributions to the pension plan, the funding progress and contribution funding of its obligation to provide other postemployment benefits to its employees as well as the Schedule of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual – General Fund and notes to this schedule.

Government-wide Financial Analysis

The condensed statement of net position is as follows:

	Governmental activities		Business-type activities		Total	
	June 30,		June 30,		June 30,	
	2023	2022	2023	2022	2023	2022
Assets						
Current and other assets	$ 27,109,276	$ 23,361,519	$ 1,875,060	$ 3,144,081	$ 28,984,336	$ 26,505,600
Capital assets, net	83,973,980	84,273,065	13,349,195	12,445,674	97,323,175	96,718,739
Total assets	111,083,256	107,634,584	15,224,255	15,589,755	126,307,511	123,224,339
Deferred Outflows of Resources	16,778,480	13,845,403	216,020	231,858	16,994,500	14,077,261
Liabilities						
Long-term liabilities	97,539,891	99,245,587	4,334,301	4,563,571	101,874,192	103,809,158
Other liabilities	10,604,713	6,891,313	41,691	82,802	10,646,404	6,974,115
Total liabilities	108,144,604	106,136,900	4,375,992	4,646,373	112,520,596	110,783,273
Deferred Inflows of Resources	8,360,200	11,764,812	228,708	260,003	8,588,908	12,024,815
Net Position						
Net investment in capital assets	60,945,993	58,528,170	11,216,279	9,535,674	72,162,272	68,063,844
Restricted	9,379,011	8,740,972	-	-	9,379,011	8,740,972
Unrestricted	(58,968,072)	(63,690,867)	(380,704)	1,379,563	(59,348,776)	(62,311,304)
Net position	$ 11,356,932	$ 3,578,275	$ 10,835,575	$ 10,915,237	$ 22,192,507	$ 14,493,512

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. The assets and deferred outflows of the Town exceeded its liabilities and deferred inflows at the close of the most recent fiscal year by nearly $22.2 million (*total net position*). This was an increase of nearly $7.7 million over the preceding year.

By far the largest portion (approximately $72.2 million) of the Town's net position reflects its investment in capital assets (e.g. land, buildings, machinery, and equipment), less any related debt used to acquire those assets that are still outstanding. The Town uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the Town's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of the Town's net position (nearly $9.4 million) represents resources that are subject to external restrictions on how they may be used. U*nrestricted net position* reflects the remainder

of net position, a deficit of over $59.3 million. This is due to the recognition of the net other postemployment and pension benefits liability of approximately $74.6 million in aggregate.

The condensed statement of changes in net position is as follows:

	Governmental activities		Business-type activities		Total	
	June 30,		June 30,		June 30,	
	2023	2022	2023	2022	2023	2022
Revenues						
Program revenues:						
Charges for services	$ 5,687,646	$ 5,014,732	$ 2,706,786	$ 2,522,859	$ 8,394,432	$ 7,537,591
Operating grants and contributions	10,652,630	9,362,395	-	-	10,652,630	9,362,395
Capital grants and contributions	1,264,977	899,155	-	-	1,264,977	899,155
General revenues:						
Property taxes	48,101,378	46,724,920	-	-	48,101,378	46,724,920
Intergovernmental	506,662	807,362	-	-	506,662	807,362
Other	3,662,736	2,491,774	35,928	2,302	3,698,664	2,494,076
Total Revenues	69,876,029	65,300,338	2,742,714	2,525,161	72,618,743	67,825,499
Expenses						
General government	5,914,752	5,846,666	-	-	5,914,752	5,846,666
Public safety	7,768,800	10,286,766	-	-	7,768,800	10,286,766
Education	39,280,745	42,530,448	-	-	39,280,745	42,530,448
Public works	5,473,805	4,573,751	-	-	5,473,805	4,573,751
Health and human services	1,179,772	1,390,606	-	-	1,179,772	1,390,606
Culture and recreation	1,651,269	1,884,586	-	-	1,651,269	1,884,586
Debt service	828,230	779,158	-	-	828,230	779,158
Water	-	-	2,822,376	2,828,090	2,822,376	2,828,090
Total Expenses	62,097,373	67,291,981	2,822,376	2,828,090	64,919,749	70,120,071
Change in net position before transfers	7,778,656	(1,991,643)	(79,662)	(302,929)	7,698,994	(2,294,572)
Transfers	-	-	-	-	-	-
Change in net position	7,778,656	(1,991,643)	(79,662)	(302,929)	7,698,994	(2,294,572)
Net position, beginning of year	1,937,436	5,569,918	10,915,237	11,218,166	12,852,673	16,788,084
Restatement for agency funds	-	(12,344)	-	-	-	(12,344)
Restatement for private purpose funds	-	(1,628,495)	-	-	-	(1,628,495)
Net position, beginning of year, as restated	1,937,436	3,929,079	10,915,237	11,218,166	12,852,673	15,147,245
Net position, end of year	$ 9,716,092	$ 1,937,436	$ 10,835,575	$ 10,915,237	$ 20,551,667	$ 12,852,673

Governmental Activities - The Town relies significantly on property taxes, which, during 2023, made up approximately 68.6% of total revenues, down from 71.6% in the prior year, however the dollar value increased nearly $1.4 million which is consistent with proposition 2 ½% legislation. Operating grants and contributions made up approximately 15.2% of total revenues, up from 14.3% in the prior year. Actual revenues increased $1.3 million primarily due to an increase for on-behalf pension payments related to the Massachusetts Teachers Retirement System, FEMA reimbursement for COVID-19 costs and various education grants. No other revenues were greater than 10% of total revenues in 2023 or 2022.

Major expenditures were for education which continues to be an area that the town devotes significant resources. Education represented 63.6% of total expenses, which is consistent with prior year allocation, however the dollar value decreased over $3.2 million. This is attributed to OPEB income offset by on-behalf pension payments as discussed above in the revenue section and higher education grant expenditures, which is consistent with higher education grant revenues as discussed above in the revenue section. Public safety expenses represented 12.5% of total expenses, down from the prior year of 15.3%

which is a decrease in dollar value of over $2.5 million. This decrease is attributed to OPEB income and lower purchasing activity. No other expense types were greater than 10% of total expenses in 2023 or 2022.

Business-type Activities - Major revenue sources consist of revenue from user charges, which represented approximately 98.7% of total fiscal year 2023, which was consistent with the 99.9% in the prior year. Water expenses were consistent with the prior year.

Financial Analysis of the Government's Funds

As noted earlier, the Town uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds - The focus of the Town's *governmental funds* is to provide information on near-term inflows, outflows, and balances of *spendable* resources. Such information is useful in assessing the Town's financing requirements. In particular, *unassigned fund balance* may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the close of the current fiscal year, the Town's governmental funds balance sheet reported a combined ending fund balance surplus of over $15.6 million. This is nearly $1.1 million more than the prior year. Of the ending fund balance approximately $1.8 million is *available for spending* at the government's discretion as *unassigned fund balance.* The remainder is earmarked for specific expenditures.

The general fund is the chief operating fund of the Town. At the end of the current fiscal year, unassigned fund balance of the general fund was approximately $3.7 million, while total fund balance was over $8.1 million. As a measure of the general fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total fund expenditures. Unassigned fund balance represents 6.0% of total general fund expenditures, while total fund balance represents over 13.31% of that same amount.

The community preservation fund is used as a funding source for various projects eligible under the Community Preservation Act. The balance of this fund decreased from nearly $0.2 million to over $2.2 million, as the fund has various projects in process including the townhouse restoration.

The capital project fund is used as a funding source for all other capital outlay not accounted for in the other major funds. The balance of this fund decreased from a deficit of nearly $1.0 million to a deficit of over $1.8 million as a result of capital outlays in the current year exceeding intergovernmental revenues, bond proceeds and net operating transfers.

The ARPA grant fund, which was established as a major governmental fund in fiscal year 2022, reports cash of over $2.6 million and unearned revenues of that same amount.

The combined Nonmajor funds increased from prior year by nearly $0.9 million. Fund balances at year end were nearly $7.2 million.

Proprietary Funds - The Town's proprietary funds provide the same type of information found in the government-wide financial statements, but in more detail. At June 30, 2023, net position of the water enterprise fund was nearly $10.9 million, this was less than 1% decrease over the prior year as operations were consistent.

General Fund Budgetary Highlights

The final amended budget was unchanged however the budgets for individual functions and transfers were affected by subsequent appropriations. The schedule of budgetary information, which summarizes these changes, is provided as *Required Supplementary Information.*

Capital Asset and Debt Administration

Capital Assets - The Town's investment in capital assets for its governmental and business-type activities as of June 30, 2023, amounts to over $97.3 million (net of accumulated depreciation). This investment in capital assets includes land, buildings and improvements, infrastructure, machinery, equipment and vehicles and reflects an increase of over $0.6 million due to capital additions exceeding depreciation. The majority of the Town's capital expenditures were for building and improvements, and infrastructure. The Town also purchased various machinery, equipment and vehicles.

Additional information on the Town capital assets can be found in the Notes.

Long-term Debt - At the end of the current fiscal year, the Town had total bonded debt outstanding of over $26.7 million. Of this amount approximately $24.0 million represents debt of the governmental activities and approximately $2.7 million represents debt of business-type activities.

The Town's total debt balance, including unamortized bond premiums, decreased by over $2.9 million. During the fiscal year the Town made regular scheduled maturities of governmental activities and business-type activities debt totaled approximately $2.6 million and $0.4 million, respectively. The remaining changes relate to unamortized bond premiums.

The Town maintains a bond rating of "AAA" as set by Standard and Poor's for general obligation debt.

State statutes limit the amount of general obligation debt a governmental entity may issue to 5.0% percent of its total assessed valuation. The current debt limitation for the Town is approximately $162 million, which is in excess of the Town's outstanding general obligation debt.

The Town also holds a proportionate share of debt of other governmental units that provide services to the Town. The debt service from such arrangements is assessed annually to the Town.

Additional information on the Town's debt can be found in Notes.

Economic Factors and Next Year's Budgets and Rates

- The Town's real estate tax base is made up predominantly of residential taxes, which comprise of nearly 83% of the Town's real estate tax base. The Town also relies to a much lesser extent on its commercial and industrial real estate tax base, which in aggregate comprise over 14% of the Town's real estate tax base. In addition, Chapter 580 of the Acts of 1980, more commonly referred to as Proposition 2 ½, limits the Town's ability to increase taxes in any one year by more than two and one-half percent (2 ½%) of the previous year tax levy. This limit may be exceeded through a majority vote at Select Board along with ballot approval.

- Net state aid for the fiscal year 2024 is expected to increase to nearly $3.8 million.

- Inflation peaked near 40-year historic highs during 2023 and is beginning to stabilize in 2024. This is having adverse impacts on Town expenses and operations and required careful consideration when setting the budget for fiscal 2024. Employee retention is becoming more challenging because of increasing wages in comparable communities, and the talent pool seeking municipal jobs is thinning dramatically. The Town recently completed its Pay and Classification Study. This was completed to keep Southborough competitive, both with current and prospective employees. Energy inflation is continues to cause a spike in energy costs. The Town has been able to mitigate these to an extent due to our electricity aggregation program, but those contracts will likely see a rise upon renewal in the next several months. Price inflation is causing a spike in the price of the delivery and cost of other goods and services. The construction building index is also seeing historic highs which may cause the estimates of major capital projects to increase, in addition to the financing costs of these projects. The increase in residential value compared to the flattening of the commercial values, has caused a shift in the tax base that has exacerbated the impacts on the Town's tax rate and overall financial condition. The Town continues to monitor these issues moving forward in order to maintain and enhance its workforce and positive financial climate.

The above items were considered when the Town developed its budget for fiscal year 2024 and the tax rate was set in November 2023.

Requests for Information

This financial report is designed to provide a general overview of the Town's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or request for additional financial information should be addressed to the Finance Department, 17 Common Street, Southborough, Massachusetts, 01772.

TOWN OF SOUTHBOROUGH, MASSACHUSETTS

STATEMENT OF NET POSITION
JUNE 30, 2023

	Primary Government		
	Governmental Activities	Business-Type Activities	Total
Assets			
Cash and cash equivalents	$ 20,108,334	$ 961,100	$ 21,069,434
Investments	5,183,486	-	5,183,486
Receivables, net of allowance for uncollectibles:			
Real estate and personal property taxes	242,587	-	242,587
Tax Title	99,781	-	99,781
User fees	-	913,960	913,960
Departmental and other	490,220	-	490,220
Intergovernmental	784,036	-	784,036
Tax foreclosures	200,832	-	200,832
Prepaid items	-	-	-
Capital assets, not being depreciated/amortized	23,161,417	109,975	23,271,392
Capital assets, net of accumulated depreciation/amortization	60,812,563	13,239,220	74,051,783
Total Assets	111,083,256	15,224,255	126,307,511
Deferred Outflows of Resources			
Related to net other postemployment benefits liability	12,857,724	164,075	13,021,799
Related to net pension liability	3,920,756	51,945	3,972,701
Total Deferred Outflows of Resources	16,778,480	216,020	16,994,500
Liabilities			
Warrants and accounts payable	1,687,237	20,965	1,708,202
Accrued payroll and withholdings	2,408,949	-	2,408,949
Accrued interest	122,351	20,726	143,077
Performance Bonds	109,913	-	109,913
Other liabilities	49,480	-	49,480
Unearned revenue	2,623,377	-	2,623,377
Bond anticipation notes payable	3,603,406	-	3,603,406
Long-term liabilities:			
Due within one year	1,636,797	372,049	2,008,846
Due in more than one year	95,903,094	3,962,252	99,865,346
Total Liabilities	108,144,604	4,375,992	112,520,596
Deferred Inflows of Resources			
Related to net other postemployment benefits liability	6,910,852	88,188	6,999,040
Related to net pension liability	1,449,348	140,520	1,589,868
Total Deferred Inflows of Resources	8,360,200	228,708	8,588,908
Net Position			
Net investment in capital assets	60,945,993	11,216,279	72,162,272
Restricted:			
Nonexpendable permanent funds	591,957	-	591,957
Expendable permanent funds	1,980,190	-	1,980,190
Community preservation	2,216,824	-	2,216,824
Federal and State grants	1,625,621	-	1,625,621
Other Purposes	2,964,419	-	2,964,419
Unrestricted	(58,968,072)	(380,704)	(59,348,776)
Total Net Position	**$ 11,356,932**	**$ 10,835,575**	**$ 22,192,507**

See accompanying notes to basic financial statements.

TOWN OF SOUTHBOROUGH MASSACHUSETTS

STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2023

Functions/Programs	Expenses	Program Revenues: Charges for Services	Program Revenues: Operating Grants and Contributions	Program Revenues: Capital Grants and Contributions	Net (Expenses) Revenues and Changes in Net Position: Governmental Activities	Net (Expenses) Revenues and Changes in Net Position: Business-Type Activities	Net (Expenses) Revenues and Changes in Net Position: Total
Primary Government:							
Governmental Activities:							
General government	$ 5,914,752	$ 1,578,920	$ 262,919	$ 22,302	$ (4,050,611)		$ (4,050,611)
Public safety	7,768,800	1,922,715	244,692	60,496	(5,540,897)		(5,540,897)
Education	39,280,745	1,245,720	9,236,198	-	(28,798,827)		(28,798,827)
Public works	5,473,805	68,279	93,359	1,182,179	(4,129,988)		(4,129,988)
Health and human services	1,179,772	96,291	408,438	-	(675,043)		(675,043)
Culture and recreation	1,651,269	775,721	186,826	-	(688,722)		(688,722)
Interest expense	828,230	-	220,198	-	(608,032)		(608,032)
Total Governmental Activities	62,097,373	5,687,646	10,652,630	1,264,977	(44,492,120)		(44,492,120)
Business-Type Activities:							
Water	2,822,376	2,706,786	-	-		$ (115,590)	(115,590)
Total Business-type Activities	2,822,376	2,706,786	-	-		(115,590)	(115,590)
Total Primary Government	$ 64,919,749	$ 8,394,432	$ 10,652,630	$ 1,264,977	(44,492,120)	(115,590)	(44,607,710)
		General Revenues:					
		Real and personal property taxes			48,101,378	-	48,101,378
		Motor vehicle and other excise			2,867,052	-	2,867,052
		Grants and contributions not restricted to specific programs			506,662	-	506,662
		Penalties and interest on taxes			75,902	-	75,902
		Unrestricted investment income			719,782	35,928	755,710
		Transfers (net)			-	-	-
		Total General Revenues and Transfers			52,270,776	35,928	52,306,704
		Change in Net Position			7,778,656	(79,662)	7,698,994
		Net Position:					
		Beginning of year			3,578,276	10,915,237	14,493,513
		End of year			$ 11,356,932	$ 10,835,575	$ 22,192,507

See accompanying notes to basic financial statements.

TOWN OF SOUTHBOROUGH, MASSACHUSETTS

GOVERNMENTAL FUNDS
BALANCE SHEET
JUNE 30, 2023

	General	Community Preservation	Capital Projects	ARPA	Nonmajor Governmental Funds	Total Governmental Funds
Assets:						
Cash and cash equivalents	$11,117,495	$ 7,611	$ 2,071,604	$ 2,623,377	$ 4,288,247	$20,108,334
Investments	608,327	2,254,321	-	-	2,320,838	5,183,486
Receivables, net of allowance for uncollectibles:						
Real estate and personal property taxes	231,377	1,407	-	-	-	232,784
Tax liens and deferrals	99,781	420	-	-	-	100,201
Excise	147,849	-	-	-	-	147,849
Departmental and other	-	9,383	-	-	342,371	351,754
Intergovernmental	-	-	-	-	784,036	784,036
Tax foreclosures	200,463	369	-	-	-	200,832
Total Assets	12,405,292	2,273,511	2,071,604	# 2,623,377	7,735,492	27,109,276
Deferred Outflows of Resources	-	-	-	-	-	-
Total Assets and Deferred Outflows of Resources	$12,405,292	$ 2,273,511	$ 2,071,604	$ 2,623,377	$ 7,735,492	$27,109,276
Liabilities:						
Warrants and accounts payable	$ 1,054,907	$ 45,108	$ 314,560	$ -	$ 272,662	$ 1,687,237
Accrued payroll and withholdings	2,395,806	-	-	-	13,143	2,408,949
Performance bonds	109,913	-	-	-	-	109,913
Other liabilities	49,480	-	-	-	-	49,480
Bond anticipation notes payable	-	-	3,603,406	-	-	3,603,406
Unearned revenue	-	-	-	2,623,377	-	2,623,377
Total Liabilities	3,610,106	45,108	3,917,966	2,623,377	285,805	10,482,362
Deferred Inflows of Resources:						
Unavailable revenues - property taxes	331,158	1,827	-	-	-	332,985
Unavailable revenues - excise taxes	147,849	-	-	-	-	147,849
Unavailable revenues - intergovernmental	-	-	-	-	-	-
Unavailable revenues - other	200,463	9,752	-	-	287,500	497,715
Total Deferred Inflows of Resources	679,470	11,579	-	-	287,500	978,549
Fund Balances:						
Nonspendable	-	-	-	-	591,957	591,957
Restricted	-	2,216,824	-	-	6,605,071	8,821,895
Committed	1,561,061	-	-	-	-	1,561,061
Assigned	2,892,897	-	-	-	-	2,892,897
Unassigned	3,661,758	-	(1,846,362)	-	(34,841)	1,780,555
Total Fund Balances	8,115,716	2,216,824	(1,846,362)	-	7,162,187	15,648,365
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	$12,405,292	$ 2,273,511	$ 2,071,604	$ 2,623,377	$ 7,735,492	$27,109,276

See accompanying notes to basic financial statements.

TOWN OF SOUTHBOROUGH, MASSACHUSETTS

RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TOTAL FUND BALANCES TO THE STATEMENT OF NET POSITION
JUNE 30, 2023

Total Governmental Fund Balances		**$ 15,648,365**
Capital and leased assets used in governmental activities are not financial resources and therefore are not reported in the funds.		83,973,980
Other long-term assets are not available to pay for current period expenditures and, therefore, are reported as unavailable revenue in the funds		978,549
Deferred outflows and inflows of resources to be recognized in future expense are not available resources and, therefore, are not reported in the funds:		
Deferred outflows related to net other postemployment benefits liability	12,857,724	
Deferred outflows related to net pension liability	3,920,756	
Deferred inflows related to net other postemployment benefits liability	(6,910,852)	
Deferred inflows related to net pension liability	(1,449,348)	
Net effect of reporting deferred outflows and inflows of resources		8,418,280
In the statement of activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due. This represents the difference between the accruals between this year and the prior year.		(122,351)
Long-term liabilities are not due and payable in the current period and therefore are not reported in the government funds:		
Bonds and notes payable	(22,979,903)	
Unamortized premiums on bonds	(989,203)	
Compensated absences	(623,939)	
Net pension liability	(31,234,178)	
Net other postemployment benefits liability	(41,712,668)	
Net effect of reporting long-term liabilities		(97,539,891)
Net Position of Governmental Activities		**$ 11,356,932**

See accompanying notes to basic financial statements.

TOWN OF SOUTHBOROUGH, MASSACHUSETTS

GOVERNMENTAL FUNDS
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
YEAR ENDED JUNE 30, 2023

	General	Community Preservation	Capital Projects	ARPA	Nonmajor Governmental Funds	Total Governmental Funds
Revenues:						
Real and personal property taxes	$ 47,798,509	$ 412,587	$ -	$ -	$ -	$ 48,211,096
Intergovernmental	8,253,763	150,622	-	422,355	4,161,357	12,988,097
Motor vehicle and other excises	2,961,090	-	-	-	-	2,961,090
Licenses and permits	1,105,331	-	-	-	-	1,105,331
Departmental and other	1,090,302	-	-	-	3,531,974	4,622,276
Contributions and donations	-	650	-	-	136,267	136,917
Penalties and interest on taxes	75,902	-	-	-	-	75,902
Fines and forfeitures	75,163	-	-	-	-	75,163
Investment income (loss)	343,871	162,356	-	-	213,555	719,782
Total Revenues	61,703,931	726,215	-	422,355	8,043,153	70,895,654
Expenditures:						
Current:						
General government	4,242,653	236,669	908,409	78,195	232,483	5,698,409
Public safety	5,156,935	-	-	60,496	1,133,656	6,351,087
Education	31,041,944	-	-	-	3,040,659	34,082,603
Public works	2,960,232	-	-	128,982	1,229,973	4,319,187
Health and human services	890,386	-	-	68,240	36,216	994,842
Culture and recreation	734,816	580,931	8,871	86,442	808,667	2,219,727
Pension and fringe benefits	12,517,431	-	-	-	-	12,517,431
State and county tax assessments	252,720	-	-	-	-	252,720
Debt service:						
Principal	2,323,574	95,000	-	-	44,117	2,462,691
Interest	859,668	55,713	-	-	19,603	934,984
Total Expenditures	60,980,359	968,313	917,280	422,355	6,545,374	69,833,681
Excess (Deficiency) of Revenues Over (Under) Expenditures	723,572	(242,098)	(917,280)	-	1,497,779	1,061,973
Other Financing Sources (Uses)						
Transfers in	617,642	-	58,161	-	-	675,803
Transfers out	(58,161)	-	-	-	(617,642)	(675,803)
Issuance of lease liabilities	-	-	-	-	-	-
Total Other Financing Sources (Uses)	559,481	-	58,161	-	(617,642)	-
Net Change in Fund Balances	1,283,053	(242,098)	(859,119)	-	880,137	1,061,973
Fund Balances (Deficit), Beginning	6,832,663	2,458,922	(987,243)	-	6,282,050	14,586,392
Fund Balances (Deficit), Ending	$ 8,115,716	$ 2,216,824	$ (1,846,362)	$ -	$ 7,162,187	$ 15,648,365

See accompanying notes to basic financial statements.

TOWN OF SOUTHBOROUGH, MASSACHUSETTS

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2023

Net Change in Fund Balances - Total Governmental Fund Balances		**$ 1,061,973**
Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation/amortization expense. In addition, when a capital asset is disposed of a gain or loss is calculated and reported in the Statement of Activities whereas in the governmental funds, proceeds are reported as revenues. The net amounts are reflected here as reconciling items:		
Capital outlays	$ 3,730,744	
Depreciation/amortization expense	(4,029,829)	
Net effect of reporting capital assets		(299,085)
The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the financial resources of governmental funds. Neither has any effect on net position. Also governmental funds report the effect of premiums, discounts, and similar items when debt is first issued, whereas these amounts are amortized in the Statement of Activities. The net amounts are reflected here as reconciling items:		
Repayments of debt	1,280,097	
Payments on refunded debt	1,085,000	
Payments on lease	97,594	
Amortization of premiums from issuance of bonds and notes	114,744	
Net effect of reporting long-term debt		2,577,435
Revenues in the Statement of Activities that do not provide current financial resources are unavailable in the Statement of Revenues, Expenditures and Changes in Fund Balances. Therefore, the recognition of revenue for various types of accounts receivable differ between the two statements. The amount presented represents the following differences derived from unavailable revenue.		(1,019,625)
In the Statement of Activities, interest is accrued on outstanding long-term debt; whereas in governmental funds interest is not reported until due. The net amount presented here as a reconciling item represents the difference in accruals between this year and the prior year.		(7,990)
Some expenses reported in the Statement of Activities do not require the use of current financial resources and therefore are not reported as expenditures in the governmental funds:		
Compensated absences	(85,456)	
Other postemployment benefits	6,196,796	
Pension benefits	(872,738)	
Claims and judgements	227,346	
Net effect of reporting long-term liabilities		5,465,948
Change in Net Position of Governmental Activities		**$ 7,778,656**

See accompanying notes to basic financial statements.

TOWN OF SOUTHBOROUGH, MASSACHUSETTS

PROPRIETARY FUNDS
STATEMENT OF NET POSITION
JUNE 30, 2023

	Business-type Activities - Enterprise Funds
	Water Enterprise
Assets:	
Current Assets:	
Cash and cash equivalents	$ 961,100
Receivables (net)	
User fees	913,960
Total Current Assets	1,875,060
Noncurrent Assets:	
Capital assets, not being depreciated/amortized	109,975
Capital assets, net of accumulated depreciation/amortization	13,239,220
Total Noncurrent Assets	13,349,195
Total Assets	15,224,255
Deferred Outflows of Resources:	
Related to net other postemployment benefits liability	164,075
Related to net pension liability	51,945
Total Deferred Outflows of Resources	216,020
Liabilities:	
Current Liabilities:	
Warrants and accounts payable	20,965
Accrued Interest	20,726
Compensated absences	11,955
Lease liability	18,094
Bonds and notes payable	342,000
Total Current Liabilities	413,740
Noncurrent Liabilities:	
Compensated absences	11,955
Lease liability	75,576
Bonds and notes payable	2,223,000
Net pension liability	1,119,435
Net other postemployment benefits liability	532,286
Total Noncurrent Liabilities	3,962,252
Total Liabilities	4,375,992
Deferred Inflows of Resources:	
Related to net other postemployment benefits liability	88,188
Related to net pension liability	140,520
Total Deferred Inflows of Resources	228,708
Net Position:	
Net investment in capital assets	10,690,524
Unrestricted	145,051
Total Net Position	$ 10,835,575

See accompanying notes to basic financial statements.

TOWN OF SOUTHBOROUGH, MASSACHUSETTS

PROPRIETARY FUNDS
STATEMENT OF REVENUES, EXPENSES,
AND CHANGES IN NET POSITION
YEAR ENDED JUNE 30, 2023

	Business-type Enterprise Funds
	Water Enterprise
Operating Revenues:	
Charges for services	$ 2,611,566
Other operating revenues	95,220
Total Operating Revenues	2,706,786
Operating Expenses:	
Operating costs	2,154,726
Depreciation/amortization	562,848
Total Operating Expenses	2,717,574
Total Operating Revenues (Expenses)	(10,788)
Nonoperating Revenues (Expenses):	
Interest expense	(104,802)
Interest income	35,928
Total Nonoperating Revenues (Expenses)	(68,874)
Income Before Capital Contributions and Transfers	(79,662)
Transfers in	-
Change in Net Position	(79,662)
Net Position at Beginning of Year	10,915,237
Net Position at End of Year	$ 10,835,575

See accompanying notes to basic financial statements.

TOWN OF SOUTHBOROUGH, MASSACHUSETTS

STATEMENT OF CASH FLOWS -
PROPRIETARY FUNDS
YEAR ENDED JUNE 30, 2023

	Business-type Activities - Enterprise Funds
	Water Enterprise
Cash Flows from Operating Activities:	
Receipts from users	$ 2,737,183
Other Receipts	95,220
Payments to vendors	(1,633,282)
Payments to employees	(451,410)
Net Cash Provided by Operating Activities	747,711
Cash Flows from Capital and Related Financing Activities:	
Acquisition and construction of capital assets	(1,466,369)
Principal payments on bonds and notes	(300,000)
Payments on refunded bonds	(45,000)
Payments on capital financing	(17,784)
Interest expense	(97,890)
Net Cash Used for Capital and Related Financing Activities	(1,927,043)
CASH FLOWS FROM INVESTING ACTIVITIES:	
Investment income	35,928
Net Cash Provided by Investing Activities	35,928
Net Change in Cash and Cash Equivalents	(1,143,404)
Cash and Cash Equivalents:	
Beginning of Year	2,104,504
End of Year	**$ 961,100**
Reconciliation of Operating Income (Loss) to Net Cash Provided by (Used in) Operating Activities:	
Operating income	$ (10,788)
Adjustments to Reconcile Operating Income (Loss) to Net Cash Provided by (Used in) Operating Activities:	
Depreciation	562,848
Changes in assets, deferred outflows, liabilities and deferred inflows:	
User fees receivable	125,617
Deferred outflows of resources	15,838
Accounts payable and accrued expenses	(48,023)
Compensated absences	(11,296)
Net pension liability	204,791
Net other postemployment benefits liability	(59,981)
Deferred inflows of resources	(31,295)
Net Cash Provided by Operating Activities	$ 747,711

See accompanying notes to basic financial statements.

TOWN OF SOUTHBOROUGH, MASSACHUSETTS

STATEMENT OF NET POSITION
FIDUCIARY FUNDS
JUNE 30, 2023

	Other Postemployment Benefits Trust Funds	Private Purpose Trust Funds
Assets:		
Cash and Cash Equivalents	$ 6,263	$ -
Investments (at fair value):		
Fixed income mutual funds	681,229	-
Equities	420,880	-
Equity mutual funds	1,928,056	1,876,399
Total Investments	3,030,165	1,876,399
Total Assets	3,036,428	1,876,399
Liabilities:		
Other liabilities	-	-
Total Liabilities	-	-
Net Position:		
Restricted for other postemployment benefits	3,036,428	-
Held in trust for private purposes	-	1,876,399
Total Net Position	$ 3,036,428	$ 1,876,399

See accompanying notes to basic financial statements.

TOWN OF SOUTHBOROUGH, MASSACHUSETTS

STATEMENT OF CHANGES IN NET POSITION
FIDUCIARY FUNDS
YEAR ENDED JUNE 30, 2023

	Other Postemployment Benefits Trust Funds	Private Purpose Trust Funds
Additions:		
Employer contributions	$ 1,854,815	$ -
Other	-	9,400
Total contributions	1,854,815	9,400
Investment income (loss)	221,261	159,988
Total Additions	2,076,076	169,388
Deductions:		
Benefits and payments to pensioners and beneficiaries	1,604,815	-
Payroll and stipend expenses	-	4,000
Health and human services	-	24,440
Total Deductions	1,604,815	28,440
Change in Net Position	471,261	140,948
Net Position - Beginning	2,565,167	1,735,451
Net Position - Ending	$ 3,036,428	$ 1,876,399

See accompanying notes to basic financial statements.

I. Summary of Significant Accounting Policies

The basic financial statements of the Town have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to state and local governments. GAAP is prescribed by the Governmental Accounting Standards Board (GASB), which is the primary standard-setting body for state and local governmental entities. The following is a summary of the more significant policies and practices used by the Town:

A. Reporting Entity

The Town of Southborough is located in Worcester County and was incorporated as a town in 1727. An elected five-member Select Board governs the Town with an appointed Town Manager. The Town provides governmental services for the territory within its boundaries, including police and fire protection, highway services, water, street maintenance, parks and recreational facilities. Water services are funded almost entirely with user charges.

Component units, while separate entities, are in substance part of the governmental operations if the significance of their operations and/or financial relationship with the Town meet certain criteria. Pursuant to these criteria there are no component units required to be included in the financial statements.

The Town is a member community of the Algonquin Regional High School that provides educational services to students from the Towns of Southborough and Northborough. This joint venture assesses each community its share of operational and debt service costs based on student population and other factors. In fiscal year 2023, the Town's share of the operating and debt service expenses was $8,561,564. There is no equity interest reported in these financial statements. Complete audited financial statements can be obtained directly from the District's administrative office located at 53 Parkerville Road, Southborough, MA 01772.

B. Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the non-fiduciary activities of the primary government and its component units. For the most part, the effect of interfund activity has been removed from these statements. *Governmental activities,* which normally are supported by taxes and intergovernmental revenues, are reported separately from *business-type activities,* which rely to a significant extent on fees and charges for support.

Separate financial statements are provided for governmental funds, proprietary funds and fiduciary funds, even though fiduciary funds are excluded from the government-wide financial statements. Major individual government funds and major individual enterprise funds are reported as separate columns in the fund financial statements. Nonmajor funds are aggregated and presented in a single column. Fiduciary funds are reported by fund type.

Major Fund Criteria – Major funds must be reported if both of the following criteria are met:

1) The total assets and deferred outflows, liabilities and deferred inflows, revenues, or expenditures/expenses of an individual governmental or enterprise fund are at least ten percent of the corresponding element (assets and deferred outflows, liabilities and deferred inflows, etc.) for all funds of that category or type (total governmental or total enterprise funds), and

2) The total assets and deferred outflows, liabilities and deferred inflows, revenues, or expenditures/expenses of the individual governmental fund or enterprise fund are at least five percent of the corresponding element for all governmental and enterprise funds combined.

Additionally, any other governmental or enterprise fund that management believes is particularly significant to the basic financial statements may be reported as a major fund.

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Under this method, revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the fiscal year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider are met.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include: 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues*. For the most part, the effect of interfund activity has been removed from the government-wide financial statements.

The governmental fund financial statements are reported using *the current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized when susceptible to accrual (i.e. measurable and available). Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred, except for interest on general long-term debt which is recognized when payment is due, certain compensated absences, claims and judgments which are recognized when the obligations are expected to be liquidated with current expendable available resources.

The Town considers property tax revenues to be available if they are collected within 60 days after the end of the fiscal year. Investment income associated with the current fiscal period is susceptible to accrual and has been recognized as revenue of the current fiscal period. All other revenue items are considered to be measurable and available only when the cash is received and are recognized as revenue at that time.

The government reports the following major governmental funds:

General Fund – is the government's primary operating fund. It accounts for all financial resources of the general government except those required to be accounted for in another fund.

Community Preservation Fund – is used to account for funds received in accordance with the Massachusetts Community Preservation Act. Funds are used to acquire or develop open space, recreational facilities, historic resources and affordable housing.

Capital Projects Fund – is used to account for financial resources that are restricted, committed or assigned to expenditures for capital outlays.

ARPA Grant Fund – was established as a major fund in fiscal year 2022 and is used to account for the Town's expenditure of grant awards from the American Rescue Plan Act of 2021, or ARPA.

The *Nonmajor Governmental Funds* consist of other special revenue and permanent funds that are aggregated and presented in the Nonmajor Governmental Funds column on the Governmental Funds financial statements. The following describes the general use of these fund types:

Special Revenue Funds – are used to account for the proceeds of specific revenue sources that are restricted or committed to expenditures for specified purposes other than debt service or capital projects.

Permanent Funds – are used to account for financial resources that are restricted to the extent that only earnings, not principal, may be used for purposes that support the governmental programs.

The proprietary fund financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Under this method, revenues are recognized when earned and expenses are recorded when the liabilities are incurred.

Proprietary funds distinguish *operating* revenues and expenses from *non-operating* items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues are user charges and fees, while operating expenses consist of salaries, ordinary maintenance, indirect costs and depreciation/amortization. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

The government reports the following major proprietary funds:

Water Enterprise Fund – is used to account for user charges collected to finance costs associated with operating and maintaining the Town's water utility.

Fiduciary fund financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Fiduciary funds are used to account for assets held in a trustee capacity for others that may not be used for governmental programs.

The government reports the following fiduciary funds:

Other Postemployment Benefits Trust Fund – is used to accumulate funds for future payments of other postemployment benefits for retirees such as health and life insurance.

Private-Purpose Trust Funds – is used to account for trust arrangements under which principal and income benefit individuals, private organizations or other governments. This fund is used for needy persons funds.

D. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position/Fund Equity

Deposits and Investments – The Town's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

Investments of the Town are recorded at fair value in accordance with GASB Statement No. 72, *Fair Value Measurement and Application*. Accordingly, the change in fair value of investments is recognized as an increase or decrease to investment assets and investment income.

Receivables – Real estate and personal property taxes are assessed on January 1 every year. Bills are sent quarterly and are due on August 1, November 1, February 1, and May 1, or thirty days subsequent to the mailing date. Interest accrues on delinquent taxes at the rate of 14% per annum. The Town is allowed to take delinquent tax accounts into tax title fourteen days subsequent to the mailing of demand of delinquent taxes. Property taxes levied are recorded as receivables in the fiscal year of the levy.

Real estate taxes and water user fees and betterments may be secured through a lien process and are considered 100% collectible. Accordingly, an allowance for uncollectible accounts for these receivables is not reported. All personal property tax and excise tax receivables are shown net of an allowance for uncollectible accounts comprised of those outstanding amounts greater than five years old. Departmental and other receivables are shown net of an allowance for uncollectible accounts comprised of those outstanding amounts greater than ninety days old.

Inventories and Prepaid Items – Inventories, which are not material to the basic financial statements, are considered to be expenditures at the time of purchase.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

Capital Assets – Capital assets, which include land, buildings and improvements, machinery and equipment, vehicles, library materials, leased assets and infrastructure, are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets, donated works of art and similar items, and capital assets received in a service concession arrangement are reported at acquisition value rather than fair value. Net interest incurred during the construction phase of capital assets of business-type activities, if material is included as part of the capitalized value of the assets constructed.

All purchases and construction costs in excess of $15,000 are capitalized at the date of acquisition or construction, respectively, with expected lives of greater than two years. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Capital assets (excluding land and construction-in-process) are depreciated/amortized using the straight-line method over the following estimated useful lives:

Land improvements	10-30 years
Buildings and improvements	7-40 years
Machinery, equipment and vehicles	5-10 years
Infrastructure	20-100 years

Interfund Balances – Activity between funds that are representative of lending arrangements outstanding at the end of the fiscal year are referred to as either *due to/from other funds* or *advances to/from other funds*. All other outstanding balances between funds are reported as due to/from other funds. Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as *internal balances.*

Interfund Transfers – During the course of its operations, resources are permanently reallocated between and within funds. These transactions are reported as transfers in and transfers out in the individual fund statements. Transfers between and within governmental and fiduciary funds are eliminated from the governmental activities in the statement of activities. Any residual balances outstanding between the governmental activities and the business –type activities are reported in the statement of activities as *transfers, net.*

Investment Income – Excluding the permanent funds, investment income derived from major and nonmajor governmental funds is legally assigned to the general fund unless otherwise directed by state law. Investment income of the proprietary funds is retained in the water fund.

Compensated Absences – It is the Town's policy to permit employees to accumulate earned but unused vacation and sick leave benefits. Compensated absence liabilities related to both governmental and business-type activities are normally paid from the funds reporting the payroll and related expenditures. Amounts related to these benefits are accrued when incurred in the government-wide and proprietary fund financial statements. A liability for these amounts is reported in Governmental Funds only if they have matured.

Long-term Obligations – Long-term debt is reported as liabilities in the government-wide and proprietary fund statement of net position. Bond premiums and discounts are amortized over the life of the bonds using the effective interest method. Bond anticipation notes payable are reported net of the applicable bond premium or discount.

In the governmental fund financial statements, the face amount of long-term debt issued is reported as other financing sources. Premiums received on a debt issuance are reported as other financing sources while discounts are reported as other financing uses. Issuance costs are exclusively reported as general government expenditures regardless of whether they are withheld from the actual proceeds.

Deferred Outflows/Inflows of Resources – In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows* of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Town has two types of items that are reported on the government-wide statement of net position which relate to outflows from changes in the net pension liability and the other postemployment benefit liability. The deferred pensions will be

recognized in pension expense in future years as more fully described in Note III, subsection A. The deferred other postemployment benefits will be recognized in employee benefits expense in future years as more fully described in Note III, subsection C.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows or resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Town has three types of items, which qualify for reporting in this category. The first arises only under a modified accrual basis of accounting and, accordingly, the item *unavailable revenue* is reported only in the governmental funds balance sheet. The governmental funds report unavailable revenues from four sources: property taxes, excise taxes, intergovernmental and other. These amounts are deferred and recognized as an inflow of resources in the period that the amounts became available. The other types of items that qualify for reporting as a deferred inflow are reported on the government-wide statement of net position. This relates to inflows from changes in the net pension liability which will be recognized in pension expense in future years as more fully described in Note III subsection A and inflows from the changes in the net other postemployment benefits liability which will be recognized in employee benefits expense in future years as more fully described in Note III, subsection C.

Net Position – In the government-wide financial statements, net position reported as "net investment in capital assets" includes capital assets, net of accumulated depreciation/amortization, less the principal balance of outstanding debt used to acquire capital assets. Unspent proceeds of capital related debt are not considered to be capital related debt.

Net position is reported as restricted when amounts are not available for appropriation or are legally restricted by outside parties for a specific use. Net position has been *restricted for* the following:

> *Nonexpendable permanent funds* represent the endowment portion of donor restricted trusts that support governmental programs.
>
> *Expendable permanent funds* represent amounts held in trust whereby expenditures are subject to various trust agreements.
>
> *Community preservation* represents assets that are restricted by state law for the purposes of acquiring or developing open space, recreational facilities, historic resources and affordable housing associated with the Massachusetts Community Preservation Act.
>
> *Federal and State grants* represent assets that have restrictions placed on them from federal and state granting agencies.
>
> *Other purposes* represent assets that are restricted by grantors, donors and state laws for specific governmental programs and uses.

Fund Equity – In the fund financial statements, fund balance for governmental funds is reported in classifications that comprise a hierarchy based primarily on the extent in which the Town is required to honor constraints on the specific purpose for which amounts in the funds can be spent.

Fund balance is reported in five components – nonspendable, restricted, committed, assigned, and unassigned as described below:

Nonspendable represents amounts that cannot be spent because they are either (a) not in spendable form (i.e. inventory or prepaid) or (b) legally or contractually required to be maintained intact such as the corpus of an endowment.

Restricted represents amounts that have constraints placed either externally by third-parties (creditors, grantors, contributors, or laws or regulations of other governments) or by law through constitutional provisions or enabling legislation. Enabling legislation authorizes the Town to assess, levy, charge or otherwise mandate payment of resources (from external resource providers) and includes a legally enforceable requirement (compelled by external parties) that those resources be used only for the specific purposes stipulated in the legislation.

Committed represents amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the Town's highest level of decision-making authority, which consists of the Town Meeting members through Town Meeting votes. Those committed amounts cannot be used for any other purpose unless the Town Meeting removes or changes the specified use by taking the same type of action (through Town Meeting votes) it employed previously to commit those amounts.

Assigned represents amounts that are constrained by the Town's intent to be used for specific purposes but are neither restricted nor committed. The Town has by ordinance authorized the Town Manager to assign fund balance. The Select Board may also assign fund balance as it does when appropriating fund balance to cover a gap between estimated revenue and appropriations in the subsequent year's appropriated budget.

Unassigned represents amounts that have not been restricted, committed, or assigned to specific purposes within the general fund. The general fund is the only fund that reports a positive unassigned fund balance amount. Other governmental funds besides the general fund can only report a negative unassigned fund balance amount.

When both restricted and unrestricted resources are available for use, it is the Town's policy to use restricted resources first, then unrestricted resources (committed, assigned and unassigned) as they are needed. When unrestricted resources (committed, assigned and unassigned) are available for use it is the Town's policy to use committed resources first, then assigned, and then unassigned as they are needed. The Town has not established financial policies with respect to maintaining minimum fund balance amounts.

Stabilization Fund – The Town maintains a general stabilization fund, in accordance with Massachusetts General Law Chapter 40, Section 5B. The fund may be used for any municipal purpose upon the condition of a two-thirds vote of the Town Meeting. The balance of the fund totals $652,196 at June 30, 2023 and is reported as unassigned fund balance in the General Fund. Amounts are appropriated into the fund by a majority vote of the Town Meeting.

Encumbrances - The Town's encumbrance policy regarding the general fund is to (1) classify encumbrances that arise from the issuance of purchase orders resulting from normal purchasing activity approved by the Town Manager as assigned, and (2) classify encumbrances that result from an action of the Town Meeting as committed. Encumbrances of funds already restricted, or committed are included within the classification of those fund balances and not reported separately. The Town reports $540,003 of encumbrances from normal purchasing activity in the general fund as assigned and $1,561,061 of encumbrances from Town Meeting votes in the general fund as committed. There are no encumbrances reported in any other fund.

The following table reflects the Town's fund equity categorizations:

	General	Community Preservation	Capital Projects	Nonmajor Governmental Funds	Total
Nonspendable:					
Perpetual permanent funds	$ -	$ -	$ -	$ 591,957	$ 591,957
Restricted:					
General government	-	-	-	481,974	481,974
Public safety	-	-	-	997,631	997,631
Education	-	-	-	2,140,102	2,140,102
Public works	-	-	-	2,158,215	2,158,215
Health and human services	-	-	-	153,169	153,169
Culture and recreation	-	2,216,824	-	633,980	2,850,804
Debt service	-	-	-	40,000	40,000
Committed:					
General government	282,145	-	-	-	282,145
Public safety	28,933	-	-	-	28,933
Pension benefits	90,974	-	-	-	90,974
Public works	1,159,009	-	-	-	1,159,009
Assigned:					
General government	15,322	-	-	-	15,322
Public safety	11,730	-	-	-	11,730
Education	490,308	-	-	-	490,308
Public works	11,068	-	-	-	11,068
Culture and recreation	1,500	-	-	-	1,500
Personnel and fringe benefits	10,075	-	-	-	10,075
Subsequent year's budget	2,352,894	-	-	-	2,352,894
Unassigned	3,661,758	-	(1,846,362)	(34,841)	1,780,555
Totals	$ 8,115,716	$ 2,216,824	$ (1,846,362)	$ 7,162,187	$15,648,365

D. Excess of Expenditures Over Appropriations and Deficits

The Town incurred individual fund deficits totaling $1,846,362 and $34,841 in the Capital Projects major fund and the nonmajor governmental funds, respectively. These deficits will be funded through grants, bond proceeds and available funds in future fiscal years.

E. Use of Estimates

The preparation of basic financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure for contingent assets and liabilities at the date of the basic financial statements and the reported amounts of the revenues and expenditures/expenses during the fiscal year. Actual results could vary from estimates that were used.

II. Detailed Notes to All Funds

A. Deposits and Investments

A cash and investment pool is maintained that is available for use by all funds. Each fund type's portion of this pool is displayed on the balance sheet as "cash and cash equivalents". The deposits and investments of trust funds are held separately from those of other funds.
State laws and regulations require the Town to invest funds only in pre-approved investment instruments which include but are not necessarily limited to bank deposits, money markets,

certificates of deposit, U.S. obligations, repurchase agreements, and State Treasurer's investment pool ("the Pool"). In addition, the statutes impose various limitations on the amount and length of investments and deposits. Repurchase agreements cannot be for a period of over ninety days, and the underlying security must be a United States obligation. During the fiscal year, the Town did not enter into any repurchase agreements.

The Pool meets the criteria of an external investment pool. The Pool is administered by the Massachusetts Municipal Depository Trust ("the MMDT"), which was established by the Treasurer of the Commonwealth who serves as Trustee. The fair value of the position in the Pool is the same as the value of the Pool shares.

Custodial Credit Risk: Deposits - In the case of deposits, this is the risk that in the event of a bank failure, the government's deposits may not be returned to it. The Town does not have a deposit policy for custodial credit risk relative to cash holdings.

At year-end, the carrying amount of the Town's deposits was $20,857,446 and the bank balance was $20,976,965. Of the Town's bank balance, $16,096,995 was collateralized, covered by either federal depository insurance or by the depositors' insurance fund and the remainder was exposed to custodial credit risk because it was uninsured and uncollateralized.

Custodial Credit Risk: Investments – In the case of investments, this is the risk that in the event of the invested party not being able to provide required payments to investors, ceasing to exist, or filing of bankruptcy, the Town may not be able to recover the full amount of its principal investment and/or investment earnings.

The Town's investments in equities, bonds and mutual funds are exposed to custodial credit risk because the related securities are uninsured, unregistered and held by the counterparty. The Town's common stock investments totaling are not exposed to custodial credit risk because they are held with the Town. The Town's investments in negotiable certificates of deposit are fully insured by federal depository insurance. The Town does not have a formal investment policy related to custodial credit risk.

Fair Value of Investments – The Town reports its investments at fair value. When actively quoted observable prices are not available, the Town generally uses either implied pricing from similar investments or valuation models based on net present values of estimated future cash flows (adjusted as appropriate for liquidity, credit, market and/or other risk factors).

The Town categorizes its fair value measurements within the fair value hierarchy established by GAAP. This hierarchy is based on valuation inputs used to measure the fair value of the asset or liability. The three levels of the hierarchy are as follows:

- *Level 1* – Inputs are quoted prices in active markets for identical investments at the measurement date.

- *Level 2* – Inputs (other than quoted prices included in Level 1) are either directly or indirectly observable for the investment through correlation with market data at the measurement date and for the duration of the instrument's anticipated life.

- *Level 3* – Inputs reflect the Town's best estimate of what market participants would use in pricing the investment at the measurement date.

The following table presents the Town's investments carried at fair value on a recurring basis in the statement of net position at June 30, 2023:

		Fair Value Measurements Using		
	Fair value	Level 1	Level 2	Level 3
Investments by fair value level				
Debt securities:				
U.S. government obligations	$ 188,397	$ 188,397	$ -	$ -
Corporate fixed income securities	254,539	-	254,539	-
Fixed income mutual funds	2,663,671	-	2,663,671	-
Negotiable certificates of deposit	14,312	-	14,312	-
Total debt securities	3,120,919	188,397	2,932,522	-
Equity securities:				
Common stock	552,507	552,507	-	-
Exchange traded.products	4,530	-	4,530	-
Equity mutual funds	6,412,094	-	6,412,094	-
Total equity securities	6,969,131	552,507	6,416,624	-
Total investments by fair value level	$10,090,050	$ 740,904	$ 9,349,146	$ -
Investments measured at amortized cost				
State investment pool (MMDT)	218,251			
Money market mutual funds	96,948			
Total investments	$10,405,249			

Debt and equity securities classified in Level 1 are valued using prices quoted in active markets for those securities. Corporate fixed income securities, U.S government obligations, negotiable certificates of deposit and mutual funds classified in Level 2 are valued using matrix pricing based on the securities' relationship to benchmark quoted prices.

The State Treasurer's investment pool (MMDT) is valued at amortized cost. The MMDT's investment advisor may value the pool using an alternative valuation method that more accurately reflects the fair value in accordance with the pools fair value pricing policies should amortize cost, not approximate the fair value of the pool. There are no restrictions or limits on withdrawals from the pool and no direct fees are charged to participants.

Interest Rate Risk – The Town does not have formal investment policies that limit investment maturities as a way of managing its exposure to fair value losses arising from rising interest rates.

At June 30, 2023, the Town had the following investments with maturities:

		Maturities in Years		
Investments	**Fair value**	**Less than 1**	**1 - 5**	**6 - 10**
U.S. government obligations	$ 188,397	$ 45,009	$ 143,388	$ -
Corporate fixed income securities	254,539	78,354	147,721	28,464
Fixed income mutual funds	2,663,671	2,663,671	-	-
Negotiable certificates of deposit	14,312	-	14,312	-
Total investments with maturities	$ 3,120,919	$ 2,787,034	$ 305,421	$ 28,464

Concentration of Credit Risk – The Town does not have an investment policy that limits the amount that can be invested in any one issuer or security. The Town does not maintain investments in a single issuer that represent more than 5% of its total investments.

Credit Risk – The Town does not have an investment policy which would limit its investment choices as to credit risk.

At June 30, 2023, the credit quality ratings of investments were as follows:

Quality Ratings (Moody's)	U.S. Government Obligations	Corporate Fixed Income	Fixed Income Mutual Funds	Negotiable Certificates of Deposit	Totals
AAA	$ 188,397	$ -	$ -	$ -	$ 188,397
A1	-	55,572	-	-	55,572
A2	-	68,104	-	-	68,104
BAA1	-	55,119	-	-	55,119
BAA2	-	75,744	-	-	75,744
Not rated	-	-	2,663,671	14,312	2,677,983
Totals - All	$ 188,397	$ 254,539	$ 2,663,671	$ 14,312	$ 3,120,919

B. Receivables

Receivables as of year-end for the Town's individual major and non-major governmental funds in the aggregate, including the applicable allowances for uncollectible accounts, are as follows:

	Gross Amount	Allowance for Uncollectibles	Net Amount
Receivables:			
Real estate and personal property taxes	$ 203,759	$ -	$ 203,759
Community preservation surcharges	1,407	-	1,407
Tax liens and deferrals	127,819	-	127,819
Excise	147,849	-	147,849
Title V loans	9,383	-	9,383
Ambulance fees	479,166	(191,666)	287,500
Public safety details	54,871	-	54,871
Intergovernmental	784,036	-	784,036
Total	$ 1,808,290	$ (191,666)	$ 1,616,624

Receivables as of year-end for Town's proprietary funds are as follows:

	Gross Amount	Allowance for Uncollectibles	Net Amount
Receivables:			
Water - user fees	$ 913,960	$ -	$ 913,960
Total	$ 913,960	$ -	$ 913,960

Governmental funds report deferred inflows of resources in connection with receivables for revenues that are not considered to be avaiable to liquidate liabilities of the current period. The following idenitifies the components of deferred inflows of resources in the governmental funds:

	General Fund	Other Governmental Funds	Total
Receivable and other asset type:			
Real estate and personal property taxes	$ 203,759	$ -	$ 203,759
Community preservation surcharges	-	1,407	1,407
Tax liens and deferrals	127,399	420	127,819
Excise	147,849	-	147,849
Title V loans	-	9,383	9,383
Ambulance fees	-	287,500	287,500
Foreclosures	200,463	369	200,832
Total	$ 679,470	$ 299,079	$ 978,549

School Building Assistance Reimbursement – As of June 30, 2023, the Town expects to receive the balance of grants from the Commonwealth of Massachusetts under various construction reimbursement regulations totaling approximately $920,943 applicable to approved school construction costs which includes both principal and interest. These costs are reimbursed to the Town in equal installments over the life of the related bond issues and are subject to appropriation only by the State Legislature. This was the final year of payment.

C. Interfund Receivables, Payables and Transfers

Interfund transfers for the fiscal year ended June 30, 2023, are as follows:

	Transfers In			
Transfers Out	General Fund	Capital Projects Fund	Total	
General Fund	$ -	$ 58,161	$ 58,161	(1)
Nonmajor Governmental Funds	617,642	-	617,642	(2)
Total	$ 617,642	$ 58,161	$ 675,803	

(1) Transfers to capital projects fund for debt paydown.

(2) Transfers to nonmajor governmental funds for ambulance and other operations.

D. Capital Assets

Capital asset activity for the year ended June 30, 2023, was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental Activities:				
Capital assets not being depreciated/amortized:				
Land	$ 22,446,716	$ -	$ (321,601)	$ 22,125,115
Construction in process	-	1,036,302	-	1,036,302
Total capital assets not being depreciated/amortized	22,446,716	1,036,302	(321,601)	23,161,417
Capital assets being depreciated/amortized:				
Buildings and improvements	83,723,390	1,149,554	(787,988)	84,084,956
Infrastructure	23,238,503	1,063,873	-	24,302,376
Machinery, equipment and vehicles	13,752,566	802,616	-	14,555,182
Leased machinery, equipment and vehicles	645,725	-	-	645,725
Total capital assets being depreciated/amortized	121,360,184	3,016,043	(787,988)	123,588,239
Less accumulated depreciation/amortization for:				
Buildings and improvements	(34,892,013)	(2,262,062)	787,988	(36,366,087)
Infrastructure	(15,425,786)	(688,796)	-	(16,114,582)
Machinery, equipment and vehicles	(9,180,531)	(998,411)	-	(10,178,942)
Leased machinery, equipment and vehicles	(35,505)	(80,561)	-	(116,066)
Total accumulated depreciation/amortization	(59,533,835)	(4,029,830)	787,988	(62,775,677)
Total capital assets being depreciated/amortized, net	61,826,349	(1,013,787)	-	60,812,562
Total governmental activities capital assets, net	$ 84,273,065	$ 22,515	$ (321,601)	$ 83,973,979
Business-type Activities: Water				
Capital assets not being depreciated/amortized:				
Land	$ 109,975	$ -	$ -	$ 109,975
Construction in process	27,650	-	(27,650)	-
Total capital assets not being depreciated/amortized	137,625	-	(27,650)	109,975
Capital assets being depreciated/amortized:				
Buildings and improvements	1,180,156	-	-	1,180,156
Infrastructure	23,449,928	1,474,245	-	24,924,173
Machinery, equipment and vehicles	980,788	19,774	-	1,000,562
Leased machinery, equipment and vehicles	130,000	-	-	130,000
Total capital assets being depreciated/amortized	25,740,872	1,494,019	-	27,234,891
Less accumulated depreciation/amortization for:				
Buildings and improvements	(702,049)	(19,791)	-	$ (721,840)
Infrastructure	(11,962,192)	(469,621)	-	(12,431,813)
Machinery, equipment and vehicles	(758,582)	(53,436)	-	(812,018)
Leased machinery, equipment and vehicles	(10,000)	(20,000)	-	(30,000)
Total accumulated depreciation/amortization	(13,432,823)	(562,848)	-	(13,995,671)
Total capital assets being depreciated/amortized, net	12,308,049	931,171	-	13,239,220
Total business-type activities capital assets, net	$ 12,445,674	$ 931,171	$ (27,650)	$ 13,349,195

Depreciation/amortization expense was charged to functions/programs as follows:

Governmental Activities:		Business-Type Activities:	
General government	$ 83,720	Water	$ 562,848
Public safety	1,094,189		$ 562,848
Education	1,540,135		
Public works	1,032,295		
Health and human services	30,197		
Culture and recreation	249,294		
	$ 4,029,830		

F. Temporary Debt

The Town is authorized to borrow on a temporary basis to fund the following:

Current Operating Costs – Prior to the collection of revenues, expenditures may be financed through the issuance of revenue (RANS) or tax anticipation notes (TANS).

Capital Projects and Other Approved Costs – Projects may be temporarily funded through the issuance of bond anticipation notes (BANS) or grant anticipation notes (GANS). In certain cases, prior to the issuance of these temporary notes, the governing body must take the necessary legal steps to authorize the issuance of the general obligation bonds. Temporary notes may not exceed the aggregate amount of bonds authorized or the grant award amount.

Temporary notes are general obligations of the Town and carry maturity dates that are limited by state law. Interest expenditures and expenses for temporary debt are accounted for in the general fund and enterprise funds, respectively.

Temporary notes outstanding at June 30, 2023, are payable as follows:

Type	Interest Rate	Maturity Date	Beginning Balance	Additions	Retirements	Ending Balance
BAN	0.45%	08/17/22	$ 1,234,537	$ -	$ (1,234,537)	$ -
BAN	3.50%	04/13/23		$ 1,150,000	$ (1,150,000)	-
BAN	4.25%	10/12/23	-	3,603,406	-	3,603,406
Total Governmental Notes			1,234,537	4,753,406	(2,384,537)	3,603,406
Total Temporary Notes Payable			$ 1,234,537	$ 4,753,406	$ (2,384,537)	$ 3,603,406

BAN's outstanding at year end were issued for a fire truck ($550,000), school boilers ($600,000), townhouse renovations ($1,030,000), fire equipment ($400,000) and water mains ($1,023,406).

F. Long–Term Debt

The Town issues general obligation bonds and notes as well as leases to provide funds for the acquisition and construction of major capital facilities. General obligation bonds and notes have been issued for both governmental and business-type activities.

State law permits the Town, under the provisions of Chapter 44, Section 10, to authorize indebtedness up to a limit of 5% of its equalized valuation. Debt issued in accordance with this section of the law is designated as being "inside the debt limit." In addition, the Town may authorize debt in excess of that limit for specific purposes. Such debt, when issued, is designated as being "outside the debt limit".

The following reflects the current year activity in the Town's long-term liability accounts:

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
Governmental Activities:					
General obligation bonds	$ 24,660,000	$ -	$ (2,335,000)	$ 22,325,000	$ 1,078,000
Unamortized bond premium	1,103,947	-	(114,744)	989,203	104,620
Notes from direct borrowings and placements	782,594	-	(127,691)	654,903	142,207
Claims and judgements	227,346	-	(227,346)	-	-
Compensated absences	538,483	149,260	(63,804)	623,939	311,970
Net pension liability	25,520,159	9,633,157	(3,919,138)	31,234,178	-
Net other postemployment benefits liability	46,413,057	12,857,723	(17,558,112)	41,712,668	-
Total Governmental Activities	$ 99,245,586	$ 22,640,140	$ (24,345,835)	$ 97,539,891	$ 1,636,797
Business-type Activities: Water					
General obligation bonds	$ 2,910,000	$ -	$ (345,000)	$ 2,565,000	$ 342,000
Notes from direct borrowings and placements	111,454	-	(17,784)	93,670	18,094
Compensated absences	35,206	-	(11,296)	23,910	11,955
Net pension liability	914,644	345,253	(140,462)	1,119,435	-
Net other postemployment benefits liability	592,267	164,075	(224,056)	532,286	-
Total Business-type Activities: Water	$ 4,563,571	$ 509,328	$ (738,598)	$ 4,334,301	$ 372,049

The governmental activities will be liquidated by the general fund. The business-type activities liabilities will be liquidated by the water enterprise fund.

Description of Issue	Interest Rate	Beginning Balance	Issuances	Maturities	Ending Balance
Governmental Activities:					
General Obligation Bonds	2.00 - 5.00%	$ 23,363,000	$ -	$ (1,250,000)	$ 22,113,000
Refunding Bonds	2.00 - 5.00%	1,297,000	-	(1,085,000)	212,000
Total General Obligation Bonds		24,660,000	-	(2,335,000)	22,325,000
Add: Unamortized bond premium		1,103,947	-	(114,744)	989,203
Total General Obligation Bonds, net		25,763,947	-	(2,449,744)	23,314,203
Massachusetts Clean Water Trust	0.00%	237,578	-	(30,097)	207,481
Capital financing	1.57 - 3.31%	545,016	-	(97,594)	447,422
Total notes from direct borrowings and placements		782,594	-	(127,691)	654,903
Total Governmental Activities debt		$ 26,546,541	$ -	$ (2,577,435)	$ 23,969,106
Business-Type Activities - Water					
General Obligation Bonds	2.00 - 5.00%	$ 2,700,000	$ -	$ (300,000)	$ 2,400,000
Refunding Bonds	5.00%	210,000	-	(45,000)	165,000
Total General Obligation Bonds, net		2,910,000	-	(345,000)	2,565,000
Capital financing	1.74%	111,454	-	(17,784)	93,670
Total notes from direct borrowings and placements		111,454	-	(17,784)	93,670
Total Business-type Activities - Water debt		$ 3,021,454	$ -	$ (362,784)	$ 2,658,670

Payments on long-term debt due in future years consist of the following:

Year Ending June 30	General Obligation Bonds		Direct Borrowings and Placements	
	Principal	Interest	Principal	Interest
		Governmental Activities		
2024	$ 1,078,000	$ 786,113	$ 142,207	$ 8,892
2025	960,000	732,161	145,679	6,601
2026	985,000	684,163	143,933	4,334
2027	952,000	636,242	88,975	2,118
2028	925,000	589,938	70,904	754
2029-2033	4,925,000	2,338,973	63,205	-
2034-2038	5,295,000	1,592,796	-	-
2039-2043	5,340,000	794,975	-	-
2044-2047	1,865,000	116,900	-	-
Total	$ 22,325,000	$ 8,272,261	$ 654,903	$ 22,699
		Business-Type Activities: Water		
2024	$ 342,000	$ 82,515	$ 18,094	$ 1,630
2025	340,000	69,065	18,408	1,315
2026	220,000	55,665	18,728	995
2027	223,000	48,190	19,054	669
2028	180,000	42,475	19,386	337
2029-2033	900,000	137,655	-	-
2034-2035	360,000	16,875	-	-
Total	$ 2,565,000	$ 452,440	$ 93,670	$ 4,946

Authorized and Unissued Debt - At June 30, 2023, the Town had authorized and unissued debt as follows:

Project	Amount
Land acquisition	$ 2,172,000
Town house renovation	1,000,000
Fire tender	400,000
School feasibility study	950,000
Public safety radios	488,000
Dumpsite remediation	2,200,000
Total authorized and unissued	$ 7,210,000

III. Other Information

A. Retirement System

Retirement System Description – The Town contributes to the Worcester Regional Retirement System (the "System"), a cost-sharing multiple-employer defined benefit pension plan established under Chapter 32 of the Commonwealth of Massachusetts General Laws ("MGL") and administered by Worcester Regional Retirement Board (the "Board"). Standalone audited financial statements for the year ended December 31, 2022 were issued and may be obtained by writing to the Board at Worcester Regional Retirement System, 23 Midstate Drive, Auburn, MA 01501.

Membership – Membership in the System as of December 31, 2022, was as follows:

Retirees and beneficiaries currently receiving benefits	4,270
Active plan members	7,561
Inactive plan members	2,197
Total	14,028

Benefit Terms – Membership in the System is mandatory for all full-time employees and non-seasonal, part-time employees who, in general, regularly work more than twenty hours per week. Teachers and certain administrative personnel employed by the Town's school department participate in a separate pension plan administered by the Massachusetts Teachers' System, which is the legal responsibility of the Commonwealth of Massachusetts. Members of the System do not participate in the federal Social Security retirement system.

Massachusetts contributory retirement system benefits are uniform from retirement system to retirement system. The System provides for retirement allowance benefits up to a maximum of 80% of a participant's highest three-year or five-year average annual rate of regular compensation, depending on the participant's date of hire. Benefit payments are based upon a participant's age, length of creditable service, level of compensation and job classification.

The most common benefits paid by the System include normal retirement, disability retirement and survivor benefits.

Normal retirement generally occurs at age 65. However, participants may retire after twenty years of service or at any time after attaining age 55, if hired prior to April 2, 2012 or at any time after attaining age 60 if hired on or after April 2, 2012. Participants with hire dates subsequent to January 1, 1978, must have a minimum of ten years' creditable service in order to retire at age 55. Participants become vested after ten years of service. Benefits commencing before age 65 are provided at a reduced rate. Members working in certain occupations may retire with full benefits earlier than age 65.

Ordinary disability retirement is where a participant is permanently incapacitated from a cause unrelated to employment. Accidental disability retirement is where the disability is the result of an injury or illness received or aggravated in the performance of duty. The amount of benefits to be received in such cases is dependent upon several factors, including the age at which the disability retirement occurs, the years of service, average compensation and veteran status.

Survivor benefits are extended to eligible beneficiaries of participants whose death occurs prior to or following retirement.

Cost-of-living adjustments granted to members of Massachusetts retirement systems between 1981 and 1997 and any increases in other benefits imposed by the Commonwealth during those years have been the financial responsibility of the Commonwealth. Beginning in 1998, the funding of cost-of-living amounts became the responsibility of the participating units like the System.

The System may be amended or terminated in whole or in part at any time by the Massachusetts Legislature, provided that no such modification, amendment or termination shall be made that would deprive a current member of superannuation pension rights or benefits provided under applicable laws of Massachusetts, if such member has paid the stipulated contributions specified in sections or provisions of such laws. There were no significant changes to the System's benefit terms during the year ended December 31, 2022.

Contributions Requirements – The Town has elected provisions of Chapter 32, Section 22D (as amended) of Massachusetts General Laws, which require that a funding schedule be established to fully fund the pension plan by June 30, 2040. Under provisions of this law, participating employers are assessed their share of the total retirement cost based on the entry age, normal actuarial cost method.

The Town contributed $2,5558,307 to the System in fiscal year 2023, which equaled the actuarially-determined contribution requirement for the fiscal year.

Net Pension Liability – At June 30, 2023, the Town reported a liability of $32,353,613 for its proportionate share of the net pension liability. The net pension liability was measured as of January 1, 2022 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. These balances were updated by an independent actuary up to December 31, 2022. There were no material changes to the System's benefit terms since the actuarial valuation.

The Town's proportion of the net pension liability is based on a projection of the Town's long-term share of contributions to the System relative to the projected contributions of all employers. The Town's proportion was approximately 3.15% on December 31, 2022, which was consistent with the proportion of approximately 3.14% measured at December 31, 2021.

Pension Expense – The Town recognized $3,462,324 in pension expense in the statement of activities in fiscal year 2023.

Deferred Outflows of Resources and Deferred Inflows of Resources – At June 30, 2023, the Town reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	$ -	$ 990,103
Net differences between projected and actual earnings on pension plan investments	2,183,393	-
Changes of assumptions	1,714,501	-
Changes in proportion and differences between Town contributions and proportionate share of contributions	163,382	511,190
Total	$ 4,061,276	$ 1,501,293

The deferred outflows of resources and deferred inflows of resources are expected to be recognized in the Town's pension expense as follows:

Year Ended June 30,	Amounts
2023	$ 182,323
2024	552,375
2025	646,283
2026	1,244,061
2027	(65,059)
Total	$ 2,559,983

Discount Rate – The discount rate used to measure the total pension liability was 7.25%, which was consistent with prior year. The projection of cash flows used to determine the discount rate assumed plan member contributions were made at the current contribution rate and that employer contributions will be in accordance with Sections 22D and 22F of Chapter 32 of the Massachusetts General Laws.

Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Actuarial Valuation – The measurement of the System's total pension liability is developed by an independent actuary. The latest actuarial valuation was performed as of January 1, 2022.

The significant actuarial assumptions used in the January 1, 2022 actuarial valuation included:

Actuarial cost method	Entry Age Normal
Amortization method	Increasing dollar amount at 4%. Annual increase in appropriation is further limited to 9.95%
Remaining amortization period	14 years (2036), except for the 2002 and 2003 ERI which are 6 years (2028).
Asset valuation method	Market value - reduced by the sum of: 80% of gains and losses of the prior year reducing down 20% until the fourth prior year.
Investment rate of return / discount rate	7.25%, net of pension plan investment expense, including inflation
Projected salary increases	Group 1: 4.25 - 6.00%, based on service Group 4: 4.75 - 7.00%, based on service
Inflation rate	2.4% per year
Mortality rates:	
Healthy retiree	RP-2014 Blue Collar Mortality Table with full generational mortality improvement using Scale MP-2020.
Disabled retiree	RP-2014 Blue Collar Mortality Table with full generational mortality improvement using Scale MP-2020, set forward one year.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

Best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of December 31, 2022, are summarized in the following table:

Asset Class	Target Allocation	Long-term Expected Real Rate of Return
Global Equity	37%	4.74%
Fixed Income	15%	2.10%
Value-Added Fixed Income	8%	5.20%
Private Equity	16%	7.60%
Real Estate	10%	3.10%
Timber/Natural Resources	4%	4.40%
Hedge Funds	10%	3.90%

Sensitivity Analysis – The following presents the Town's proportionate share of the net pension liability calculated using the discount rate of 7.25% as well as the Town's proportionate share of the net pension liability using a discount rate that is one percentage point lower or one percentage point higher than the current rate:

	Discount Rate			
	Current Rate	1% Decrease	Current	1% Increase
Town proportionate share of net pension liability	7.25%	$ 39,480,124	$ 32,353,613	$ 26,328,601

B. Massachusetts Teachers' Retirement System

Teachers and certain administrative employees of the Town's school department participate in the Massachusetts Teachers' Retirement System ("MTRS"), a cost-sharing multiple employer defined benefit pension plan. MTRS is managed by the Commonwealth on behalf of municipal teachers and municipal teacher retirees. Like the Retirement System, MTRS was established under Chapter 32 of Massachusetts General Laws. The Commonwealth's legislature has the authority to amend or modify the MTRS's funding policies.

The Commonwealth is a nonemployer contributor to the MTRS and is legally responsible by statute for all actuarially determined employer contributions and future benefit requirements of the MTRS. Therefore, the Town is considered to be in a special funding situation as defined by GASB Statement No. 68, Accounting and Financial Reporting for Pensions.

For the year ended June 30, 2023, (measured as of June 30, 2022) the Commonwealth contributed $3,560,489, to the MTRS on behalf of the Town. The Town's proportionate share of the collective MTRS net pension liability at this reporting date was 0.169%, which was based on the actual, actuarially determined contribution made by the Commonwealth on behalf of the Town as a percentage of the total annual contribution made by the Commonwealth on behalf of all employers.

The table below presents the Town's proportionate share of the following:

	Commonwealth Portion	Paid (or assumed) On Behalf of the Town	Town portion
Net pension liability	43,796,566	(43,796,566)	-
Pension expense	3,602,695	(3,602,695)	-

The Town recognized $3,602,695 in intergovernmental revenue and pension expense relative to this arrangement.

C. Other Postemployment Benefits (OPEB)

The Town administers a single-employer defined benefit healthcare plan (the "OPEB Plan") that provides health, dental and life insurance benefits (other postemployment benefits) to retirees and their dependents/beneficiaries in accordance with Section 20 of Massachusetts General Law Chapter 32B.

An employee shall become eligible to retire under this plan upon the completion of 10 years of creditable service and the attainment of age 55 as an active member or with 20 years of service regardless of age.

Specific benefit provisions and contribution rates are established by collective bargaining agreements, state law and Town ordinance. All benefits are provided through the Town's premium-based insurance programs, and these include comprehensive medical insurance. The full cost of benefits is shared between the Town and retirees.

Employees Covered by Benefit Terms – The following employees were covered by the benefit terms as of June 30, 2023:

Active employees	350
Inactives currently receiving benefits	184
Total	534

Contributions – The contribution requirements of OPEB Plan members and the Town are established and may be amended by the Town. Retirees contributed 50% of the set premium for medical insurance during fiscal 2023. The remainder of the cost is funded from taxation.

The Town currently contributes enough money to the Plan to cover the annual costs in addition to $250,000 per year towards the unfunded liability. The costs of administering the OPEB Plan are paid by the Town.

For the year ended June 30, 2023, the Town's average contribution rate was 6.71 of covered-employee payroll.

Net OPEB Liability – The Town's net OPEB liability was measured as of June 30, 2023, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of July 1, 2022, were as follows:

Total OPEB liability	$ 45,281,382
Plan fiduciary net position	(3,036,428)
Net OPEB liability	$ 42,244,954
Plan fiduciary net position as a percentage of the total OPEB liability	6.71%

The total OPEB liability in the most recent actuarial valuation was determined using the following key actuarial assumptions applied to all periods included in the measurement date, unless otherwise specified:

Investment Rate of Return	6.00%
Municipal Bond Rate	3.65%
Single Equivalent Discount Rate	5.59%
Inflation	2.50%
Health Care Trend Rate	8.0% for 2022, decreasing 0.5% per year to 6.0%, then grading down to an ultimate trend rate of 4.1%, utilizing the Society of Actuaries Gretzen Medical Trend Model. The ultimate medical inflation rate is reached in 2075.
Payroll Growth	3.5% per year
Pre-Retirement Mortality -	
General and Public Safety Employees	RP-2014 Blue Collar Employees Mortality Table, projected with generational mortality improvement using scale MP-2020
Teachers	PUB-2010 Teachers Headcount-Weighted Employee Mortality Table, base year 2010, projected with generational mortality using Scale MP-2021
Healthy Retiree Mortality -	
General and Public Safety Employees	RP-2014 Blue Collar Healthy Annuitant Mortality Table, projected with generational mortality improvement using scale MP-2020
Teachers	PUB-2010 Teachers Headcount-Weighted Retiree Mortality Table, base year 2010, projected with generational mortality using Scale MP-2021
Disabled Retiree Mortality -	
General and Public Safety Employees	RP-2014 Blue Collar Mortality Table, set forward one year with full generational mortality improvement using scale MP-2020
Teachers	PUB-2010 Teachers Headcount-Weighted Disabled Mortality Table, base year 2010, projected with generational mortality using Scale MP-2021

Key Changes in Assumptions – Discount rate was decreased from 6.05% to 5.59%. Other assumptions were also updated but were not significant.

Discount Rate – The discount rate used to measure the total OPEB liability was 5.59 % which was based on the long-term investment rate of return.

Long Term Expected Rate of Return – The long-term expected rate of return on OPEB Plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of OPEB Plan investment expense and inflation) are developed for each major asset class.

These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

The target allocation and best estimates of arithmetic real rates of return were as reflected in the following table:

Asset Class	Target Allocation	Expected Investment Rate of Return
Domestic equity	34.00%	3.90%
International equity	22.00%	5.75%
Domestic fixed income	20.00%	1.39%
International fixed income	4.00%	1.21%
Alternatives	20.00%	3.14%
Cash and equivalents	0.00%	0.00%
	100.00%	

Sensitivity Analyses – The following presents the Town's net OPEB liability as well as what the Town's net OPEB liability would be if it were calculated using a discount rate that is 1.0% lower or 1.0% higher than the current discount rate as well as if the healthcare cost trend rates are 1% lower or higher than the current healthcare cost trend rates:

	Discount Rate			
Net OPEB Liability	Current Rate	1% lower	Current	1% greater
	5.59%	$ 49,359,616	$ 42,244,954	$ 36,500,856

	Health Care Rate			
Net OPEB Liability	Current Rate	1% lower	Current	1% greater
	8.0% trending to 4.1%	$ 35,521,734	$ 42,244,954	$ 50,788,664

Changes in the Net OPEB Liability – The following table summarizes the changes in the net OPEB liability for the year ended June 30, 2023:

	Total OPEB Liability (a)	Plan Fiduciary Net Position (b)	Net OPEB Liability (a) - (b)
Balances at June 30, 2022	$ 49,570,491	$ 2,565,167	$ 47,005,324
Changes for the year:			
Service cost	$ 1,628,317	$ -	$ 1,628,317
Interest	3,051,857	-	3,051,857
Changes in assumptions	4,480,246	-	4,480,246
Employer contributions	-	1,759,778	(1,759,778)
Benefit payments withdrawn from trust	-	(1,509,778)	1,509,778
Net investment income	-	221,261	(221,261)
Benefit payments	(1,509,778)	-	(1,509,778)
Net changes	5,567,660	471,261	5,096,399
Balances at June 30, 2023	$ 55,138,151	$ 3,036,428	$ 52,101,723

OPEB Expense and Deferred Outflows/Inflows of Resources Related to OPEB – For the year ended June 30, 2023, the Town recognized OPEB income of $4,516,094. Deferred outflows of

resources and deferred inflows of resources related to OPEB at June 30, 2023, were reported as follows:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Changes in assumptions	$ 8,725,391	$ 3,758,036
Differences between actual and expected experience	4,135,064	3,241,004
Differences between expected and actual earnings	161,343	-
Totals	$ 13,021,798	$ 6,999,040

Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense (benefit) as follows:

June 30,	Amount
2024	$ 688,658
2025	895,117
2026	1,649,360
2027	1,896,897
2028	660,984
Thereafter	231,742
Total	$ 6,022,758

Investment Custody – In accordance with Massachusetts General Laws, the Town Treasurer is the custodian of the OPEB Plan and since the Town has not designated a Board of Trustees, the Town Treasurer is also the Trustee and as such is responsible for the general supervision of the management, investment and reinvestment of the OPEB Plan assets. OPEB Plan assets may be invested and reinvested by the custodian consistent with the prudent investor rule established in Chapter 203C and may, with the approval of the State Retiree Benefits Trust Fund Board of Trustees, be invested in the State Retiree Benefits Trust Fund established in Section 24 of Chapter 32A. OPEB Plan assets must be segregated from other funds and not be subject to the claims of any general creditor of the Town.

Investment Policy – The OPEB Plan follows the same investment policies that apply to all other Town Trust funds. Notably it can be invested in accordance with State Statutes that govern Trust investments including PRIM which is an external investment pool managed by the State.

Investment Rate of Return – For the year ended June 30, 2023, the annual money-weighted rate of return on investments, net of investment expense, was 7.92%. The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested.

D. Risk Financing

The Town is exposed to various risks of loss related to torts: theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Town carries commercial insurance. The amount of claim settlements has not exceeded insurance coverage in any of the previous three years. The Town participates in a premium-based health care plan for its active and retired employees.

E. Commitments and Contingencies

General – During its day-to-day operations, the Town is party to certain legal claims, which are subject to many uncertainties, and the outcome of individual litigation matters in these situations cannot be reasonably estimated. Although the amount of liability, if any, in these situations at June 30, 2023, cannot be determined, management believes that the resulting liability, if any, should not materially affect the basic financial statements of the Town at June 30, 2023.

Grant Compliance – Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal and state governments. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time although the Town expects such amounts, if any, would not have a material effect on its financial condition.

Arbitrage – The Town is subject to certain Federal arbitrage laws in accordance with long-term borrowing agreements. Failure to comply with the rules could result in the payment of penalties. The Town does not believe it has failed to comply with any of these agreements.

F. Implementation of GASB Pronouncements

Current Year Implementations

In May 2019, the GASB issued GASB Statement No. 91, *Conduit Debt Obligations*. The objective of this Statement was to standardize the reporting of conduit debt obligations by issuers by clarifying the existing definition of conduit debt obligation, among other matters. As amended, the provisions of this Statement became effective for financial reporting periods beginning after December 15, 2021 (fiscal year 2023). The adoption of this standard did not have a material impact on the Town's financial statements.

In March 2020, the GASB issued GASB Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*. The objective of this Statement was to improve financial reporting by addressing issues related to public-private and public-public partnership arrangements. The provisions of this Statement became effective for financial reporting periods beginning after June 15, 2022 (fiscal year 2023). The adoption of this standard did not have a material impact on the Town's financial statements.

In May 2020, the GASB issued GASB Statement No. 96, *Subscription-Based Information Technology Arrangements*. The objective of this Statement was to address accounting for subscription-based information technology arrangements to government end users based on the standards established in Statement No. 87, as amended. The provisions of this Statement became effective for financial reporting periods beginning after June 15, 2022 (fiscal year 2023). The adoption of this standard did not have a material impact on the Town's financial statements.

Future Implementations –

In June 2022, the GASB issued GASB Statement No. 100, *Accounting Changes and Error Corrections – An Amendment of GASB Statement No 62*. The objective of this Statement is to enhance accounting and financial reporting requirements for accounting changes and error corrections to provide more understandable, reliable, relevant, consistent and comparable information for decision making or assessing accountability. The provisions of this Statement are effective for financial reporting periods beginning after June 15, 2023 (fiscal year 2024). The

Town is currently evaluating whether adoption will have a material impact on the financial statements.

In June 2022, the GASB issued GASB Statement No. 101, *Compensated Absences*. The objective of this Statement is to update the recognition and measurement guidance for compensated absences by aligning the recognition and measurement guidance under a unified model and by amending certain previously required disclosures. The provisions of this Statement are effective for financial reporting periods beginning after December 15, 2023 (fiscal year 2025). The Town is currently evaluating whether adoption will have a material impact on the financial statements.

TOWN OF SOUTHBOROUGH, MASSACHUSETTS

REQUIRED SUPPLEMENTARY INFORMATION - PENSIONS
YEAR ENDED JUNE 30, 2023

SCHEDULE OF THE TOWN'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY

	Year Ended June 30,								
	2023	2022	2021	2020	2019	2018	2017	2016	2015
Town's proportion of the net pension liability (asset)	3.15%	3.14%	3.23%	3.22%	3.19%	3.19%	3.15%	3.14%	3.23%
Town's proportionate share of the net pension liability (asset)	$ 32,353,613	$ 26,434,803	$ 28,636,460	$ 28,636,460	$ 28,943,244	$ 25,973,383	$ 26,413,514	$ 22,303,912	$ 19,222,393
Town's covered payroll	$ 10,715,927	$ 10,275,823	$ 10,365,406	$ 9,585,231	$ 9,054,955	$ 9,256,067	$ 9,476,910	$ 9,430,382	$ 7,982,132
Town's proportionate share of the net pension liability (asset) as a percentage of its covered payroll	301.92%	257.25%	276.27%	298.76%	319.64%	280.61%	278.71%	236.51%	240.82%
Plan fiduciary net position as a percentage of the total pension liability	48.20%	56.20%	50.30%	47.36%	43.05%	46.40%	42.00%	44.52%	47.94%

SCHEDULE OF THE TOWN CONTRIBUTIONS TO PENSION PLAN

	Year Ended June 30,								
	2022	2022	2021	2020	2019	2018	2017	2016	2015
Actuarially determined contribution	$ 2,558,308	$ 2,321,536	$ 2,170,625	$ 1,958,833	$ 1,777,093	$ 1,611,713	$ 1,531,807	$ 1,413,574	$ 1,276,578
Contributions in relation to the actuarially determined contribution	2,558,308	2,321,536	2,170,625	1,958,833	1,777,093	1,611,713	1,531,807	1,413,574	1,276,578
Contribution deficiency (excess)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Town's covered payroll	$ 10,715,927	$ 10,275,823	$ 10,365,406	$ 9,585,231	$ 9,054,955	$ 9,256,067	$ 9,476,910	$ 9,430,382	$ 7,982,132
Contributions as a percentage of covered payroll	23.87%	22.59%	20.94%	20.44%	19.63%	17.41%	16.16%	14.99%	15.99%

This schedule is presented to illustrate the requirement to show information for ten years. However, until a full ten-year trend is compiled, information is presented for those years in which information is available.

See accompanying independent auditors' report.

SCHEDULE OF THE COMMONWEALTH'S COLLECTIVE SHARE OF THE NET PENSION LIABILITY
MASSACHUSETTS TEACHER'S RETIREMENT SYSTEM

(dollar amounts are in thousands)

	Year Ended June 30,								
	2022	2021	2020	2019	2018	2017	2016	2015	2014
Commonwealth's proportion of the collective net pension liability (asset)	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Town's proportion of the collective net pension liability (asset)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Commonwealth's proportionate share of the net pension liability (asset)	$ 25,888,138	$ 22,706,876	$ 28,544,844	$25,214,020	$ 23,711,289	$ 22,885,391	$ 22,357,928	$ 20,489,643	$ 15,896,354
Commonwealth's actuarially determined contribution	$ 2,104,604	$ 1,748,483	$ 1,553,433	$1,443,710	$ 1,314,783	$ 1,235,515	$ 1,124,583	$ 1,021,930	$ 937,379

Contributions to MTRS are the responsibility of the Commonwealth of Massachusetts.

This schedule is presented to illustrate the requirement to show information for ten years. However, until a full ten-year trend is compiled, information is presented for those years in which information is available.

See accompanying independent auditor's report.

SCHEDULE OF CHANGES IN NET OPEB LIABILITY AND RELATED RATIOS
LAST 10 FISCAL YEARS

	June 30						
	2023	2022	2021	2020	2019	2018	2017
Total OPEB liability:							
Service cost	$ 1,628,317	$ 1,683,692	$ 931,942	$ 889,551	$ 1,102,359	$ 1,408,106	$ 1,414,513
Interest	3,051,857	2,865,258	2,182,825	2,206,645	1,984,110	1,894,830	1,255,435
Changes in benefit terms	(9,856,769)	-	-	-	-	-	-
Difference between expected and actual experience	(2,082,982)	-	6,649,997	(3,592,503)	-	2,242,713	6,017,400
Changes in assumptions	4,480,246	(3,204,882)	8,145,723	83,922	(6,007,783)	-	-
Benefit payments	(1,509,778)	(1,604,815)	(1,458,469)	(1,231,651)	(1,255,235)	(1,169,027)	(688,801)
Net change in total OPEB liability	(4,289,109)	(260,747)	16,452,018	(1,644,036)	(4,176,549)	4,376,622	7,998,547
Total OPEB liability - beginning of year	49,570,491	49,831,238	33,379,220	35,023,256	39,199,805	34,823,183	26,824,636
Total OPEB liability - end of year (a)	$ 45,281,382	$ 49,570,491	$ 49,831,238	$ 33,379,220	$ 35,023,256	$ 39,199,805	$ 34,823,183
Plan fiduciary net position:							
Contributions - employer	$ 1,759,778	$ 1,854,815	$ 1,708,469	$ 1,481,651	$ 1,505,235	$ 1,419,027	$ 938,801
Net investment income	221,261	(399,465)	609,270	35,991	78,416	66,625	67,927
Benefit payments	(1,509,778)	(1,604,815)	(1,458,469)	(1,231,651)	(1,255,235)	(1,169,027)	(688,801)
Net change in Plan fiduciary net position	471,261	(149,465)	859,270	285,991	328,416	316,625	317,927
Plan fiduciary net position - beginning of year	2,565,167	2,714,632	1,855,362	1,569,371	1,240,955	924,330	606,403
Plan fiduciary net position - end of year (b)	$ 3,036,428	$ 2,565,167	$ 2,714,632	$ 1,855,362	$ 1,569,371	$ 1,240,955	$ 924,330
Net OPEB liability (asset) - end of year (a) - (b)	$ 42,244,954	$ 47,005,324	$ 47,116,606	$ 31,523,858	$ 33,453,885	$ 37,958,850	$ 33,898,853
Plan fiduciary net position as a percentage of the total OPEB liability	6.71%	5.17%	5.45%	5.56%	4.48%	3.17%	2.65%
Covered-employee payroll	$ 26,232,855	$ 25,627,949	$ 24,234,544	$ 23,409,824	$ 22,223,655	$ 21,576,364	$ 19,326,334
Net OPEB liability/(asset) as a percentage of covered-employee payroll	161.04%	183.41%	194.42%	134.66%	150.53%	175.93%	175.40%

Note: This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, information is presented for those years in which information is available.

See independent auditors' report.

TOWN OF SOUTHBOROUGH, MASSACHUSETTS

REQUIRED SUPPLEMENTARY INFORMATION - UNAUDITED
YEAR ENDED JUNE 30, 2023

SCHEDULE OF CONTRIBUTIONS
LAST 10 FISCAL YEARS

	June 30						
	2022	2022	2021	2020	2019	2018	2017
Actuarially-determined contribution	$ 5,159,967	$ 5,075,423	$ 3,406,099	$ 3,156,233	$ 3,451,305	$ 3,135,467	$ 2,954,779
Contributions in relation to the actuarially-determined contribution	(1,759,778)	(1,854,815)	(1,708,469)	(1,481,651)	(1,505,235)	(1,419,027)	(938,801)
Contribution deficiency (excess)	$ 3,400,189	$ 3,220,608	$ 1,697,630	$ 1,674,582	$ 1,946,070	$ 1,716,440	$ 2,015,978
Covered-employee payroll	$ 26,232,855	$ 25,627,949	$ 24,234,544	$ 23,409,824	$ 22,223,655	$ 21,576,364	$ 19,326,334
Contribution as a percentage of covered-employee payroll	6.71%	7.24%	7.05%	6.33%	6.77%	6.58%	4.86%

Valuation Date	July 1, 2022
Amortization Period	30 years
Investment Rate Of Return	6.00%
Municipal Bond Rate	3.65%
Single Equivalent Discount Rate	5.59%
Inflation	2.50%
Healthcare cost trend rates	8.0% to 6.0%
Payroll Growth	3.50%
Actuarial Cost Method	Individual Entry Age Normal
Asset Valuation Method	Market Value of Assets as of Reporting Date

SCHEDULE OF INVESTMENT RETURNS
LAST 10 FISCAL YEARS

	June 30						
	2022	2022	2021	2020	2019	2018	2017
Annual money-weighted rate of return, net of investment expense	-13.56%	-13.56%	29.26%	2.00%	5.34%	6.76%	8.37%

Note: These schedules are presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, information is presented for those years in which information is available.

See independent auditors' report.

TOWN OF SOUTHBOROUGH, MASSACHUSETTS

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - GENERAL FUND
YEAR ENDED JUNE 30, 2023

	Budgeted Amounts		Actual		Actual	Variance
	Original Budget	Final Budget	Budgetary Amounts	Encumbrances	Budgetary Adjusted	Postive (Negative)
Revenues						
Real estate and personal property taxes, net	$ 47,396,974	$ 47,396,974	$ 47,798,509	$ -	$ 47,798,509	$ 401,535
Intergovernmental	4,605,034	4,605,034	4,651,068	-	4,651,068	46,034
Motor vehicle and other excises	2,325,500	2,325,500	2,961,090	-	2,961,090	635,590
Departmental and other revenue	992,025	992,025	1,090,302	-	1,090,302	98,277
Licenses and permits	455,000	455,000	1,105,331	-	1,105,331	650,331
Penalities and interest on taxes	60,000	60,000	75,902	-	75,902	15,902
Fines and forfeitures	60,000	60,000	75,163	-	75,163	15,163
Investment income	55,000	55,000	324,341	-	324,341	269,341
Total Revenues	55,949,533	55,949,533	58,081,706	-	58,081,706	2,132,173
Expenditures						
General government	4,839,106	4,839,106	4,283,289	297,467	4,580,756	258,350
Public safety	5,435,674	5,435,674	5,222,547	40,663	5,263,210	172,464
Education	31,572,411	31,572,411	31,041,944	490,308	31,532,252	40,159
Public works	4,326,428	4,326,428	2,995,890	1,170,077	4,165,967	160,461
Health and human services	927,034	927,034	890,386	-	890,386	36,648
Culture and recreation	751,366	751,366	734,816	1,500	736,316	15,050
Pensions and fringe benefits	8,978,909	8,978,909	8,840,233	101,049	8,941,282	37,627
State and county tax assessments	266,491	266,491	252,720	-	252,720	13,771
Debt service	3,142,134	3,142,134	3,081,972	-	3,081,972	60,162
Total Expenditures	60,239,553	60,239,553	57,343,797	$ 2,101,064	59,444,861	794,692
Other Financing Sources (Uses)						
Transfers in	1,055,700	1,055,700	833,775		833,775	(221,925)
Transfers out	(250,000)	(250,000)	(250,000)		(250,000)	-
Total Other Financing Sources (Uses)	805,700	805,700	583,775		583,775	(221,925)
Excess (Deficiency) of Revenues and Other Financing Sources Over Expenditures and Other Financing Uses Of Prior Year Budgetary Fund Balance	(3,484,320)	(3,484,320)	$ 1,321,684		$ (779,380)	$ 2,704,940
Other Budgetary Items						
Use of free cash (unassigned fund balance)	1,681,761	1,681,761				
Use of overlay surplus	279,201	279,201				
Prior year encumbrances	1,523,426	1,523,426				
Prior year appropriation deficits	(68)	(68)				
	$ -	$ -				

See notes to the required supplementary information of this schedule.

See accompanying independent auditors' report.

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
YEAR ENDED JUNE 30, 2023

I. Budgetary Basis of Accounting

Budgetary Information – An annual budget is legally adopted for the General Fund. Financial orders are initiated by department heads, recommended by the Town Manager and approved by the Select Board. Expenditures may not legally exceed appropriations at the department level. Department heads may transfer, without Town Meeting approval, appropriation balances from one expenditure account to another within their department or budget. Town Meeting, however, must approve any transfer of unencumbered appropriation balances between departments. At the close of each fiscal year, unencumbered appropriation balances lapse or reverts to unassigned fund balance.

The Town adopts an annual budget for the general fund in conformity with the guidelines described above. During fiscal year 2023, Town Meeting approved subsequent changes between appropriations that did not materially impact the total budget. The Town Accountant has the responsibility to ensure that budgetary control is maintained in the manner in which the appropriations were voted by Town Meeting. Budgetary control is exercised through the Town's accounting system.

Budgetary-to-GAAP Reconciliation – The Town's general fund is prepared on a basis of accounting other than GAAP. A reconciliation of the budgetary-basis to GAAP-basis results for the General Fund for the fiscal year ended June 30, 2023, is as follows:

	Basis of Accounting Differences	Fund Perspective Differences	Total
Revenues on a budgetary basis			$ 58,081,706
Stabilization revenues	$ -	$ 19,530	19,530
MTRS on-behalf payment	3,602,695	-	3,602,695
Revenues on a GAAP basis	$ 3,602,695	$ 19,530	$ 61,703,931
Expenditures on a budgetary basis			$ 57,401,958
OPEB transfer	$ -	$ 250,000	250,000
BAN paydown transfer	(58,161)	-	(58,161)
Enterprise indirect costs	(216,133)	-	(216,133)
MTRS on-behalf payment	3,602,695	-	3,602,695
Expenditures on a GAAP basis	$ 3,328,401	$ 250,000	$ 60,980,359
Net other financing sources (uses) on a budgetary basis			$ 583,775
OPEB transfer	$ -	$ 250,000	250,000
BAN paydown transfer	(58,161)	-	(58,161)
Enterprise indirect costs	(216,133)	-	(216,133)
Net other financing sources (uses) on a GAAP basis	$ (274,294)	$ 250,000	$ 559,481

ROSELLI, CLARK & ASSOCIATES
CERTIFIED PUBLIC ACCOUNTANTS

500 West Cummings Park
Suite 4900
Woburn, MA 01801

Telephone: (781) 933-0073

www.roselliclark.com

March 18, 2024

Town of Southborough
Select Board
Southborough, MA

Dear Honorable Board:

We have audited the financial statements of the Town of Southborough, Massachusetts "the Town" as of and for the year ended June 30, 2023. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and the standards applicable to financial audits contained in *Governmental Audit Standards*, issued by the Comptroller General of the United States of America, as well as certain information related to the planned scope and timing of our audit. We communicated such information to the Town's management prior to our commencement of auditing procedures. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Scope limitation

There were no scope limitations.

GAAP Departure

There were no GAAP departures.

Material Weaknesses/Significant Deficiencies

There were no material weaknesses or significant deficiencies.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Town are described in Note 2 to the financial statements. No new accounting policies were adopted, and the application of existing policies was not changed during 2023. We noted no transactions entered into by the Town during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ

significantly from those expected. The most sensitive estimates affecting the Town's financial statements were:

The presentation of the Town's total pension liability and related accounts is determined through biennial actuarial studies, which are rolled forward by an actuary to June 30 each year. We have received an AU805 report from the independent auditor of the County pension system.

The presentation of the Town's total OPEB liability and related accounts is determined through biennial actuarial studies, which are rolled forward by an actuary to June 30 each year. We have received the actuarial report from the actuary.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements are those that describe the Town's net pension and OPEB liabilities at June 30, 2023.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

There were no difficulties encountered in completing the audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. None of the misstatements detected as a result of audit procedures were material, either individually or in the aggregate, to the Town's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated March 18, 2024.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Plan's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Town's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

The following highlight some items we wish to communicate:

1. The Town took advantage of the great interest rate environment. Interest earned in the General Fund was $343,000 versus about $45,000 in the prior year. We continue to encourage management to seek safe high yielding legally allowable investments for its excess cash. Turning cash into a revenue producing asset is an additive bonus to other general fund revenues.

2. We continue to remind our clients of the importance of maintaining critical controls over its security and cyber operations. Continued training of employees and implementation of cybersecurity controls should be an ongoing annual process.

3. Fraud prevention is an area that should be under ongoing evaluation. Evaluating cash processes of cash handling areas annually through effective risk assessment and proper safeguards is an effective control to protect the Town from threats associated with fraud. We will discuss this with management annually through our risk assessment procedures to assure that management is monitoring this critical aspect of government.

4. ARPA – As the deadline for obligating funds received from the American Rescue Plan Act approaches, we remind our clients that funds must be obligated by way of a legal commitment or purchase order by December 31, 2024. Merely implementing a plan by approval of the Select Board is not sufficient.

5. Management of Long Term Liabilities – The Town made progress in its management of the OPEB liability. A change in benefit terms combined with the annual $250,000 contribution in a favorable interest rate environment served to reduce the liability by about $5 million and increased the plan asset ratio to nearly 7%. This places the Town around the mean when compared to its peers.

   With respect to the pension liability managed through the Worcester County Contributory Retirement System, poor market conditions in calendar 2022 reduced its plan asset ratio below 50%. Basically, back to 2015 ratios. With a funding schedule set to mature in 2035, the Town can expect to see a rise in assessments through and until maturity. Given that calendar 2023 yielded better than expected market conditions, we would expect the pension system to recover the value that it had lost when the next actuarial valuation is completed.

6. With respect to OPEB, it is important that the Town plan the process of delivering results earlier in the audit season. The fiscal 2023 audit was delayed due to a late OPEB valuation completion, and this should be avoided in the future. We generally find that beginning the process at least 3 months ahead of the audit process yields the most timely results.

7. In the prior year we discussed the increase in delinquent ambulance receivables over the past several years. The Town responded to this observation by completing an analysis of the receivables and abating a substantial amount that will most likely never be collected. In addition, an annual review of the process was implemented. We consider this resolved.

8. In the prior year we discussed the significant level of stale accounts in special revenue and capital projects. The Town responded to this observation by (1) repurposing balances, (2) finding appropriate spending uses, and (3) closing out minor balances. We consider this resolved.

9. In the prior year we discussed that the Town carried a very high allowance for abatement account balance when measured with accounts at the appellate tax board and the actual receivable balance. Further analysis in the current year determined that this is a timing item. Approximately $250,000 - $275,000 is released and repurposed at the beginning of the subsequent year. We consider this resolved.

Other Matters

We applied certain limited procedures to the Town's required supplementary information ("RSI") that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI. We also made verbal communications about matters that we deemed appropriate to Town Management throughout the course of the engagement and through the time of issuance of the financial statements.

Restriction on Use

This information is intended solely for the information and use of the Select Board and management of the Town of Southborough and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Roselli Clark & Associates

Roselli, Clark & Associates
Certified Public Accountants
Woburn, Massachusetts

TOWN OF SOUTHBOROUGH

TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662

DATE: May 1, 2024

TO: Honorable Select Board

FROM: Mark Purple, Town Administrator
Carla McAuliffe, Town Accountant
Paul Cibelli, Town Assessor
Brian Ballantine, Finance Director T/C

RE: FY23 Audit Response Management Letter

Please see the various responses to the items of note in the management letter for the FY23 audit:

1. The Town agrees this interest rate environment is more friendly to earn higher revenues. As of now it is unclear how fast or when rates may drop again, thus having the opposite effect. The Town's policy abides by the standards advocated by the State and finance associations for the investment of funds – Safety, Liquidity, and Yield - in that order. Until rates again adjust downward we anticipate increased earnings compared to previous years.

2. The Town acknowledges this issue as a critical item to continually monitor. The IT Director has made a consistent continued effort to keep all staff aware of efforts of outside parties trying to access data or sensitive information via various means.

3. We are aware most petty theft derives from a person in financial distress, suffering from a type of addiction, or from some other mental health condition. The Town is committed to minimizing the risk of this occurring through various checks and balances. We will continue to check in with departments, monitor the collection process, encourage timely turnovers, and we continue to offer online payment options for permits and fees where possible.

4. The Town has been watching the ARPA deadline and encouraging key players to move ahead with projects as soon as possible. We expect over the Spring/Summer for many of these ARPA initiatives to be worked on and be either closed out or well under way to meet the deadline of 12-31-24.

5. We agree certain adjustments made to our benefits and OPEB analysis this year helped in reducing our liability. We will continue to try and find ways within the Town's control to continue moderating this liability. On the Worcester Regional pension fund we acknowledge the news is a bit more somber. In forecasting we are utilizing year over year 11% increases in the assessment to anticipate possible high increases for the next several years. The Town has also passed approval to seek the ability to issue pension obligation bonds should the opportunity arise.

6. The OPEB audit was delayed this year due to staff changes that occurred in the early Fall, just as we delivered the bulk of information to the actuary. Unfortunately, more data and follow-up questions were requested which led to another round of information gathering. As you are aware the Audit includes school employees, so this adds another layer of back-and-forth conversations and information requests. Being short staffed this had a significant impact on finalizing the data as more time-sensitive obligations had to be met. We do not anticipate this occurring next year and we would like to thank both Audit firms for their patience and closing all the reporting out as soon as they were able to do so.

7. Agreed – this is resolved. We will be sure to keep current with the ambulance write-offs once the new Fire Chief is up and running.

8. We will continue to make efforts to keep stale balances minimal, and agree this issue is closed.

9. Agreed on this comment and item is resolved.

We wish to extend thanks to the Auditors again for their effort in helping us complete the FY 2023 audit prior to the mandated federal deadline. The audit environment has become increasingly complex and the pool of Auditors available for municipal work is shrinking therefore firms are under a higher volume of work than seen in the past. In addition, GASB (the Governmental Accounting Standards Board) continues to regularly publish new rules which affect the Auditors and municipal accounting office's nationally through mandated updates and more complex reporting.

KMS

ACTUARIES
— LLC —

TOWN OF SOUTHBOROUGH, MASSACHUSETTS

OTHER POSTEMPLOYMENT BENEFITS PROGRAM

FINANCIAL REPORTING AND DISCLOSURES
Governmental Accounting Standards Board
Statements 74 and 75

Disclosures as of
June 30, 2023

KMS Actuaries, LLC
52 Hunt Road
Kingston, NH 03848

March, 2024

KMS

ACTUARIES
LLC

March 7, 2024

Mr. Brian Ballantine
Treasurer-Collector
Town of Southborough
17 Common Street
Southborough, MA 01772

Dear Brian:

We are pleased to present the enclosed report of the July 1, 2022 actuarial valuation of the retiree health care benefits for the Town of Southborough. The valuation was prepared in accordance with and for the purpose of financial reporting and disclosures as of June 30, 2023 under the following Governmental Accounting Standards Board (GASB) Statements:

- GASB Statement No. 74, Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans (GASB 74)
- GASB Statement No. 75, Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions (GASB 75)

Results are based on liabilities developed in an actuarial valuation performed as of July 1, 2022 and rolled forward to the plan's measurement date of June 30, 2023.

The Principal Valuation Results, including assets, liabilities and the development of future contributions, are provided in Section 1. The Notes to the Financial Statements and the Required Supplementary Information are provided in Sections 2 and 3, respectively. Employer Reporting Amounts under GASB 75 are provided in Section 4. The Summary of Plan Provisions and Actuarial Assumptions and Methods are shown in Sections 5 and 6, respectively. Section 7 summarizes the demographic profile of active members and retired members, covered spouses and survivors. Finally, a Glossary of Terms is provided in Section 8.

Our calculations are based on member census data and other information provided by the Town of Southborough as well as health plan rates provided by the Town. Although we did not audit the data used in the valuation and disclosure calculations, we believe that the information is complete and reliable.

Liabilities presented in this report are based on a discount rate of 5.59%, the rate that reflects a blended-rate of the long-term expected rate of return on OPEB plan assets and the municipal bond rate. The municipal bond rate of 3.65% is based on the Bond Buyer 20-Bond GO Index published on June 30, 2023. The long-term expected rate of return is 6%. The long-term expected rate of return is based on the target allocations provided in the investment policy statement and long-term expected rates of return by asset class provided by Bartholomew & Company.

This report was completed in accordance with generally accepted actuarial standards and procedures, and conforms to the Code of Professional Conduct of the American Academy of Actuaries. The actuarial assumptions other than those explicitly applicable to the postemployment benefit plans are consistent with those used by the Worcester Regional and Massachusetts Teachers Retirement Systems' actuaries for the Retirement System pension valuations.

Future actuarial valuation results may differ significantly from the current results presented in this report. Examples of potential sources of volatility include plan experience differing from that anticipated by the economic or demographic assumptions, the effect of new entrants, changes in economic or demographic assumptions, the effect of law changes and the delayed effect of smoothing techniques. The potential range of future measurements was not assessed as it was outside the scope of the project.

Our valuation follows generally accepted actuarial methods and we perform such tests as we consider necessary to assure the accuracy of the results. The amounts presented in this report have been appropriately determined according to the actuarial assumptions and methods stated herein.

This valuation report is intended for the sole use of the Town of Southborough and may only be provided to other parties in its entirety, unless expressly authorized by KMS Actuaries. Further, it is intended to provide information to comply with the stated purpose of the report. It may not be appropriate for other purposes.

KMS Actuaries is completely independent of the Town of Southborough and any of its officers or key personnel. None of the actuaries signing this report or anyone closely associated with them has a relationship with the Town of Southborough, other than as consulting actuary for this assignment, that would impair our independence.

The expected claims, cost trend rates, and analysis of regulatory changes have been developed based on the expertise of the undersigned health and welfare actuary, Christopher E. Bean, ASA, MAAA. All other assumptions and methods have been selected based on the expertise of the undersigned pension actuaries, Linda L. Bournival, FSA, EA and Amanda J. Makarevich, FSA.

The undersigned credentialed actuaries agree that the analysis, assumptions and results are overall reasonable. They are Members of the American Academy of Actuaries and together meet the Qualification Standards of the American Academy of Actuaries necessary to render the actuarial opinion contained herein. They are available to answer any questions with regard to this report.

Respectfully submitted,

Linda L. Bournival, FSA, EA
Member, American Academy of Actuaries
(603) 792-9494

Amanda J. Makarevich, FSA
Member, American Academy of Actuaries
(603) 792-9494

Christopher E. Bean, ASA
Member, American Academy of Actuaries
(508) 628-9022

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EXECUTIVE SUMMARY

Purpose of Report

This report presents the results of the actuarial valuation of the Town of Southborough's retiree health care benefits as of July 1, 2022. The valuation was prepared in accordance with and for the purpose of financial reporting and disclosures as of June 30, 2023 under the following Governmental Accounting Standards Board (GASB) Statements:

- GASB Statement No. 74, Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans (GASB 74)
- GASB Statement No. 75, Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions (GASB 75)

The results as of the measurement date are based on a roll forward of the liabilities developed in the most recent actuarial valuation.

GASB Accounting Standards

In June 2015, the GASB approved two related Statements that significantly changed the way other postemployment benefits (OPEB) plans and governments account and report OPEB liabilities. GASB Statement No. 74 (GASB 74), *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*, replaced the requirements of Statement No. 43 and GASB Statement No. 75 (GASB 75), *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, replaced the requirements of Statement No. 45.

The effective date for GASB 74 is for plan years beginning after June 15, 2016, which is the plan year ending June 30, 2017 for the Town of Southborough. The effective date for GASB 75 is for fiscal years beginning after June 15, 2017, which is the fiscal year ending June 30, 2018 for the Town of Southborough.

GASB 74 requires OPEB plans to present a statement of fiduciary net position (OPEB plan assets) and a statement of changes in fiduciary net position. Further, the statement requires that notes to financial statements include descriptive information such as the types of benefits provided, the classes of plan members covered and the authority under which benefit terms are established or may be amended. Finally, GASB 74 requires OPEB plans to present in required supplementary information the sources of the changes in the net OPEB liability and information about the actuarially determined contributions compared with the actual contributions made to the plan and related ratios.

GASB 74 and GASB 75 require projected benefit payments be discounted to their actuarial present value using the single rate that reflects (1) a long-term expected rate of return on OPEB plan investments to the extent that the OPEB plan's assets are sufficient to pay benefits and OPEB plan assets are expected to be invested using a strategy to achieve that return and (2) a tax-exempt, high-quality municipal bond rate to the extent that the conditions for use of the long-term expected rate of return are not met.

GASB 75 establishes standards for measuring and recognizing liabilities, deferred outflows of resources, deferred inflows of resources and OPEB expense by state and local governments.

EXECUTIVE SUMMARY

Town of Southborough Other Postemployment Benefits Program

The Town of Southborough administers the retiree health care benefits program - a single-employer defined benefit plan that is used to provide postemployment benefits other than pensions (OPEB) for all permanent full-time employees. The Town provides health care benefits for retirees and their dependents. Benefits are provided through the Town, and the full cost of benefits is shared between the Town and retirees.

Summary of Principal Results

A summary of principal results from the current and prior measurement dates follows:

Disclosure Date	June 30, 2023	June 30, 2022	% Change
Valuation Date	**July 1, 2022**	**July 1, 2020**	
Membership Data			
Active Plan Members	350	350	0.0%
Inactive Plan Members (excludes covered spouses)	193	184	4.9%
Total Plan Members	543	534	1.7%
Covered Spouses	116	109	
Covered Payroll	$26,232,855	$25,627,949	2.4%
Net OPEB Liability			
Discount Rate	5.59%	6.05%	
Total OPEB Liability (TOL)	$45,281,382	$49,570,491	(8.7%)
Fiduciary Net Position (FNP)	$3,036,428	$2,565,167	18.4%
Net OPEB Liability	$42,244,954	$47,005,324	(10.1%)
FNP as % of TOL	6.7%	5.2%	
OPEB Expense			
OPEB Expense	($4,516,094)	$4,869,015	(192.8%)
Deferred Outflows	$13,021,798	$11,600,697	
Deferred Inflows	$6,999,040	$7,093,441	
Recognition Period	7.19	7.38	

Experience Gain and Loss

In developing the Total OPEB Liability, various assumptions are made regarding future premium rates, mortality, retirement, disability and turnover rates. A comparison of the results of the current and prior measurements is made to determine how closely actual experience relates to expected. For the current measurement period, the difference between expected and actual experience resulted in an actuarial gain of approximately $2,083,000. This gain is primarily attributable to the following:

- a gain due to high active employee turnover with high-service employees replaced by lower service employees
- a gain due to lower than expected dental premiums
- a loss due to the inclusion of both active employees who were hired prior to June 30, 2021 and retirees who were retired prior to June 30, 2021 who were not included in the prior valuation's census data

Changes of Assumptions

The discount rate changed from 6.05% as of June 30, 2022 to 5.59% as of June 30, 2023. In addition, many other assumptions were updated in this valuation, including the inflation rate, healthcare and dental trend rates, mortality tables and mortality improvement rates, and participation rates. A summary of the impact on the Total OPEB Liability (TOL) of each assumption change is provided below:

♦ Decrease due to change in Inflation Assumption		(83,000)
♦ Increase due to change in Trend Assumption		1,157,000
♦ Increase due to change in Mortality Tables and Mortality Improvement Rates		531,000
♦ Increase due to change in Participation Rate		84,000
♦ Increase due to change in Discount Rate		2,791,000
Total	$	4,480,000

All of the assumptions used in this valuation are shown in Section 6, Actuarial Assumptions and Methods.

Changes of Benefit Terms

The Town previously offered Tufts and Fallon non-Medicare health plans. Effective July 1, 2023, the Town replaced the Tufts and Fallon plans with Harvard Pilgrim and also replaced the Medicare plans previously offered with an Aetna Medicare Advantage plan. All other benefit terms are the same as those used in the prior measurement. A Summary of the Principal Plan Provisions is provided in Section 5.

Total OPEB Liability

The Total OPEB Liability as of the current measurement date, June 30, 2023, is $45,281,382. The Total OPEB Liability as of the prior measurement date, June 30, 2022, was $49,570,491. During the current measurement period ending June 30, 2023, the Total OPEB Liability decreased by $4,289,109, or -8.7%. The development of the Total OPEB Liability for the current measurement period is shown in Section 1, Exhibit 1.2.

EXECUTIVE SUMMARY

Fiduciary Net Position

The Fiduciary Net Position is equal to the market value of assets and as of the current measurement date, June 30, 2023, is $3,036,428. The Fiduciary Net Position as of the prior measurement date, June 30, 2022, was $2,565,167. During the plan years ended June 30, 2023 and June 30, 2022, the actual rates of return were 7.92% and -13.56%, respectively. The expected long-term rate of return is 6.00%. The Fiduciary Net Position is shown in Section 1, Exhibit 1.1.

Employer Future Period Contributions

The Town is expected to contribute $250,000 annually until their pension system is fully funded in 2036. Given the COVID-19 situation and market volatility, it was assumed the Town will reallocate the funds used to pay the pension amortization towards OPEB beginning in 2037.

Discount Rate

As of the June 30, 2023 measurement date, the OPEB plan's fiduciary net position was projected to be insufficient to make all projected benefit payments of current plan members. Therefore, the long-term expected rate of return on OPEB plan investments was applied to 94 years of projected future benefit payments that are expected to be funded and the 3.65% municipal bond rate was applied to all other years to determine the total OPEB liability. Projected benefit payments are discounted to their actuarial present value using a single discount rate of 5.59%.

OPEB Expense

The OPEB Income for the current measurement period ending June 30, 2023, is $4,516,094. Benefit changes are recognized immediately and experience gains and losses and assumption changes developed in this valuation are recognized over 7.19 years. Investment gains and losses are recognized over 5 years. The OPEB Expense for the prior measurement period was $4,869,015. The development of the OPEB expense for the current measurement period is shown in Section 4, Exhibit 4.2.

COVID-19 Pandemic

The assumptions in this report, other than medical trend rates in the short term, do not reflect the potential impact of the COVID-19 pandemic on the OPEB program. Especially in the short range, it is very likely that the pandemic materially affected the economic, demographic and healthcare-specific experience in a way not anticipated by the assumptions on which the projections are based.

SECTION 1 - PRINCIPAL VALUATION RESULTS

Exhibit 1.1 - OPEB Trust Assets

The Town has established an irrevocable trust pursuant to Section 20 of Massachusetts General Law Chapter 32B for the purpose of accumulating assets to prefund the OPEB liabilities. Plan assets segregated and restricted in an OPEB trust must be dedicated to providing plan benefits to retirees and beneficiaries in accordance with the terms of the plan and must be legally protected from creditors of the employer. Further, contributions from employers to the OPEB trust and earnings on those contributions must be irrevocable. Asset information for the current and prior fiscal years was provided by the Town and is presented below:

Fiscal Year Ended June 30	2023	2022
Trust Fund Composition at Fiscal Year-End		
Domestic Equity	1,281,871	1,027,337
International Equity	646,185	452,671
Domestic Bonds	550,072	565,291
International Bonds	131,157	121,620
Alternatives	420,880	387,143
Cash	6,263	11,105
Total Market Value of Assets	3,036,428	2,565,167
Asset Activity		
Market value, beginning of year	$2,565,167	$2,714,632
Employer Premiums	1,509,778	1,604,815
OPEB Trust Contributions	250,000	250,000
Benefit Payments	(1,509,778)	(1,604,815)
Administrative Expenses	-	-
Investment Return	221,261	(399,465)
Market value, end of year	$3,036,428	$2,565,167
Money-Weighted Rate of Return	7.92%	-13.56%
(Gain) / Loss on OPEB Plan Investments		
Projected earnings	$185,782	$195,721
Actual earnings	221,261	(399,465)
(Gain) / Loss on OPEB plan investments	($35,479)	$595,186

SECTION 1 - PRINCIPAL VALUATION RESULTS

Exhibit 1.2 - Total OPEB Liability

The Total OPEB Liability, developed using the Entry Age Normal funding method, is the portion of the actuarial present value of projected benefit payments that is attributed to past periods of member service. The total OPEB liability as of the June 30, 2023 measurement date was developed from an actuarial valuation as of July 1, 2022 and rolled forward to the OPEB plan's fiscal year-end.

The Service Cost is the portion of the actuarial present value of projected benefit payments that is attributed to a valuation year. Only active employees who have not reached the age at which the probability of retirement is 100% incur a service cost.

Actuarial experience gains and losses arise from the difference between expected and actual experience, excluding amounts related to benefit changes and changes in assumptions or other inputs.

The development of the Total OPEB Liability from the beginning of the measurement period, June 30, 2022 to the end of the measurement period, June 30, 2023 is shown below:

Measurement Date		June 30, 2023
1. Total OPEB Liability, beginning of year:		
a. Actives	$30,582,044	
b. Retirees, Covered Spouses and Survivors	18,988,447	
c. Total OPEB Liability at 6.05% (a. + b.)		$49,570,491
2. Service Cost		$1,628,317
3. Expected Benefit Payments		
a. Current retirees	($1,410,260)	
b. Future retirees	(99,518)	
c. Total (a. + b.)		($1,509,778)
4. Interest [6.05% x (1.c. + 2. + .5 x 3.c)]		$3,051,857
5. Changes of benefit terms		($9,856,769)
6. Differences between expected and actual experience		($2,082,982)
7. Changes of assumptions or other inputs		$4,480,246
8. Total OPEB Liability, end of year (1.c. + 2. + 3.c. + 4. + 5. + 6. + 7.)		
a. Actives	$27,101,663	
b. Retirees, Covered Spouses and Survivors	18,179,719	
c. Total OPEB Liability at 5.59% (a. + b.)		$45,281,382

SECTION 1 - PRINCIPAL VALUATION RESULTS

Exhibit 1.3 - Development of Actuarially Determined Employer Contributions

The Town is expected to contribute $250,000 annually until their pension system is fully funded in 2036. Given the COVID-19 situation and market volatility, it was assumed the Town will reallocate the funds used to pay the pension amortization towards OPEB beginning in 2037.

The Actuarially Determined Employer Contribution (ADEC) equals the Normal Cost plus a provision for amortizing the Unfunded Actuarial Accrued Liability. We have assumed level dollar amortization over an amortization period of 30 years.

Fiscal Year Ending	June 30, 2023	June 30, 2024
Discount Rate	**6.05%**	**5.59%**
1. Normal Cost	$1,628,317	$1,534,959
2. Unfunded Actuarial Accrued Liability		
a. Actuarial Accrued Liability	$49,570,491	$45,281,382
b. Actuarial Value of Plan Assets	$2,565,167	$3,036,428
c. Unfunded Actuarial Accrued Liability (a. - b.)	$47,005,324	$42,244,954
3. Amortization of Unfunded Actuarial Accrued Liability		
a. Unfunded Actuarial Accrued Liability	$47,005,324	$42,244,954
b. Amortization Period in years	30	30
c. Payroll Growth Rate	0.0%	0.0%
d. Amortization Factor	14.52	15.19
e. Amortization Amount (3.a. / 3.d.)	$3,237,281	$2,781,103
4. Interest on 1. and 3.e.	$294,369	$241,268
5. Actuarially Determined Employer Contribution (1. + 3.e. + 4.)	$5,159,967	$4,557,330
6. Actual Employer Contribution to OPEB Trust	$250,000	TBD
7. Expected Benefit Payments	$1,509,778	
8. Total Contribution (6. + 7.)	$1,759,778	

Exhibit 2.1 - Plan Description

Plan Administration

The Town of Southborough administers the retiree health care benefits program - a single-employer defined benefit plan that is used to provide postemployment benefits other than pensions (OPEB) for all permanent full-time employees.

Plan Membership

At June 30, 2023, OPEB plan membership consisted of the following:

Inactive plan members or beneficiaries currently receiving benefit payments[1]	193
Inactive plan members entitled to but not yet receiving benefit payments	0
Active plan members	350
	543

[1]Per paragraph 34a of GASB 74 and further clarified by Question 4.67 of the 2017-2 GASB 74 Implementation Guide, the total shown for inactive plan members or beneficiaries currently receiving benefit payments does not include covered spouses or other dependents.

Benefits Provided

The Town provides health care benefits for retirees and their dependents. Benefits are provided through the Town, and the full cost of benefits is shared between the Town and retirees.

Employer Future Period Contributions

The Town is expected to contribute $250,000 annually until their pension system is fully funded in 2036. Given the COVID-19 situation and market volatility, it was assumed the Town will reallocate the funds used to pay the pension amortization towards OPEB beginning in 2037.

Exhibit 2.2 - Net OPEB Liability

The components of the net OPEB liability at June 30, 2023, were as follows:

Total OPEB liability	$	45,281,382
Fiduciary net position		(3,036,428)
Net OPEB liability	$	42,244,954

Fiduciary net position as a percentage of the total OPEB liability 6.71%

Actuarial Assumptions

The total OPEB liability was determined by an actuarial valuation as of July 1, 2022, rolled forward to the measurement date and using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.5% per year, based on current economic data, analyses from economists and other experts, and professional judgement.
Discount rate	5.59%, net of investment expenses, including inflation.
Healthcare cost trend rate	8% for 2022, decreasing 0.5% per year to 6%, then grading down to an ultimate trend rate of 4.1%, utilizing the Society of Actuaries Getzen Medical Trend Model. The ultimate medical trend rate is reached in 2075.
Pre-Retirement Mortality - General and Public Safety employees	RP-2014 Blue Collar Employees Mortality Table, projected with generational mortality improvement using scale MP-2020.
Healthy Retiree Mortality - General and Public Safety employees	RP-2014 Blue Collar Healthy Annuitant Mortality Table, projected with generational mortality improvement using scale MP-2020.
Disabled Retiree Mortality - General and Public Safety employees	RP-2014 Blue Collar Mortality Table set forward one year with full generational mortality improvement using Scale MP-2020.
Pre-Retirement Mortality - Teachers	PUB-2010 Teachers Headcount-Weighted Employee Mortality Table, base year 2010, projected with generational mortality improvement using Scale MP-2021.
Healthy Retiree Mortality - Teachers	PUB-2010 Teachers Headcount-Weighted Retiree Mortality Table, base year 2010, projected with generational mortality improvement using Scale MP-2021.
Disabled Retiree Mortality - Teachers	PUB-2010 Teachers Headcount-Weighted Retiree Mortality Table, base year 2010, projected with generational mortality improvement using Scale MP-2021.

Exhibit 2.2 - Net OPEB Liability

Long-Term Expected Rate of Return

The long-term expected rate of return on OPEB plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of OPEB plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage provided in the investment policy statement and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the target asset allocation as of June 30, 2023 are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rates of Return[1]
Domestic Equity	34%	3.90%
International Equity	22%	5.75%
Domestic Bonds	20%	1.39%
International Bonds	4%	1.21%
Alternatives	20%	3.14%
Total	100%	

[1] provided by Bartholomew & Company.

Discount Rate

The discount rate used to measure the total OPEB liability was 5.59%. The projection of cash flows used to determine the discount rate assumed that contributions from the Town will be made in accordance with the plan's funding policy. Based on those assumptions, the OPEB plan's fiduciary net position was projected to be insufficient to make all projected benefit payments of current plan members. Therefore, the long-term expected rate of return on OPEB plan investments was applied to 94 years of projected future benefit payments that are expected to be funded and the 3.65% municipal bond rate was applied to all other years to determine the total OPEB liability.

Exhibit 2.2 - Net OPEB Liability

Sensitivity of the Net OPEB Liability to Changes in the Discount Rate

The following presents the net OPEB liability calculated using the current discount rate of 5.59 percent, as well as what the net OPEB liability would be if it were calculated using a discount rate 1-percentage point lower (4.59 percent) or 1-percentage point higher (6.59 percent) than the current rate:

	1% Decrease (4.59%)	Assumed Discount Rate (5.59%)	1% Increase (6.59%)
Total OPEB Liability	$ 52,394,044	$ 45,281,382	$ 39,537,284
Fiduciary Net Position	(3,036,428)	(3,036,428)	(3,036,428)
Net OPEB Liability	$ 49,357,616	$ 42,244,954	$ 36,500,856
% Change in NOL	16.8%		-13.6%

Sensitivity of the Net OPEB Liability to Changes in the Healthcare Cost Trend Rates

The following presents the net OPEB liability calculated using the current healthcare cost trend rates as well as what the net OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage point lower (7% year 1 decreasing to 3.1%) or 1-percentage point higher (9% year 1 decreasing to 5.1%) than the current healthcare cost trend rates:

	1% Decrease 7% Year 1 Decreasing to 3.1%	Assumed Healthcare Cost Trend Rates 8% Year 1 Decreasing to 4.1%	1% Increase 9% Year 1 Decreasing to 5.1%
Total OPEB Liability	$ 38,558,162	$ 45,281,382	$ 53,825,092
Fiduciary Net Position	(3,036,428)	(3,036,428)	(3,036,428)
Net OPEB Liability	$ 35,521,734	$ 42,244,954	$ 50,788,664
% Change in NOL	-15.9%		20.2%

SECTION 3 - REQUIRED SUPPLEMENTARY INFORMATION

Exhibit 3.1 - Changes in Net OPEB Liability and Related Ratios

Fiscal Year Ended June 30	2023	2022	2021	2020	2019
Total OPEB Liability					
Service cost	$ 1,628,317	$ 1,683,692	$ 931,942	$ 889,551	$ 1,102,359
Interest	3,051,857	2,865,258	2,182,825	2,206,645	1,984,110
Changes of benefit terms	(9,856,769)	-	-	-	-
Differences between expected and actual experience	(2,082,982)	-	6,649,997	(3,592,503)	-
Changes of assumptions	4,480,246	(3,204,882)	8,145,723	83,922	(6,007,783)
Benefit payments	(1,509,778)	(1,604,815)	(1,458,469)	(1,231,651)	(1,255,235)
Net change in total OPEB liability	$ (4,289,109)	$ (260,747)	$ 16,452,018	$ (1,644,036)	$ (4,176,549)
Total OPEB liability–beginning	$ 49,570,491	$ 49,831,238	$ 33,379,220	$ 35,023,256	$ 39,199,805
Total OPEB liability–ending (a)	$ 45,281,382	$ 49,570,491	$ 49,831,238	$ 33,379,220	$ 35,023,256
Plan Fiduciary Net Position					
Contributions–employer	$ 1,759,778	$ 1,854,815	$ 1,708,469	$ 1,481,651	$ 1,505,235
Net investment income	221,261	(399,465)	609,270	35,991	78,416
Benefit payments	(1,509,778)	(1,604,815)	(1,458,469)	(1,231,651)	(1,255,235)
Administrative expenses	-	-	-	-	-
Other	-	-	-	-	-
Net change in plan fiduciary net position	$ 471,261	$ (149,465)	$ 859,270	$ 285,991	$ 328,416
Plan fiduciary net position–beginning	$ 2,565,167	$ 2,714,632	$ 1,855,362	$ 1,569,371	$ 1,240,955
Plan fiduciary net position–ending (b)	$ 3,036,428	$ 2,565,167	$ 2,714,632	$ 1,855,362	$ 1,569,371
Net OPEB liability–ending (a) – (b)	$ 42,244,954	$ 47,005,324	$ 47,116,606	$ 31,523,858	$ 33,453,885
Plan fiduciary net position as a percentage of the total OPEB liability	6.71%	5.17%	5.45%	5.56%	4.48%
Covered payroll	$ 26,232,855	$ 25,627,949	$ 24,234,544	$ 23,409,824	$ 22,223,655
Net OPEB liability as a percentage of covered payroll	161.04%	183.41%	194.42%	134.66%	150.53%
Discount Rate	5.59%	6.05%	5.65%	6.50%	6.25%

Exhibit 3.1 - Changes in Net OPEB Liability and Related Ratios, continued

Fiscal Year Ended June 30	2018	2017	2016	2015	2014
Total OPEB Liability					
Service cost	$ 1,408,106	$ 1,414,513			
Interest	1,894,830	1,255,435			
Changes of benefit terms	-	-			
Differences between expected and actual experience	2,242,713	6,017,400			
Changes of assumptions	-	-			
Benefit payments	(1,169,027)	(688,801)			
Net change in total OPEB liability	$ 4,376,622	$ 7,998,547			
Total OPEB liability–beginning	$ 34,823,183	$ 26,824,636			
Total OPEB liability–ending (a)	$ 39,199,805	$ 34,823,183			
Plan Fiduciary Net Position					
Contributions–employer	$ 1,419,027	$ 938,801			
Net investment income	66,625	67,927			
Benefit payments	(1,169,027)	(688,801)			
Administrative expenses	-	-			
Other	-	-			
Net change in plan fiduciary net position	$ 316,625	$ 317,927			
Plan fiduciary net position–beginning	$ 924,330	$ 606,403			
Plan fiduciary net position–ending (b)	$ 1,240,955	$ 924,330			
Net OPEB liability–ending (a) – (b)	$ 37,958,850	$ 33,898,853			
Plan fiduciary net position as a percentage of the total OPEB liability	3.17%	2.65%			
Covered payroll	$ 21,576,364	$ 19,326,334			
Net OPEB liability as a percentage of covered payroll	175.93%	175.40%			
Discount Rate	5.00%	4.50%			

Note: Only 7 years are presented here and on the previous page, beginning with the year of implementation; 10 years of information will be required.

Exhibit 3.1 - Changes in Net OPEB Liability and Related Ratios, continued

Notes to Schedule

Changes of Benefit Terms

All other benefit terms are the same as those used in the prior measurement.

Changes of Assumptions

The discount rate changed from 6.05% as of June 30, 2022 to 5.59% as of June 30, 2023. In addition, many other assumptions were updated in this valuation, including the inflation rate, healthcare and dental trend rates, mortality tables and mortality improvement rates, and participation rates.

SECTION 3 - REQUIRED SUPPLEMENTARY INFORMATION

Exhibit 3.2 - Investment Returns

Fiscal Year Ended June 30	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Annual money-weighted rate of return, net of investment expenses	7.92%	-13.56%	29.26%	2.00%	5.34%	6.76%	8.37%			

The money-weighted rate of return considers the changing amounts actually invested during a period and weights the amount of OPEB plan investments by the proportion of time they are available to earn a return during that period. The rate of return is then calculated by solving, through an iterative process, for the rate that equates the sum of the weighted external cash flows into and out of the OPEB plan investments to the ending fair value of OPEB plan investments.

Note: Only 7 years are presented here, beginning with the year of implementation; 10 years of information will be required.

Exhibit 3.2 - Investment Returns

Calculation of Money-Weighted Rate of Return

	Plan Investments/ Net External Cash Flows (a)	Periods Invested (b)	Period Weight (c)=(b)÷12	(d)=(a) x $(1+r_{mw})^{(c)}$
Beginning value - July 1, 2022	$ 2,565,167	12	1.00	$ 2,768,335
Monthly net external cash flows:				
July	250,000	11	0.92	268,092
August	-	10	0.83	-
September	-	9	0.75	-
October	-	8	0.67	-
November	-	7	0.58	-
December	-	6	0.50	-
January	-	5	0.42	-
February	-	4	0.33	-
March	-	3	0.25	-
April	-	2	0.17	-
May	-	1	0.08	-
June	-	0	0.00	-
Ending value - June 30, 2023				$ 3,036,428
			Money-weighted rate of return:	7.92%

SECTION 3 - REQUIRED SUPPLEMENTARY INFORMATION

Exhibit 3.3 - Schedule of Employer Contributions

Fiscal Year Ended June 30	2023	2022	2021	2020	2019
Actuarially determined contribution	$ 5,159,967	$ 5,075,423	$ 3,406,099	$ 3,156,233	$ 3,451,305
Contributions in relation to the actuarially determined contribution	1,759,778	1,854,815	1,708,469	1,481,651	1,505,235
Contribution deficiency (excess)	$ 3,400,189	$ 3,220,608	$ 1,697,630	$ 1,674,582	$ 1,946,070
Covered payroll	$ 26,232,855	$ 25,627,949	$ 24,234,544	$ 23,409,824	$ 22,223,655
Contributions as a percentage of covered payroll	6.71%	7.24%	7.05%	6.33%	6.77%
Discount rate	6.05%	5.65%	6.50%	6.25%	5.00%
Inflation	2.50%	2.40%	2.20%	2.50%	Not available

Exhibit 3.3 - Schedule of Employer Contributions, continued

Fiscal Year Ended June 30	2018	2017	2016	2015	2014
Actuarially determined contribution	$ 3,135,467	$ 2,954,779			
Contributions in relation to the actuarially determined contribution	1,419,027	938,801			
Contribution deficiency (excess)	$ 1,716,440	$ 2,015,978			
Covered payroll	$ 21,576,364	$ 19,326,334			
Contributions as a percentage of covered payroll	6.58%	4.86%			
Discount rate	4.50%	Not available			
Inflation	Not available	Not available			

Note: Only 7 years are presented here and on the previous page, beginning with the year of implementation; 10 years of information will be required.

Notes to Schedule

Valuation Date

Actuarially determined contributions are determined as of July 1, one year prior to the end of the fiscal year in which contributions are reported.

Methods and Assumptions as of Current Measurement Date

Actuarial cost method	Entry Age Normal
Amortization method	Level dollar amount over 30 years on an open amortization period for partial pre-funding.
Amortization period	30 years
Asset valuation method	Market value
Healthcare cost trend rates	8% for 2022, decreasing 0.5% per year to 6%, then grading down to an ultimate trend rate of 4.1%, utilizing the Society of Actuaries Getzen Medical Trend Model. The ultimate medical trend rate is reached in 2075.

SECTION 4 - EMPLOYER REPORTING AMOUNTS UNDER GASB 75

Exhibit 4.1 - Deferred Outflows and Deferred Inflows of Resources

Deferred Outflows of Resources and Deferred Inflows of Resources arising from differences between expected and actual experience are recognized in OPEB Expense over the average expected remaining service life of all active and inactive participants.

				Balances at June 30, 2023	
	Experience Losses	Experience Gains	Amounts Recognized in OPEB Expense through June 30, 2023	Deferred Outflows of Resources	Deferred Inflows of Resources
Year	(a)	(b)	(c)	(a) - (c)	(b) + (c)
2018	$ 2,242,713	$ -	$ 2,054,394	$ 188,319	$ -
2019	-	-	-	-	-
2020	-	3,592,503	(2,144,776)	-	1,447,727
2021	6,649,997	-	2,703,252	3,946,745	-
2022	-	-	-	-	-
2023	-	2,082,982	(289,705)	-	1,793,277
Total				$ 4,135,064	$ 3,241,004

Deferred Outflows of Resources and Deferred Inflows of Resources arising from changes of assumptions are recognized in OPEB Expense over the average expected remaining service life of all active and inactive participants.

				Balances at June 30, 2023	
	Increases in the Total OPEB Liability	Decreases in the Total OPEB Liability	Amounts Recognized in OPEB Expense through June 30, 2023	Deferred Outflows of Resources	Deferred Inflows of Resources
Year	(a)	(b)	(c)	(a) - (c)	(b) + (c)
2018	$ -	$ -	$ -	$ -	$ -
2019	-	6,007,783	(4,586,097)	-	1,421,686
2020	83,922	-	50,107	33,815	-
2021	8,145,723	-	3,311,271	4,834,452	-
2022	-	3,204,882	(868,532)	-	2,336,350
2023	4,480,246	-	623,122	3,857,124	-
Total				$ 8,725,391	$ 3,758,036

SECTION 4 - EMPLOYER REPORTING AMOUNTS UNDER GASB 75

Exhibit 4.1 - Deferred Outflows and Deferred Inflows of Resources

Deferred Outflows of Resources and Deferred Inflows of Resources arising from differences between projected and actual earnings on OPEB Plan investments are recognized in OPEB Expense over five years.

				Balances at June 30, 2023	
	Investment Earnings Less Than Projected	Investment Earnings Greater Than Projected	Amounts Recognized in OPEB Expense through June 30, 2023	Deferred Outflows of Resources	Deferred Inflows of Resources
Year	(a)	(b)	(c)	(a) - (c)	(b) + (c)
2018	$ -	$ 20,881	$ (20,881)	$ -	$ -
2019	17,734	-	17,734	-	-
2020	89,861	-	71,888	17,973	-
2021	-	463,399	(278,040)	-	185,359
2022	595,186	-	238,074	357,112	-
2023	-	35,479	(7,096)	-	28,383
Subtotal				$ 375,085	$ 213,742
Net				$ 161,343	$ -

Amounts reported as Deferred Outflows of Resources and Deferred Inflows of Resources will be recognized in OPEB expense as follows:

Year ended June 30		
2024	$	688,658
2025	$	895,117
2026	$	1,649,360
2027	$	1,896,897
2028	$	660,984
Thereafter		231,742
Deferred Outflows	$	13,021,798
Deferred Inflows	$	6,999,040

SECTION 4 - EMPLOYER REPORTING AMOUNTS UNDER GASB 75

Exhibit 4.2 - OPEB Expense (Income)

The OPEB Expense and deferred outflows and inflows of resources primarily result from changes in the components of the net OPEB liability (NOL). Most changes in the NOL are included in the OPEB Expense in the period of the change, including service cost, interest on total OPEB liability, changes in benefit terms and projected earnings on the OPEB plan's investments. Other changes in the net OPEB liability are included in OPEB Expense over the current and future periods. These include the effects on the total OPEB liability of changes of economic and demographic assumptions and differences between expected and actual experience. In addition, the effect on the net OPEB liability of differences between the projected earnings on OPEB plan investments and actual experience with regard to those earnings are included in OPEB expense over the current and future periods. The OPEB Expense for the reporting period ending June 30, 2023 is presented below:

Fiscal Year Ended June 30, 2023

Measurement Date			**6/30/2023**
1. Service cost		$	1,628,317
2. Interest on the total OPEB liability			
a. Total OPEB liability, beginning of year	49,570,491		
b. Service cost, beginning of year	1,628,317		
c. Benefit payments	(1,509,778)		
d. Interest on total OPEB liability = 6.05% times (a. + b. + .5 times c.)			3,051,857
3. Differences between expected and actual experience			417,584
4. Changes of benefit terms			(9,856,769)
5. Changes of assumptions			387,920
6. Projected earnings on OPEB plan investments			
a. Plan fiduciary net position, beginning of year	2,565,167		
b. Contributions - Employer	1,759,778		
c. Benefit payments	(1,509,778)		
d. Administrative expenses and other	-		
e. Total projected earnings			(185,782)
7. Differences between projected and actual earnings on OPEB plan investments			40,779
8. OPEB plan administrative expenses			-
9. Other changes in fiduciary net position			-
10. **Total OPEB Expense (Income)**		$	(4,516,094)

SECTION 5 - SUMMARY OF PLAN PROVISIONS

Eligibility for Postemployment Benefits

Employees of the Town and their dependents are eligible for postemployment medical, dental and life insurance based on the eligibility requirements under the Worcester Regional and Massachusetts Teachers Retirement Systems.

Retirement Eligibility

General employees hired before April 2, 2012: retire after attaining age 55 with 10 or more years of service or any age with 20 or more years of service

General employees hired after April 1, 2012: retire after attaining age 60 with 10 or more years of service

Public Safety employees hired before April 2, 2012: retire after attaining age 55 or any age with 20 or more years of service

Public Safety employees hired after April 1, 2012: retire after attaining age 55

Ordinary Disability Eligibility

Any member who is unable to perform his or her duties due to a non-occupational disability and has ten or more years of creditable service.

Accidental Disability Eligibility

Any member who is unable to perform his or her duties due to a job-related disability.

Medical Premiums

The total monthly premiums by plan are shown below:

Non-Medicare Plans - July 1, 2023	Individual	Family
HPHC HMO	$915.22	$2,379.58
HPHC Focus	$809.70	$2,105.21
HPHC PPO	$1,098.27	$2,855.50

Medicare Plans - January 1, 2024	
Aetna Advantage Plan	$300.00

Participant Contributions

Retired employees contribute 25% of the total medical premium for the HPHC HMO, HPHC Focus, and Aetna Advantage plans, and 50% for the HPHC PPO plan.

Continuation of Coverage to Spouse After Death of Retiree

Surviving spouse may continue coverage for lifetime by paying the required medical premium.

SECTION 5 - SUMMARY OF PLAN PROVISIONS

Dental Coverage

Dental coverage is provided. The total monthly costs are $44.56 and $132.70 for individual and family plans, respectively. Retirees contribute 50% of the monthly premiums.

Life Insurance Coverage

Retirees are eligible for a $1,000 life insurance benefit. The total monthly cost is $0.42. Retirees contribute $0.21 towards the monthly premiums.

SECTION 6 - ACTUARIAL ASSUMPTIONS AND METHODS

Valuation Date	July 1, 2022
Disclosure Date	June 30, 2023
GASB 75 Reporting Date	June 30, 2023
Long-Term Expected Rate of Return	6%, net of investment expenses and including inflation at 2.5%. Previously, 6.65%. A long-term assumption based on capital market expectations by asset class, historical returns and professional judgment. A building block approach was used that considered the target asset allocation, expected returns by asset class and risk analysis to determine a long-term expected average annual rate of return.
Municipal Bond Rate	3.65%, based on the Bond Buyer 20-Bond GO Index published on June 30, 2023.
Discount Rate (GASB)	5.59%, compounded annually, for the measurement as of June 30, 2023. 6.05%, compounded annually, for the measurement as of June 30, 2022. The single rate that reflects the long-term expected rate of return on OPEB plan investments to the extent that the OPEB plan's assets, which are expected to be invested using a strategy to achieve that return, are sufficient to pay benefits, and a tax-exempt, high-quality municipal bond rate to the extent that the conditions for use of the long-term expected rate of return are not met.
Discount Rate (ADEC)	6.05%, compounded annually, for development of the Actuarially Determined Contribution (ADEC) as of June 30, 2023.
Amortization Method	Level dollar amount over 30 years on an open amortization period for partial pre-funding.

SECTION 6 - ACTUARIAL ASSUMPTIONS AND METHODS

Medical Trend Rates

Year	Trend
1	8.00%
2	7.50%
3	7.00%
4	6.50%
5	6.00%
Ultimate	4.10%

Trend rates after year 5 grade down to the ultimate rate of 4.1 percent utilizing the Society of Actuaries Getzen Medical Trend Model. The ultimate trend rate is reached in 2075.

Health care trend assumptions begin at current levels and grade down over a period of years to a lower level equal to some real rate plus inflation. The principal components of health trend are medical inflation, deductible erosion, cost shifting, utilization, technology and catastrophic claims. The overall effect of these components are expected to decline year by year.

Dental Trend Rates

Dental trend rates are 4% per year.

Medicare Trend Rates

5.5% per year.

Inflation

2.5% per year, based on current economic data, analyses from economists and other experts, and professional judgment.

Payroll Growth

3.5% per year.

Participation Rates

Medical - 80% of eligible retired employees will elect to participate.
Dental - 85% of eligible retirees will elect to participate.
Life - 70% of eligible retirees will elect to participate.
Medicare - all retired employees are assumed to enroll in Medicare at age 65.

Dependent Status

Male spouses are assumed to be three years older and female spouses are assumed to be three years younger than the retired employee.

70% of employees are assumed to retire with a covered spouse.

For current retirees, the actual census information is used.

Medical Per Capita Costs

The following annual per capita costs are for the fiscal year beginning July 1, 2022 and are applicable to retirees, survivors and spouses. Annual costs for current and future retirees are based on the blended curves shown below, developed using the plan coverages elected by current retirees and survivors and premium rates currently in effect. Future years' costs are based on the first year cost adjusted with trend.

	Medicare-Eligible		Medicare-Ineligible	
Age	Male	Female	Male	Female
Under 20	$4,215	$4,949	$4,215	$4,949
20-24	3,322	5,269	3,322	5,269
25-29	3,457	7,773	3,457	7,773
30-34	4,342	9,822	4,342	9,822
35-39	5,446	10,117	5,446	10,117
40-44	6,787	10,361	6,787	10,361
45-49	8,565	11,373	8,565	11,373
50-54	11,288	13,379	11,288	13,379
55-59	14,669	15,470	14,669	15,470
60-64	18,825	18,412	18,825	18,412
65-69	2,545	2,478	23,487	22,071
70-74	3,050	2,923	28,141	26,025
75-79	3,601	3,392	33,242	30,223
80-84	4,139	3,890	38,207	34,649
85-89	4,611	4,349	43,729	39,556
90-94	5,020	4,641	43,729	39,556
95+	5,335	4,488	43,729	39,556

Retiree Contributions

Annual per capita participant contributions for the fiscal year beginning July 1, 2022 are as follows:

Plan	Contribution
Non-Medicare	$ 3,391
Medicare	804

Actuarial Cost Method

Entry Age Normal. The costs of each employee's postemployment benefits are allocated as a level basis over the earnings of the employee between the employee's date of hire and the assumed exit ages.

Actuarial Value of Assets

Market value of assets as of the disclosure date.

Census Data

Employee and retiree data were compiled and submitted by the Town as of June 30, 2023. We made reasonable adjustments for missing or invalid data.

Use of ProVal®

KMS Actuaries has used ProVal® to develop the liabilities, normal costs and projected benefit payments in this report. We have a lease agreement with WinTech, the developer of ProVal®, and have relied on their system to perform these calculations. The actuaries signing this report and the KMS staff members who were involved in preparing it have a clear understanding of ProVal® and have used it only for its intended purpose. We have reviewed the output produced by ProVal® for reasonableness and we are not aware of any material inconsistencies, limitations or known weaknesses that would affect this report.

SECTION 6 - ACTUARIAL ASSUMPTIONS AND METHODS

General and Public Safety

Pre-Retirement Mortality

Pre-retirement mortality rates for General and Public Safety employees are based on the RP-2014 Blue Collar Employees Mortality Table, projected with generational mortality improvement using scale MP-2020.

Healthy Retiree Mortality

Healthy retiree mortality rates for General and Public Safety employees are based on the RP-2014 Blue Collar Healthy Annuitant Mortality Table, projected with generational mortality improvement using scale MP-2020.

Disabled Retiree Mortality

Disabled retiree mortality rates for General and Public Safety employees are based on the RP-2014 Blue Collar Mortality Table set forward one year with full generational mortality improvement using Scale MP-2020

Turnover Rates

Turnover rates for General and Public Safety employees are as follows:

General Employees		Public Safety	
Service	Rate	Service	Rate
0	15.00%	0	1.50%
1	12.00%	1	1.50%
2	10.00%	2	1.50%
3	9.00%	3	1.50%
4	8.00%	4	1.50%
5	7.60%	5	1.50%
10	5.40%	10	1.50%
15	3.30%	15	0.00%
20	2.00%	20	0.00%
25	1.00%	25	0.00%
30	0.00%	30	0.00%

Disability Rates

Disability rates for General and Public Safety employees are as follows:

General Employees		Public Safety	
Age	Rate	Age	Rate
25	0.02%	25	0.20%
30	0.03%	30	0.30%
35	0.06%	35	0.30%
40	0.10%	40	0.30%
45	0.15%	45	1.00%
50	0.19%	50	1.25%
55	0.24%	55	1.20%
60	0.28%	60	0.85%

55% of the General employee disabilities are job-related.
90% of the Public Safety employee disabilities are job-related.

SECTION 6 - ACTUARIAL ASSUMPTIONS AND METHODS

General and Public Safety

Retirement Rates

Retirement rates for General and Public Safety employees are as follows:

General Employees			Public Safety	
Age	Male	Female	Age	All
45	0.00%	0.00%	45	1.00%
50	1.00%	1.50%	50	2.00%
55	2.00%	5.50%	55	15.00%
60	12.00%	5.00%	60	20.00%
62	30.00%	15.00%	62	25.00%
65	40.00%	15.00%	65	100.00%
69	30.00%	20.00%		
70	100.00%	100.00%		

Teachers

Pre-Retirement Mortality

Pre-retirement mortality rates for Teachers are based on the PUB-2010 Teachers Headcount-Weighted Employee Mortality Table, base year 2010, projected with generational mortality improvement using Scale MP-2021.

Healthy Retiree Mortality

Healthy retiree mortality rates for Teachers are based on the PUB-2010 Teachers Headcount-Weighted Retiree Mortality Table, base year 2010, projected with generational mortality improvement using Scale MP-2021.

Disabled Retiree Mortality

Disabled retiree mortality rates for Teachers are based on the PUB-2010 Teachers Headcount-Weighted Retiree Mortality Table, base year 2010, projected with generational mortality improvement using Scale MP-2021.

Turnover Rates

Turnover rates for Teachers are as follows:

	Service					
	0		5		10+	
Age	Male	Female	Male	Female	Male	Female
20	13.0%	10.0%	5.5%	7.0%	1.5%	5.0%
30	15.0%	15.0%	5.4%	8.8%	1.5%	4.5%
40	13.3%	10.5%	5.2%	5.0%	1.7%	2.2%
50	16.2%	9.8%	7.0%	5.0%	2.3%	2.0%

Disability Rates

Disability rates for Teachers are as follows:

Age	Rate
20	0.004%
30	0.006%
40	0.010%
50	0.050%
60	0.070%

35% of the disabilities are job-related.

Teachers

Retirement Rates

Retirement rates for Teachers are as follows:

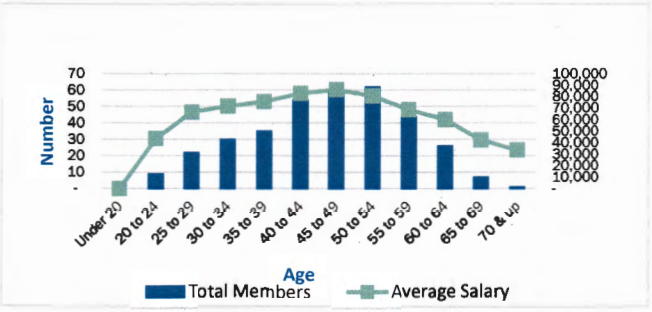
	Years of Service					
	Less than 20		20-29		30+	
Age	Male	Female	Male	Female	Male	Female
50	0.0%	0.0%	1.0%	1.0%	2.0%	1.5%
51	0.0%	0.0%	1.0%	1.0%	2.0%	1.5%
52	0.0%	0.0%	1.0%	1.0%	2.0%	1.5%
53	0.0%	0.0%	1.5%	1.0%	2.0%	1.5%
54	0.0%	0.0%	2.5%	1.0%	2.0%	2.0%
55	5.0%	3.0%	3.0%	3.0%	6.0%	5.0%
56	5.0%	3.0%	6.0%	5.0%	20.0%	15.0%
57	5.0%	4.0%	10.0%	8.0%	40.0%	35.0%
58	5.0%	8.0%	15.0%	10.0%	50.0%	35.0%
59	10.0%	8.0%	20.0%	15.0%	50.0%	35.0%
60	10.0%	10.0%	25.0%	20.0%	40.0%	35.0%
61	20.0%	12.0%	30.0%	25.0%	40.0%	35.0%
62	20.0%	12.0%	35.0%	30.0%	35.0%	35.0%
63	25.0%	15.0%	40.0%	30.0%	35.0%	35.0%
64	25.0%	20.0%	40.0%	30.0%	35.0%	35.0%
65	25.0%	25.0%	40.0%	40.0%	35.0%	35.0%
66	30.0%	25.0%	30.0%	30.0%	40.0%	35.0%
67	30.0%	30.0%	30.0%	30.0%	40.0%	30.0%
68	30.0%	30.0%	30.0%	30.0%	40.0%	30.0%
69	30.0%	30.0%	30.0%	30.0%	40.0%	30.0%
70	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

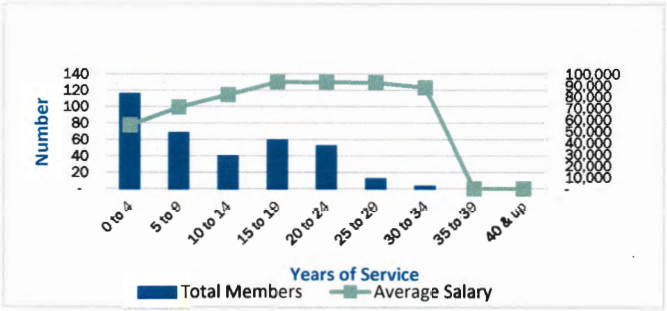
SECTION 7 - PLAN MEMBER INFORMATION

Exhibit 7.1 - Active Members by Age and Years of Service as of July 1, 2022

Age	Years of Service 0 to 4	5 to 9	10 to 14	15 to 19	20 to 24	25 to 29	30 to 34	35 to 39	40 & up	Total	Total Salary	Average Salary
Under 20	-	-	-	-	-	-	-	-	-	-	-	-
20 to 24	9	-	-	-	-	-	-	-	-	9	392,194	43,577
25 to 29	16	6	-	-	-	-	-	-	-	22	1,462,426	66,474
30 to 34	16	12	2	-	-	-	-	-	-	30	2,154,694	71,823
35 to 39	16	9	8	2	-	-	-	-	-	35	2,649,910	75,712
40 to 44	19	8	4	18	5	-	-	-	-	54	4,483,109	83,021
45 to 49	11	8	4	20	15	2	-	-	-	60	5,174,819	86,247
50 to 54	15	11	8	9	16	3	-	-	-	62	5,004,462	80,717
55 to 59	10	8	8	3	9	3	3	-	-	44	3,017,328	68,576
60 to 64	3	5	5	6	6	1	-	-	-	26	1,563,485	60,134
65 to 69	1	1	1	1	-	3	-	-	-	7	296,816	42,402
70 & up	-	-	-	-	1	-	-	-	-	1	33,612	33,612
Total	116	68	40	59	52	12	3	-	-	350	26,232,855	74,951
Total Salary	6,445,008	4,823,609	3,275,069	5,490,557	4,822,604	1,111,338	264,670	-	-			
Average Salary	55,560	70,935	81,877	93,060	92,742	92,611	88,223	-	-			

Average Age: 46.3 Average Service: 11.0





SECTION 7 - PLAN MEMBER INFORMATION

Exhibit 7.2 - Retired Members, Covered Spouses and Survivors as of July 1, 2022

	Non-Medicare Plans			Medicare Plans	
Age	HPHC HMO	HPHC Focus	HPHC PPO	Aetna Advantage Plan	Total
Under 40	0	0	0	0	0
40 to 44	0	0	0	0	0
45 to 49	1	0	0	0	1
50 to 54	1	0	0	0	1
55 to 59	7	0	1	0	8
60 to 64	16	1	3	1	21
65 to 69	1	0	0	31	32
70 to 74	0	0	0	30	30
75 to 79	0	0	0	25	25
80 to 84	1	0	0	21	22
85 to 89	0	0	1	11	12
90+	0	0	0	3	3
Total	27	1	5	122	155
Covered Spouses	19	0	1	66	86

Average Age: 72.8

In addition, there are 68 retirees, survivors and covered spouses that are not covered under any medical plan but are covered under a dental and/or life insurance plan which the Town contributes to.

SECTION 8 - GLOSSARY OF TERMS

Actuarial Assumptions – Assumptions as to the occurrence of future events affecting OPEB costs, such as mortality, withdrawal, disability and retirement; changes in compensation and OPEB benefits; rates of investment earnings and asset appreciation or depreciation; procedures used to determine the Actuarial Value of Assets; characteristics of future entrants for Open Group Actuarial Cost Methods; and other relevant items.

Actuarial Cost Method (or Funding Method) – A procedure for allocating the Actuarial Present Value of projected benefit payments to the current year (Service Cost) and the past (Total OPEB Liability).

Actuarial Gain or Loss (or Experience Gain or Loss) – A measure of the difference between actual experience and that expected based upon the set of Actuarial Assumptions during the period between the valuation date and the most recent immediately preceding valuation date.

Actuarial Present Value of Projected Benefit Payments – The dollar value on the valuation date of all benefits expected to be paid to current members based upon the Actuarial Assumptions and the terms of the Plan.

Actuarially Determined Contribution – A target or recommended contribution to a defined benefit OPEB plan for the reporting period, determined in conformity with Actuarial Standards of Practice based on the most recent measurement available when the contribution for the reporting period was adopted.

Actuarial Valuation Date – The date as of which an actuarial valuation is performed. This date may be up to 24 months prior to the measurement date and up to 30 months prior to the employer's reporting date.

Deferred Inflow of Resources – Acquisition of resources by a governmental entity that is applicable to future reporting periods. Under GASB 75, deferred inflows of resources are made up of experience gains, assumption changes reducing the Total OPEB Liability and investment gains that are recognized in future reporting periods.

Deferred Outflow of Resources – Consumption of resources by a governmental entity that is applicable to future reporting periods. Under GASB 75, deferred outflows of resources are made up of experience losses, assumption changes increasing the Total OPEB Liability and investment losses that are recognized in future reporting periods.

Discount Rate – Single rate of return that, when applied to all projected benefit payments, results in an actuarial present value of projected benefit payments equal to the sum of:

(1) a long-term expected rate of return on OPEB plan investments *to the extent that the OPEB plan's assets are sufficient to pay benefits and OPEB plan assets are expected to be invested using a strategy to achieve that return* and

(2) a tax-exempt, high-quality municipal bond rate *to the extent that the conditions for use of the long-term expected rate of return are not met.*

Employer Future Period Contributions – Contributions made by the employer, generally to an outside trust fund, to pay for future OPEB costs. These are costs in addition to the employer contributions made during the year to pay for ongoing premiums.

SECTION 8 - GLOSSARY OF TERMS

Entry Age Normal Actuarial Cost Method – A method under which the actuarial present value of the projected benefits of each individual in an actuarial valuation is allocated on a level basis over the earnings or service of the individual between entry age and assumed exit age.

Explicit Subsidy – The difference between (a) the blended rates based on combined active and retired member experience and (b) actual cash contributions made by the employer.

Fiduciary Net Position – The fair market value of assets as of the measurement date.

Funded Ratio – The Actuarial Value of Assets expressed as a percentage of the Actuarial Accrued Liability.

GASB – Governmental Accounting Standards Board.

Health Cost Trend Rate – The rate of change in per capita health claims cost over time as a result of factors such as medical inflation, utilization of healthcare services, plan design, and technological developments.

Implicit Subsidy – In an experience-rated healthcare plan that includes both active employees and retirees with blended premium rates for all plan members, the difference between (a) the age-adjusted premiums approximating claim costs for retirees in the group and (b) the blended rates based on combined active and retired member experience.

Long-Term Expected Rate of Return – Long-term expected rate of return on OPEB plan investments expected to be used to finance the payment of benefits, net of investment expenses.

Measurement Date – The date as of which the Total OPEB Liability and Fiduciary Net Position are measured.

Municipal Bond Rate – Yield or index rate for 20-year, tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher.

Net OPEB Liability – The liability of the employer for benefits provided through an OPEB plan. It is calculated as the Total OPEB Liability less the Fiduciary Net Position.

OPEB – Other Postemployment Benefits including medical, dental, vision, hearing and life insurance benefits.

Pay-As-You-Go – A method of financing an OPEB plan under which the contributions to the plan are generally made at about the same time and in about the same amount as benefit payments and expenses becoming due.

Present Value of Future Benefits – The actuarial present value of the cost to finance benefits payable in the future, discounted to reflect the expected effects of the time value of money and the probabilities of payment.

Reporting Date – The last day of the Plan or employer's fiscal year.

SECTION 8 - GLOSSARY OF TERMS

Service Cost – The portion of the actuarial present value of projected benefit amounts that is attributed to a valuation year.

Substantive Plan – The terms of an OPEB plan as understood by the employer and plan members.

Total OPEB Liability – The portion of the actuarial present value of projected benefit amounts that is attributed to past periods of employee service.

Unfunded Actuarial Accrued Liability – The excess of the Actuarial Accrued Liability over the Actuarial Value of Assets.

SECTION 9 - BREAKOUT OF RESULTS BY DEPARTMENT

Department	Town	School	Police	Fire	Water	60% Town - 40% Water	40% Town - 60% Water	Total
Summary of Member Data Used in Valuation								
Active Members	57	246	19	22	3	2	1	350
Average Age	48.1	47.0	36.3	42.0	43.2	55.9	64.3	46.3
Average Service	9.0	11.3	10.6	11.3	11.6	14.2	25.5	11.0
Covered Payroll	4,167,498	17,260,608	2,206,775	2,211,782	177,609	142,405	66,178	26,232,855
Retired Members and Survivors	50	130	7	3	2	1	0	193
Average Age	73.5	73.0	70.0	62.9	72.0	70.1	-	72.8
Covered Spouses	26	81	5	3	1	0	0	116
Expected Benefit Payments	371,325	1,003,197	57,872	65,255	6,751	2,908	2,470	1,509,778
OPEB Trust contributions	39,267	176,537	16,208	16,108	0	1,444	436	250,000
Total Employer Contributions	410,592	1,179,734	74,080	81,363	6,751	4,352	2,906	1,759,778
Beginning Net OPEB Liability - June 30, 2022								
Total OPEB Liability*	9,376,037	32,429,877	3,346,455	3,544,378	649,095	125,935	98,714	49,570,491
Fiduciary Net Position	430,207	1,745,144	194,891	194,925	0	0	0	2,565,167
Net OPEB Liability	8,945,830	30,684,733	3,151,564	3,349,453	649,095	125,935	98,714	47,005,324
Total OPEB Liability, beginning of year	9,376,037	32,429,877	3,346,455	3,544,378	649,095	125,935	98,714	49,570,491
Service cost	224,454	1,017,794	153,553	212,569	9,276	8,178	2,493	1,628,317
Interest	569,597	1,993,238	210,000	225,321	39,627	8,026	6,048	3,051,857
Changes of benefit terms	(1,840,776)	(6,796,400)	(519,218)	(515,709)	(102,349)	(59,120)	(23,197)	(9,856,769)
Differences between expected and actual experience	(1,376,257)	501,962	(443,190)	(727,092)	(188,422)	159,319	(9,302)	(2,082,982)
Changes of assumptions	462,304	3,525,930	217,780	215,376	33,456	19,549	5,851	4,480,246
Benefit payments	(371,325)	(1,003,197)	(57,872)	(65,255)	(6,751)	(2,908)	(2,470)	(1,509,778)
Net change in total OPEB liability	(2,332,003)	(760,673)	(438,947)	(654,790)	(215,163)	133,044	(20,577)	(4,289,109)
Total OPEB Liability, end of year	7,044,034	31,669,204	2,907,508	2,889,588	433,932	258,979	78,137	45,281,382
Ending Net OPEB Liability - June 30, 2023								
Total OPEB Liability	7,044,034	31,669,204	2,907,508	2,889,588	433,932	258,979	78,137	45,281,382
Fiduciary Net Position	506,389	2,072,677	227,708	227,637	0	1,549	468	3,036,428
Net OPEB Liability	6,537,645	29,596,527	2,679,800	2,661,951	433,932	257,430	77,669	42,244,954

*June 30, 2022 Total OPEB liability was revised to allocate liability to active members and retirees in the 60% Town/40% Water and 40% Town/60% Water units.

SECTION 9 - BREAKOUT OF RESULTS BY DEPARTMENT

Department	Town	School	Police	Fire	Water	60% Town - 40% Water	40% Town - 60% Water	Total
Total Deferred Outflows of Resources								
Differences between Expected and Actual Experience	782,129	2,705,231	279,154	295,664	54,146	10,505	8,235	4,135,064
Changes in Assumptions	1,650,369	5,708,302	589,043	623,881	114,254	22,167	17,376	8,725,391
Differences between Expected and Actual Earnings on OPEB Plan Investments	27,059	109,765	12,258	12,260	0	0	0	161,343
Total Deferred Outflows of Resources	2,459,557	8,523,299	880,455	931,806	168,400	32,672	25,610	13,021,798
Total Deferred Inflows of Resources								
Differences between Expected and Actual Experience	613,021	2,120,321	218,797	231,738	42,439	8,234	6,454	3,241,004
Changes in Assumptions	710,816	2,458,572	253,701	268,706	49,209	9,547	7,484	3,758,036
Differences between Expected and Actual Earnings on OPEB Plan Investments	0	0	0	0	0	0	0	0
Total Deferred Inflows of Resources	1,323,837	4,578,894	472,498	500,444	91,648	17,781	13,938	6,999,040
Total OPEB Expense (Income)	(2,275,092)	(898,716)	(503,667)	(720,899)	(208,865)	120,956	(29,811)	(4,516,094)
Sensitivity of the Net OPEB Liability to Changes in the Discount Rate								
Current Discount Rate: 5.59%	6,537,645	29,596,527	2,679,800	2,661,951	433,932	257,430	77,669	42,244,954
1% Decrease in the Discount Rate: 4.59%	7,644,100	34,571,029	3,136,503	3,115,839	502,093	298,110	89,943	49,357,616
1% Increase in the Discount Rate: 6.59%	5,644,085	25,579,180	2,310,973	2,295,397	378,886	224,578	67,757	36,500,856
Sensitivity of the Net OPEB Liability to Changes in the Healthcare Cost Trend Rates								
Current Trend Rates	6,537,645	29,596,527	2,679,800	2,661,951	433,932	257,430	77,669	42,244,954
1% Decrease in Trend Rates	5,491,772	24,894,395	2,248,103	2,232,915	369,503	218,978	66,067	35,521,734
1% Increase in Trend Rates	7,866,716	35,571,886	3,228,390	3,207,160	515,806	306,294	92,412	50,788,664
Deferred Outflows of Resources and Deferred Inflows of Resources recognized in OPEB Expense								
2024	129,861	451,013	46,647	49,323	8,776	1,703	1,335	688,658
2025	168,793	586,228	60,631	64,110	11,407	2,213	1,735	895,117
2026	311,022	1,080,193	111,721	118,130	21,019	4,078	3,197	1,649,360
2027	357,700	1,242,310	128,488	135,860	24,173	4,690	3,676	1,896,897
2028	124,643	432,890	44,772	47,341	8,423	1,634	1,281	660,984
Thereafter	43,700	151,772	15,697	16,598	2,953	573	449	231,742

APPENDIX A - CALCULATION OF SINGLE DISCOUNT RATE

Under GASB 74 and GASB 75, a series of projections and calculations are used to determine the discount rate for the purpose of the measurement of the Total OPEB Liability. The discount rate is the single rate that reflects (1) the long-term expected rate of return on OPEB plan investments that are expected to be used to finance the payment of benefits, to the extent that the OPEB plan's fiduciary net position is projected to be sufficient to make projected benefit payments and OPEB plan assets are expected to be invested using a strategy to achieve that return, and (2) a yield or index rate for 20-year, tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher, to the extent that the conditions for use of the long-term expected rate of return are not met.

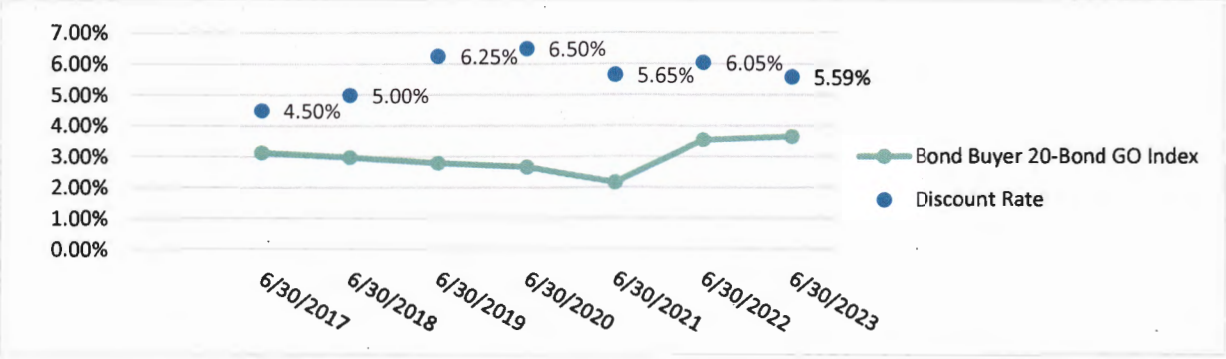
Projected cash flows into and out of the OPEB plan are assumed to be contributions to the OPEB plan, benefit payments, OPEB plan administrative expenses and OPEB plan investment earnings. These projected cash flows are used to project the OPEB plan's fiduciary net position at the beginning of each period. The OPEB plan's projected fiduciary net position at the beginning of each period is compared to the amount of benefit payments projected to occur in that period.

It is assumed that the OPEB plan's fiduciary net position is expected to always be invested using a strategy to achieve the long-term expected rate of return on OPEB plan investments.

The benefit payments that are projected to occur in a period are discounted using the long-term expected rate of return on OPEB plan investments if the amount of the OPEB plan's beginning fiduciary net position is projected to be sufficient to make the benefit payments in that period. In periods in which benefit payments are projected to be greater than the amount of the OPEB plan's fiduciary net position, they are discounted using a municipal bond rate as required by GASB 74.

For purposes of this valuation, liabilities are based on a discount rate of 5.59%, a long-term investment return rate of 6% and a municipal bond rate of 3.65%, based on the Bond Buyer 20-Bond GO Index published on June 30, 2023. The OPEB plan's fiduciary net position was projected to be insufficient to make all projected benefit payments of current plan members. Therefore, the long-term expected rate of return on OPEB plan investments was applied to 94 years of projected future benefit payments that are expected to be funded and the 3.65% municipal bond rate was applied to all other years to determine the total OPEB liability. Projected benefit payments are discounted to their actuarial present value using a single discount rate of 5.59%.

Below are the historical Bond Buyer 20-Bond GO Indices and the Town's discount rate used in disclosures since the implementation of GASB 74 and GASB 75[1]:



[1]Bond rates prior to 2021 are based on the S&P Municpal Bond 20 Year High Grade Index.

APPENDIX A - CALCULATION OF SINGLE DISCOUNT RATE

Table 1: Projection of Contributions

	Projected Payroll			Projected Contributions			
Year	Payroll for Current Plan Members (a)	Payroll for Future Plan Members (b)	Total Payroll (c) = (a) + (b)	Employer Contributions (Benefit Payments) (d)	Employer Contributions (OPEB Trust) (e)	Employer Contributions Related to Payroll of Future Employees (f) = (b) * 5.56%	Portion of Employer Contributions for Current Plan Members (g) = (d) + (e) - (f)
2023	26,661,206	-	26,661,206	1,509,778	250,000	-	1,759,778
2024	25,740,790	1,853,558	27,594,348	1,610,576	250,000	103,106	1,757,470
2025	24,985,690	3,574,460	28,560,150	1,697,606	250,000	198,832	1,748,774
2026	24,287,378	5,272,377	29,559,755	1,774,644	250,000	293,280	1,731,364
2027	23,565,233	7,029,113	30,594,346	1,847,626	250,000	391,000	1,706,626
2028	22,879,194	8,785,954	31,665,148	1,995,641	250,000	488,726	1,756,915
2029	22,073,275	10,700,153	32,773,428	2,172,363	250,000	595,205	1,827,158
2030	21,140,565	12,779,933	33,920,498	2,334,628	250,000	710,895	1,873,733
2031	20,162,655	14,945,060	35,107,715	2,544,280	250,000	831,332	1,962,948
2032	19,127,266	17,209,219	36,336,485	2,847,221	250,000	957,277	2,139,944
2033	17,985,711	19,622,551	37,608,262	3,121,188	250,000	1,091,521	2,279,667
2034	16,800,265	22,124,286	38,924,551	3,418,271	250,000	1,230,682	2,437,589
2035	15,595,283	24,691,627	40,286,910	3,744,131	250,000	1,373,493	2,620,638
2036	14,150,901	27,546,051	41,696,952	3,899,541	250,000	1,532,272	2,617,269
2037	12,773,264	30,383,081	43,156,345	4,054,557	250,000	1,690,084	2,614,473
2038	11,541,293	33,125,524	44,666,817	4,302,892	5,749,551	1,842,635	8,209,808
2039	10,559,293	35,670,863	46,230,156	4,351,263	5,979,533	1,984,222	8,346,574
2040	9,622,943	38,225,268	47,848,211	4,334,042	6,218,714	2,126,313	8,426,443
2041	8,824,596	40,698,302	49,522,898	4,447,796	6,467,462	2,263,877	8,651,381
2042	8,077,779	43,178,420	51,256,199	4,526,295	6,726,161	2,401,836	8,850,620
2043	7,494,936	45,555,230	53,050,166	4,318,434	6,995,207	2,534,048	8,779,593
2044	6,946,833	47,960,089	54,906,922	4,245,990	7,275,016	2,667,820	8,853,186
2045	6,431,204	50,397,460	56,828,664	4,289,067	7,566,016	2,803,401	9,051,682
2046	5,952,290	52,865,377	58,817,667	4,231,454	7,868,657	2,940,681	9,159,430
2047	5,459,069	55,417,216	60,876,285	4,221,420	8,183,403	3,082,629	9,322,194
2048	5,069,852	57,937,103	63,006,955	4,349,737	8,510,739	3,222,800	9,637,676
2049	4,623,532	60,588,666	65,212,198	4,461,344	-	3,370,295	1,091,049
2050	4,177,191	63,317,434	67,494,625	4,505,397	-	3,522,086	983,311
2051	3,744,777	66,112,160	69,856,937	4,682,475	-	3,677,544	1,004,931
2052	3,337,313	68,964,617	72,301,930	4,757,533	-	3,836,215	921,318
2053	2,903,352	71,929,146	74,832,498	4,830,031	-	4,001,119	828,912
2054	2,508,706	74,942,929	77,451,635	4,973,394	-	4,168,763	804,631
2055	2,143,740	78,018,702	80,162,442	4,996,265	-	4,339,856	656,409
2056	1,726,616	81,241,511	82,968,127	5,067,856	-	4,519,127	548,729

APPENDIX A - CALCULATION OF SINGLE DISCOUNT RATE

Table 1: Projection of Contributions

	Projected Payroll			Projected Contributions			
Year	Payroll for Current Plan Members (a)	Payroll for Future Plan Members (b)	Total Payroll (c) = (a) + (b)	Employer Contributions (Benefit Payments) (d)	Employer Contributions (OPEB Trust) (e)	Employer Contributions Related to Payroll of Future Employees (f) = (b) * 5.56%	Portion of Employer Contributions for Current Plan Members (g) = (d) + (e) - (f)
2057	1,445,151	84,426,860	85,872,011	5,024,949	-	4,696,315	328,634
2058	1,148,099	87,729,432	88,877,531	4,995,698	-	4,880,023	115,675
2059	887,382	91,100,863	91,988,245	4,912,566	-	5,067,562	-
2060	685,256	94,522,578	95,207,834	4,724,222	-	5,257,898	-
2061	517,297	98,022,811	98,540,108	4,769,493	-	5,452,601	-
2062	398,685	101,590,327	101,989,012	4,700,974	-	5,651,047	-
2063	304,174	105,254,453	105,558,627	4,544,119	-	5,854,867	-
2064	219,786	109,033,393	109,253,179	4,472,700	-	6,065,074	-
2065	133,915	112,943,125	113,077,040	4,437,036	-	6,282,556	-
2066	100,033	116,934,703	117,034,736	4,242,091	-	6,504,591	-
2067	65,699	121,065,253	121,130,952	4,125,655	-	6,734,356	-
2068	48,289	125,322,246	125,370,535	4,053,735	-	6,971,155	-
2069	30,874	129,727,630	129,758,504	3,904,016	-	7,216,208	-
2070	15,267	134,284,785	134,300,052	3,802,519	-	7,469,704	-
2071	3,749	138,996,805	139,000,554	3,674,539	-	7,731,814	-
2072	-	143,865,573	143,865,573	3,539,000	-	8,002,643	-
2073	-	148,900,868	148,900,868	3,399,769	-	8,282,736	-
2074	-	154,112,398	154,112,398	3,251,428	-	8,572,632	-
2075	-	159,506,332	159,506,332	3,111,934	-	8,872,674	-
2076	-	165,089,054	165,089,054	2,947,237	-	9,183,217	-
2077	-	170,867,171	170,867,171	2,791,708	-	9,504,630	-
2078	-	176,847,522	176,847,522	2,640,928	-	9,837,292	-
2079	-	183,037,185	183,037,185	2,490,828	-	10,181,597	-
2080	-	189,443,486	189,443,486	2,348,754	-	10,537,953	-
2081	-	196,074,008	196,074,008	2,200,176	-	10,906,782	-
2082	-	202,936,598	202,936,598	2,056,064	-	11,288,519	-
2083	-	210,039,379	210,039,379	1,914,678	-	11,683,617	-
2084	-	217,390,757	217,390,757	1,775,779	-	12,092,544	-
2085	-	224,999,433	224,999,433	1,638,054	-	12,515,783	-
2086	-	232,874,413	232,874,413	1,501,554	-	12,953,835	-
2087	-	241,025,017	241,025,017	1,368,362	-	13,407,219	-
2088	-	249,460,893	249,460,893	1,235,531	-	13,876,472	-
2089	-	258,192,024	258,192,024	1,109,084	-	14,362,148	-
2090	-	267,228,745	267,228,745	982,408	-	14,864,824	-

APPENDIX A - CALCULATION OF SINGLE DISCOUNT RATE

Table 1: Projection of Contributions

	Projected Payroll			Projected Contributions			
Year	Payroll for Current Plan Members (a)	Payroll for Future Plan Members (b)	Total Payroll (c) = (a) + (b)	Employer Contributions (Benefit Payments) (d)	Employer Contributions (OPEB Trust) (e)	Employer Contributions Related to Payroll of Future Employees (f) = (b) * 5.56%	Portion of Employer Contributions for Current Plan Members (g) = (d) + (e) - (f)
2091	-	276,581,751	276,581,751	867,659	-	15,385,092	-
2092	-	286,262,112	286,262,112	754,836	-	15,923,571	-
2093	-	296,281,286	296,281,286	649,476	-	16,480,896	-
2094	-	306,651,131	306,651,131	555,446	-	17,057,727	-
2095	-	317,383,921	317,383,921	467,444	-	17,654,747	-
2096	-	328,492,358	328,492,358	389,302	-	18,272,664	-
2097	-	339,989,591	339,989,591	319,507	-	18,912,207	-
2098	-	351,889,227	351,889,227	259,387	-	19,574,134	-
2099	-	364,205,350	364,205,350	207,008	-	20,259,229	-
2100	-	376,952,537	376,952,537	163,382	-	20,968,302	-
2101	-	390,145,876	390,145,876	127,040	-	21,702,192	-
2102	-	403,800,982	403,800,982	97,241	-	22,461,769	-
2103	-	417,934,016	417,934,016	73,200	-	23,247,931	-
2104	-	432,561,707	432,561,707	54,139	-	24,061,609	-
2105	-	447,701,367	447,701,367	39,304	-	24,903,765	-
2106	-	463,370,915	463,370,915	27,980	-	25,775,397	-
2107	-	479,588,897	479,588,897	19,513	-	26,677,536	-
2108	-	496,374,508	496,374,508	13,316	-	27,611,249	-
2109	-	513,747,616	513,747,616	8,880	-	28,577,643	-
2110	-	531,728,783	531,728,783	5,783	-	29,577,861	-
2111	-	550,339,290	550,339,290	3,673	-	30,613,086	-
2112	-	569,601,165	569,601,165	2,273	-	31,684,544	-
2113	-	589,537,206	589,537,206	1,369	-	32,793,503	-
2114	-	610,171,008	610,171,008	803	-	33,941,275	-
2115	-	631,526,993	631,526,993	457	-	35,129,220	-
2116	-	653,630,438	653,630,438	253	-	36,358,743	-
2117	-	676,507,503	676,507,503	137	-	37,631,299	-
2118	-	700,185,266	700,185,266	72	-	38,948,394	-
2119	-	724,691,750	724,691,750	36	-	40,311,588	-
2120	-	750,055,961	750,055,961	18	-	41,722,493	-
2121	-	776,307,920	776,307,920	9	-	43,182,781	-
2122	-	803,478,697	803,478,697	4	-	44,694,178	-
2123	-	831,600,451	831,600,451	2	-	46,258,474	-
2124	-	860,706,467	860,706,467	1	-	47,877,521	-

APPENDIX A - CALCULATION OF SINGLE DISCOUNT RATE

Table 1: Projection of Contributions

	Projected Payroll			Projected Contributions			
Year	Payroll for Current Plan Members (a)	Payroll for Future Plan Members (b)	Total Payroll (c) = (a) + (b)	Employer Contributions (Benefit Payments) (d)	Employer Contributions (OPEB Trust) (e)	Employer Contributions Related to Payroll of Future Employees (f) = (b) * 5.56%	Portion of Employer Contributions for Current Plan Members (g) = (d) + (e) - (f)
2125	-	890,831,193	890,831,193	-	-	49,553,234	-

APPENDIX A - CALCULATION OF SINGLE DISCOUNT RATE

Table 2: Projection of the OPEB Plan's Fiduciary Net Position

Year	Projected Beginning Fiduciary Net Position (a)	Employer Contributions for Current Plan Members (b)	Projected Benefit Payments (c)	Projected Administrative Expenses (d)	Projected Investment Earnings (e)	Projected Ending Fiduciary Net Position (f) = (a) + (b) - (c) - (d) +(e)
2023	2,565,167	1,759,778	1,509,778	-	221,261	3,036,428
2024	3,036,428	1,757,470	1,610,576	-	186,593	3,369,915
2025	3,369,915	1,748,774	1,697,606	-	203,730	3,624,813
2026	3,624,813	1,731,364	1,774,644	-	216,190	3,797,723
2027	3,797,723	1,706,626	1,847,626	-	223,633	3,880,356
2028	3,880,356	1,756,915	1,995,641	-	225,660	3,867,290
2029	3,867,290	1,827,158	2,172,363	-	221,681	3,743,766
2030	3,743,766	1,873,733	2,334,628	-	210,799	3,493,670
2031	3,493,670	1,962,948	2,544,280	-	192,180	3,104,518
2032	3,104,518	2,139,944	2,847,221	-	165,053	2,562,294
2033	2,562,294	2,279,667	3,121,188	-	128,492	1,849,265
2034	1,849,265	2,437,589	3,418,271	-	81,535	950,118
2035	950,118	2,620,638	3,744,131	-	23,302	-
2036	-	2,617,269	3,899,541	-	-	-
2037	-	2,614,473	4,054,557	-	-	-
2038	-	8,209,808	4,302,892	-	117,207	4,024,123
2039	4,024,123	8,346,574	4,351,263	-	361,307	8,380,740
2040	8,380,740	8,426,443	4,334,042	-	625,616	13,098,757
2041	13,098,757	8,651,381	4,447,796	-	912,033	18,214,376
2042	18,214,376	8,850,620	4,526,295	-	1,222,592	23,761,292
2043	23,761,292	8,779,593	4,318,434	-	1,559,512	29,781,964
2044	29,781,964	8,853,186	4,245,990	-	1,925,134	36,314,294
2045	36,314,294	9,051,682	4,289,067	-	2,321,736	43,398,645
2046	43,398,645	9,159,430	4,231,454	-	2,751,758	51,078,379
2047	51,078,379	9,322,194	4,221,420	-	3,217,726	59,396,879
2048	59,396,879	9,637,676	4,349,737	-	3,722,451	68,407,269
2049	68,407,269	1,091,049	4,461,344	-	4,003,327	69,040,301
2050	69,040,301	983,311	4,505,397	-	4,036,756	69,554,971
2051	69,554,971	1,004,931	4,682,475	-	4,062,972	69,940,399
2052	69,940,399	921,318	4,757,533	-	4,081,338	70,185,522
2053	70,185,522	828,912	4,830,031	-	4,091,098	70,275,501
2054	70,275,501	804,631	4,973,394	-	4,091,467	70,198,205
2055	70,198,205	656,409	4,996,265	-	4,081,697	69,940,046
2056	69,940,046	548,729	5,067,856	-	4,060,829	69,481,748
2057	69,481,748	328,634	5,024,949	-	4,028,015	68,813,448
2058	68,813,448	115,675	4,995,698	-	3,982,406	67,915,831

APPENDIX A - CALCULATION OF SINGLE DISCOUNT RATE

Table 2: Projection of the OPEB Plan's Fiduciary Net Position

Year	Projected Beginning Fiduciary Net Position (a)	Employer Contributions for Current Plan Members (b)	Projected Benefit Payments (c)	Projected Administrative Expenses (d)	Projected Investment Earnings (e)	Projected Ending Fiduciary Net Position (f) = (a) + (b) - (c) - (d) +(e)
2059	67,915,831	-	4,912,566	-	3,927,573	66,930,838
2060	66,930,838	-	4,724,222	-	3,874,124	66,080,740
2061	66,080,740	-	4,769,493	-	3,821,760	65,133,007
2062	65,133,007	-	4,700,974	-	3,766,951	64,198,984
2063	64,198,984	-	4,544,119	-	3,715,615	63,370,480
2064	63,370,480	-	4,472,700	-	3,668,048	62,565,828
2065	62,565,828	-	4,437,036	-	3,620,839	61,749,631
2066	61,749,631	-	4,242,091	-	3,577,715	61,085,255
2067	61,085,255	-	4,125,655	-	3,541,346	60,500,946
2068	60,500,946	-	4,053,735	-	3,508,445	59,955,656
2069	59,955,656	-	3,904,016	-	3,480,219	59,531,859
2070	59,531,859	-	3,802,519	-	3,457,836	59,187,176
2071	59,187,176	-	3,674,539	-	3,440,994	58,953,631
2072	58,953,631	-	3,539,000	-	3,431,048	58,845,679
2073	58,845,679	-	3,399,769	-	3,428,748	58,874,658
2074	58,874,658	-	3,251,428	-	3,434,937	59,058,167
2075	59,058,167	-	3,111,934	-	3,450,132	59,396,365
2076	59,396,365	-	2,947,237	-	3,475,365	59,924,493
2077	59,924,493	-	2,791,708	-	3,511,718	60,644,503
2078	60,644,503	-	2,640,928	-	3,559,442	61,563,017
2079	61,563,017	-	2,490,828	-	3,619,056	62,691,245
2080	62,691,245	-	2,348,754	-	3,691,012	64,033,503
2081	64,033,503	-	2,200,176	-	3,776,005	65,609,332
2082	65,609,332	-	2,056,064	-	3,874,878	67,428,146
2083	67,428,146	-	1,914,678	-	3,988,248	69,501,716
2084	69,501,716	-	1,775,779	-	4,116,830	71,842,767
2085	71,842,767	-	1,638,054	-	4,261,424	74,466,137
2086	74,466,137	-	1,501,554	-	4,422,922	77,387,505
2087	77,387,505	-	1,368,362	-	4,602,199	80,621,342
2088	80,621,342	-	1,235,531	-	4,800,215	84,186,026
2089	84,186,026	-	1,109,084	-	5,017,889	88,094,831
2090	88,094,831	-	982,408	-	5,256,218	92,368,641
2091	92,368,641	-	867,659	-	5,516,089	97,017,071
2092	97,017,071	-	754,836	-	5,798,379	102,060,614
2093	102,060,614	-	649,476	-	6,104,153	107,515,291
2094	107,515,291	-	555,446	-	6,434,254	113,394,099

APPENDIX A - CALCULATION OF SINGLE DISCOUNT RATE

Table 2: Projection of the OPEB Plan's Fiduciary Net Position

Year	Projected Beginning Fiduciary Net Position (a)	Employer Contributions for Current Plan Members (b)	Projected Benefit Payments (c)	Projected Administrative Expenses (d)	Projected Investment Earnings (e)	Projected Ending Fiduciary Net Position (f) = (a) + (b) - (c) - (d) +(e)
2095	113,394,099	-	467,444	-	6,789,623	119,716,278
2096	119,716,278	-	389,302	-	7,171,298	126,498,274
2097	126,498,274	-	319,507	-	7,580,311	133,759,078
2098	133,759,078	-	259,387	-	8,017,763	141,517,454
2099	141,517,454	-	207,008	-	8,484,837	149,795,283
2100	149,795,283	-	163,382	-	8,982,816	158,614,717
2101	158,614,717	-	127,040	-	9,513,072	168,000,749
2102	168,000,749	-	97,241	-	10,077,128	177,980,636
2103	177,980,636	-	73,200	-	10,676,642	188,584,078
2104	188,584,078	-	54,139	-	11,313,421	199,843,360
2105	199,843,360	-	39,304	-	11,989,423	211,793,479
2106	211,793,479	-	27,980	-	12,706,769	224,472,268
2107	224,472,268	-	19,513	-	13,467,751	237,920,506
2108	237,920,506	-	13,316	-	14,274,831	252,182,021
2109	252,182,021	-	8,880	-	15,130,655	267,303,796
2110	267,303,796	-	5,783	-	16,038,054	283,336,067
2111	283,336,067	-	3,673	-	17,000,054	300,332,448
2112	300,332,448	-	2,273	-	18,019,879	318,350,054
2113	318,350,054	-	1,369	-	19,100,962	337,449,647
2114	337,449,647	-	803	-	20,246,955	357,695,799
2115	357,695,799	-	457	-	21,461,734	379,157,076
2116	379,157,076	-	253	-	22,749,417	401,906,240
2117	401,906,240	-	137	-	24,114,370	426,020,473
2118	426,020,473	-	72	-	25,561,226	451,581,627
2119	451,581,627	-	36	-	27,094,897	478,676,488
2120	478,676,488	-	18	-	28,720,589	507,397,059
2121	507,397,059	-	9	-	30,443,823	537,840,873
2122	537,840,873	-	4	-	32,270,452	570,111,321
2123	570,111,321	-	2	-	34,206,679	604,317,998
2124	604,317,998	-	1	-	36,259,080	640,577,077
2125	640,577,077	-	-	-	38,434,625	679,011,702

APPENDIX A - CALCULATION OF SINGLE DISCOUNT RATE

Table 3: Actuarial Present Value of Projected Benefit Payments - End of Measurement Period

			Projected Benefit Payments		Actuarial Present Value of Projected Benefit Payments		
Year	Projected Beginning Fiduciary Net Position (a)	Projected Benefit Payments (b)	"Funded" Portion of Benefit Payments (c)	"Unfunded" Portion of Benefit Payments (d)	Present Value of "Funded" Benefit Payments (e)	Present Value of "Unfunded" Benefit Payments (f)	Present Value of Benefit Payments Using the Single Discount Rate (g) = 5.59%
2024	3,036,428	1,610,576	1,610,576	-	1,564,330	-	1,567,344
2025	3,369,915	1,697,606	1,697,606	-	1,555,529	-	1,564,539
2026	3,624,813	1,774,644	1,774,644	-	1,534,075	-	1,548,913
2027	3,797,723	1,847,626	1,847,626	-	1,506,758	-	1,527,201
2028	3,880,356	1,995,641	1,995,641	-	1,535,345	-	1,562,180
2029	3,867,290	2,172,363	2,172,363	-	1,576,704	-	1,610,450
2030	3,743,766	2,334,628	2,334,628	-	1,598,562	-	1,639,075
2031	3,493,670	2,544,280	2,544,280	-	1,643,505	-	1,691,658
2032	3,104,518	2,847,221	2,847,221	-	1,735,087	-	1,792,813
2033	2,562,294	3,121,188	-	3,121,188	-	2,220,299	1,861,230
2034	1,849,265	3,418,271	-	3,418,271	-	2,346,004	1,930,425
2035	950,118	3,744,131	-	3,744,131	-	2,479,157	2,002,460
2036	-	3,899,541	-	3,899,541	-	2,491,134	1,975,117
2037	-	4,054,557	-	4,054,557	-	2,498,951	1,944,863
2038	-	4,302,892	-	4,302,892	-	2,558,618	1,954,665
2039	4,024,123	4,351,263	-	4,351,263	-	2,496,267	1,871,947
2040	8,380,740	4,334,042	4,334,042	-	1,657,091	-	1,765,784
2041	13,098,757	4,447,796	4,447,796	-	1,604,325	-	1,716,152
2042	18,214,376	4,526,295	4,526,295	-	1,540,226	-	1,653,941
2043	23,761,292	4,318,434	4,318,434	-	1,386,315	-	1,494,410
2044	29,781,964	4,245,990	4,245,990	-	1,285,905	-	1,391,518
2045	36,314,294	4,289,067	4,289,067	-	1,225,425	-	1,331,187
2046	43,398,645	4,231,454	4,231,454	-	1,140,532	-	1,243,748
2047	51,078,379	4,221,420	4,221,420	-	1,073,423	-	1,175,080
2048	59,396,879	4,349,737	4,349,737	-	1,043,444	-	1,146,670
2049	68,407,269	4,461,344	4,461,344	-	1,009,639	-	1,113,800
2050	69,040,301	4,505,397	4,505,397	-	961,895	-	1,065,224
2051	69,554,971	4,682,475	4,682,475	-	943,114	-	1,048,455
2052	69,940,399	4,757,533	4,757,533	-	903,992	-	1,008,840
2053	70,185,522	4,830,031	4,830,031	-	865,819	-	969,967
2054	70,275,501	4,973,394	4,973,394	-	841,054	-	945,859
2055	70,198,205	4,996,265	4,996,265	-	797,096	-	899,881

APPENDIX A - CALCULATION OF SINGLE DISCOUNT RATE

Table 3: Actuarial Present Value of Projected Benefit Payments - End of Measurement Period

			Projected Benefit Payments		Actuarial Present Value of Projected Benefit Payments		
Year	Projected Beginning Fiduciary Net Position (a)	Projected Benefit Payments (b)	"Funded" Portion of Benefit Payments (c)	"Unfunded" Portion of Benefit Payments (d)	Present Value of "Funded" Benefit Payments (e)	Present Value of "Unfunded" Benefit Payments (f)	Present Value of Benefit Payments Using the Single Discount Rate (g) = 5.59%
2056	69,940,046	5,067,856	5,067,856	-	762,753	-	864,431
2057	69,481,748	5,024,949	5,024,949	-	713,486	-	811,716
2058	68,813,448	4,995,698	4,995,698	-	669,181	-	764,249
2059	67,915,831	4,912,566	4,912,566	-	620,798	-	711,727
2060	66,930,838	4,724,222	4,724,222	-	563,205	-	648,189
2061	66,080,740	4,769,493	4,769,493	-	536,417	-	619,741
2062	65,133,007	4,700,974	4,700,974	-	498,783	-	578,485
2063	64,198,984	4,544,119	4,544,119	-	454,850	-	529,566
2064	63,370,480	4,472,700	4,472,700	-	422,359	-	493,636
2065	62,565,828	4,437,036	4,437,036	-	395,275	-	463,763
2066	61,749,631	4,242,091	4,242,091	-	356,517	-	419,903
2067	61,085,255	4,125,655	4,125,655	-	327,105	-	386,748
2068	60,500,946	4,053,735	4,053,735	-	303,211	-	359,880
2069	59,955,656	3,904,016	3,904,016	-	275,483	-	328,231
2070	59,531,859	3,802,519	3,802,519	-	253,133	-	302,765
2071	59,187,176	3,674,539	3,674,539	-	230,767	-	277,079
2072	58,953,631	3,539,000	3,539,000	-	209,675	-	252,725
2073	58,845,679	3,399,769	3,399,769	-	190,024	-	229,923
2074	58,874,658	3,251,428	3,251,428	-	171,446	-	208,245
2075	59,058,167	3,111,934	3,111,934	-	154,803	-	188,754
2076	59,396,365	2,947,237	2,947,237	-	138,311	-	169,296
2077	59,924,493	2,791,708	2,791,708	-	123,597	-	151,869
2078	60,644,503	2,640,928	2,640,928	-	110,303	-	136,057
2079	61,563,017	2,490,828	2,490,828	-	98,145	-	121,528
2080	62,691,245	2,348,754	2,348,754	-	87,308	-	108,526
2081	64,033,503	2,200,176	2,200,176	-	77,156	-	96,277
2082	65,609,332	2,056,064	2,056,064	-	68,021	-	85,205
2083	67,428,146	1,914,678	1,914,678	-	59,758	-	75,144
2084	69,501,716	1,775,779	1,775,779	-	52,286	-	66,001
2085	71,842,767	1,638,054	1,638,054	-	45,501	-	57,658
2086	74,466,137	1,501,554	1,501,554	-	39,348	-	50,054
2087	77,387,505	1,368,362	1,368,362	-	33,828	-	43,198

APPENDIX A - CALCULATION OF SINGLE DISCOUNT RATE

Table 3: Actuarial Present Value of Projected Benefit Payments - End of Measurement Period

			Projected Benefit Payments		Actuarial Present Value of Projected Benefit Payments		
Year	Projected Beginning Fiduciary Net Position (a)	Projected Benefit Payments (b)	"Funded" Portion of Benefit Payments (c)	"Unfunded" Portion of Benefit Payments (d)	Present Value of "Funded" Benefit Payments (e)	Present Value of "Unfunded" Benefit Payments (f)	Present Value of Benefit Payments Using the Single Discount Rate (g) = 5.59%
2088	80,621,342	1,235,531	1,235,531	-	28,815	-	36,939
2089	84,186,026	1,109,084	1,109,084	-	24,402	-	31,402
2090	88,094,831	982,408	982,408	-	20,392	-	26,342
2091	92,368,641	867,659	867,659	-	16,990	-	22,033
2092	97,017,071	754,836	754,836	-	13,944	-	18,153
2093	102,060,614	649,476	649,476	-	11,319	-	14,792
2094	107,515,291	555,446	555,446	-	9,132	-	11,980
2095	113,394,099	467,444	467,444	-	7,250	-	9,548
2096	119,716,278	389,302	389,302	-	5,697	-	7,531
2097	126,498,274	319,507	319,507	-	4,411	-	5,853
2098	133,759,078	259,387	259,387	-	3,378	-	4,500
2099	141,517,454	207,008	207,008	-	2,543	-	3,401
2100	149,795,283	163,382	163,382	-	1,894	-	2,542
2101	158,614,717	127,040	127,040	-	1,389	-	1,872
2102	168,000,749	97,241	97,241	-	1,003	-	1,357
2103	177,980,636	73,200	73,200	-	712	-	967
2104	188,584,078	54,139	54,139	-	497	-	678
2105	199,843,360	39,304	39,304	-	340	-	466
2106	211,793,479	27,980	27,980	-	229	-	314
2107	224,472,268	19,513	19,513	-	150	-	207
2108	237,920,506	13,316	13,316	-	97	-	134
2109	252,182,021	8,880	8,880	-	61	-	85
2110	267,303,796	5,783	5,783	-	37	-	52
2111	283,336,067	3,673	3,673	-	22	-	31
2112	300,332,448	2,273	2,273	-	13	-	18
2113	318,350,054	1,369	1,369	-	7	-	11
2114	337,449,647	803	803	-	4	-	6
2115	357,695,799	457	457	-	2	-	3
2116	379,157,076	253	253	-	1	-	2
2117	401,906,240	137	137	-	1	-	1
2118	426,020,473	72	72	-	-	-	-
2119	451,581,627	36	36	-	-	-	-

APPENDIX A - CALCULATION OF SINGLE DISCOUNT RATE

Table 3: Actuarial Present Value of Projected Benefit Payments - End of Measurement Period

			Projected Benefit Payments		Actuarial Present Value of Projected Benefit Payments		
Year	Projected Beginning Fiduciary Net Position (a)	Projected Benefit Payments (b)	"Funded" Portion of Benefit Payments (c)	"Unfunded" Portion of Benefit Payments (d)	Present Value of "Funded" Benefit Payments (e)	Present Value of "Unfunded" Benefit Payments (f)	Present Value of Benefit Payments Using the Single Discount Rate (g) = 5.59%
2120	478,676,488	18	18	-	-	-	-
2121	507,397,059	9	9	-	-	-	-
2122	537,840,873	4	4	-	-	-	-
2123	570,111,321	2	2	-	-	-	-
2124	604,317,998	1	1	-	-	-	-
2125	640,577,077	-	-	-	-	-	-

APPENDIX B - SCHEDULE OF DEFERRED OUTFLOWS OF RESOURCES AND DEFERRED INFLOWS OF RESOURCES

Year	Differences between Expected and Actual Experience	Recognition Period (Years)	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
2018	2,242,713	6.55	342,399	188,319	-	-	-	-	-	-	-	-
2019	-	6.55	-	-	-	-	-	-	-	-	-	-
2020	(3,592,503)	6.70	(536,194)	(536,194)	(536,194)	(375,339)	-	-	-	-	-	-
2021	6,649,997	7.38	901,084	901,084	901,084	901,084	901,084	342,409	-	-	-	-
2022	-	7.38	-	-	-	-	-	-	-	-	-	-
2023	(2,082,982)	7.19	(289,705)	(289,705)	(289,705)	(289,705)	(289,705)	(289,705)	(289,705)	(55,047)	-	-
Net Increase (Decrease) in OPEB Expense			417,584	263,504	75,185	236,040	611,379	52,704	(289,705)	(55,047)	-	-

Year	Changes of Assumptions	Recognition Period (Years)	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
2018	-	6.55	-	-	-	-	-	-	-	-	-	-
2019	(6,007,783)	6.55	(917,218)	(917,218)	(504,468)	-	-	-	-	-	-	-
2020	83,922	6.70	12,525	12,525	12,525	8,765	-	-	-	-	-	-
2021	8,145,723	7.38	1,103,757	1,103,757	1,103,757	1,103,757	1,103,757	419,424	-	-	-	-
2022	(3,204,882)	7.38	(434,266)	(434,266)	(434,266)	(434,266)	(434,266)	(434,266)	(165,020)	-	-	-
2023	4,480,246	7.19	623,122	623,122	623,122	623,122	623,122	623,122	623,122	118,392	-	-
Net Increase (Decrease) in OPEB Expense			387,920	387,920	800,670	1,301,378	1,292,613	608,280	458,102	118,392	-	-

APPENDIX B - SCHEDULE OF DEFERRED OUTFLOWS OF RESOURCES AND DEFERRED INFLOWS OF RESOURCES

Year	Differences between Projected and Actual Earnings on OPEB Plan Investments	Recognition Period (Years)	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
2018	(20,881)	5	-	-	-	-	-	-	-	-	-	-
2019	17,734	5	3,546	-	-	-	-	-	-	-	-	-
2020	89,861	5	17,972	17,973	-	-	-	-	-	-	-	-
2021	(463,399)	5	(92,680)	(92,680)	(92,679)	-	-	-	-	-	-	-
2022	595,186	5	119,037	119,037	119,037	119,038	-	-	-	-	-	-
2023	(35,479)	5	(7,096)	(7,096)	(7,096)	(7,096)	(7,095)	-	-	-	-	-
Net Increase (Decrease) in OPEB Expense			40,779	37,234	19,262	111,942	(7,095)	-	-	-	-	-



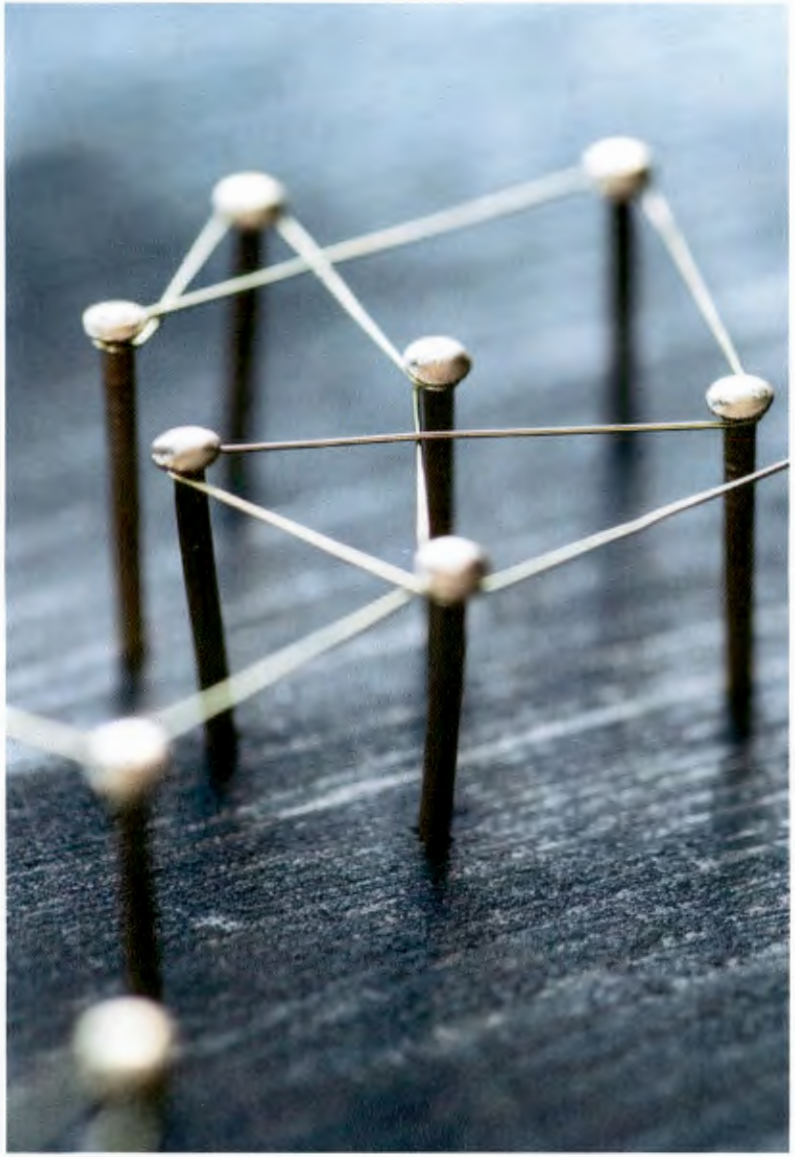
FY24 Q3 Finance Report

MAY 7, 2024

FY24 Q3 Revenues



- Motor vehicle excise (largest source of revenue): Down $65,866 from FY23 to date. By end of FY24 depending on timing of last FY billing the difference may narrow further or be resolved.
- Building Fees: Down $53,152. This difference has also narrowed since last quarter, however these are dependent on the types of projects brought forth and their timing of completion.
- Other mentionables: Dump sticker revenue – increase of $60,000 (mentioned last quarter). Also ZBA is over $32,000 year over year to date (Park Central & 120 Turnpike Road).
- Investment income: Increase of $219,000 (an increase from last quarter).
- Total general fund revenue through March is down $37K – in essence a push in comparison to the prior year through March.
- Water revenue down $281K – however that is a large improvement from last quarter (over $500K down). With the rate adjustment now voted effective in the 2nd quarter of FY25 we hope longer term the fund will see better revenue results.



FY24 Reserve Fund / Transfers

- So far this year one transfer for $87,970 approved 2/13/2024 for Finn mold mitigation

Potential Reserve & Internal Transfers:

- (122) Selectboard – Due to translations services invoice and increased postage volume and costs.
- (176) ZBA – Additional staff hours required due to 40B projects amount TBD.
- (220) Fire -SCBA grant matching provision $30,000.
- (220) Fire- Tower repair originally estimated at $40,000 has been reduced to $8,461.
- (160) Election/ TC – Additional election costs - TBD. Did receive some funds from the State in February ($1,564 to offset early voting costs).
- (700) Debt – year end transfers to account for Spring Long-term interest payments.

In FY23 we had a turnback of the full $180,000 - in FY24 that will not be the case.

FY24 Q3 Expenses

- The only line in the budget that is currently over the $15K threshold is Fire replacement equipment which is due to the SCBA matching grant.
- (155) IT - is looking within budget and intends to cover any line overages within their budget through June 30th.
- (192) Operations Support- overall energy costs and maintenance costs are on target. At this time, no transfers are anticipated.
- (210) Police- we are looking at OT which fluctuates from week to week due to staffing changes, illness, and vacations.
- (220) Fire- we are monitoring OT and expenses. There are many moving parts this year due to staffing changes, mandated training and equipment costs.
- (400) DPW- will realize some salary savings due to a retirement and currently the non-salary lines are in good shape.
- (400-423) Snow and Ice – The storms this Winter were minimal. As of 4-26-2024 30.76% of the snow budget has been spent.
- (910) Benefits – Trending at budget & not anticipating any large turnback.



FEMA Claim Update



- Total FEMA Revenue received since FY 2021 is $691,062
- Vaccine Revenue totals are $114,041
- FEMA Public Assistance Revenue is $680,021
- The final claim for administrative costs will be submitted by 6/30/2024. The claim includes Neal Aspesi's overtime and consulting hours.
- Once FEMA processes this claim will formally close the grant program

ARPA Project Update as of 4/30/2024

- Full ARPA Allocation: $3,051,241.00
- Total Projects Voted: $2,900,624.71
- Other Long -Term Considerations: $75,000.00
- Total Grant Amount Unallocated: $75,616.29

- Actual Spent and Encumbered as of 4/30/24: $1,273,087.91
- The message to departments is to procure supplies and services to get the funds spent ASAP. Anything left unspent after 6/30/24 may be reallocated. Reporting of the full spending plan is due to the Feds on 12/31/24.

Final Thoughts

- FY25 Budget passed. September may see a Special Town Meeting. At this time no money articles but will wait and see if anything will materialize.
- DOR engaged in financial and policy review. Report and policies getting closer to finalization. Will notify the Board and Advisory when we receive the final reports.
- Large projects ongoing: Library, Neary/School Project, Community Center. These likely to linger on updates for some time.
- Short term notes will be issued prior to June 30th for Town Hall Renovation, and Neary Study.

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Tuesday, April 23, 2024 6:30 PM
Location: McAuliffe Hearing Room, Town House, 17 Common Street, Southborough, MA
Present: Andrew Dennington, Kathryn Cook, Marguerite Landry, Sam Stivers and Al Hamilton. Town Administrator Mark Purple and Assistant Town Administrator Vanessa Hale.

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Mr. Dennington called the meeting to order at 6:30 PM.

II. Public Comment

There was no public comment.

III. Scheduled Appointments *(Board may vote)*

a. 6:30 PM Liquor License transfer – 110 Southville Road

Mr. Purple read the public hearing notice into the public record. Attorney Arthur Pearlman appeared before the Board on behalf of Kapish, Inc. Mr. Hitendra Patel also appeared before the Board. Atty. Pearlman described the history of the project and stated that, currently, Mr. Patel and another individual hold the liquor license under B.K.P., Inc. and Mr. Patel is now the sole owner of the business. Atty. Pearlman requested that the Board transfer the liquor license from B.K.P., Inc. to Kapish, Inc. Mr. Stivers asked if the Town's health and building codes had been followed and if the appropriate permits were in order. Atty. Pearlman replied that Town codes had been followed and permits were in order. Mr. Dennington moved to approve the liquor license transfer from B.K.P., Inc. to Kapish, Inc. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

b. Interview/appoint Karen Bernhardt to 21 Highland Future Use Committee; term to expire June 30, 2025

The Board tabled this matter to a later date.

c. Tim Theis, Pare Corporation – Atwood Road lead testing and next steps

Mr. Tim Theis from the Pare Corporation appeared before the Board to discuss the lead testing at the Atwood water tower site and his recommendations. Mr. Theis discussed the history of the tank and its removal from the site and stated that, at some time, the site had been backfilled. He described the testing that was conducted. Mr. Theis reported that lead was found on the surface in concentrations of less than 200 parts per million, which is the clean-up standard. He stated that at the 12-18 inch depth, very high concentrations were found, with some samples containing over 1,000 parts per million. He stated that at the 18-24 inch depth, concentration levels were greatly reduced. Additionally, Mr. Theis stated that samples were taken at the southern property line (Town side) and all samples were below 200 parts per million. He also stated that he recommends further investigation of the lead under the tank to ascertain how far the lead extends beyond the base of the tank and to what depth. Mr. Hamilton asked if it was reasonable to extend testing to the abutter at the southern property line and Mr. Theis stated that he recommended testing there after the impact of lead has been determined under the tank. Mr. Theis stated that it would cost approximately $80,000 to further investigate the distribution pattern of lead prior to recommending remediation. Mr. Dennington asked if there were any deadlines for remediation relative to Massachusetts Department of Environmental Protection (Mass DEP) regulations. Mr. Theis stated that the lead must

be mitigated but is exempt from Mass DEP reporting and timelines. The Board agreed to hear DPW Superintendent Cundiff's feedback on the testing recommendations. Mr. Carl Alvidi, an abutter to the north of the site, asked when the tank was removed from the site. Mr. Theis stated that he did not know that information. Mr. Alvidi asked how quickly the site would need to be remediated if it was not exempt. Mr. Theis stated that, depending on the levels found, within a couple of years. The Board suggested Mr. Theis speak with Mr. John Boland, former DWP Superintendent, for additional information on the site. Mr. Alvidi urged the Board to move quickly to remediate the site. The Board discussed the timing of testing of Mr. Sturgeon's property. Mr. Theis stated that once the Board approves the estimate, it could take approximately 8-10 weeks to learn the results. Mr. Bruce Sturgeon, the southern abutter, requested that testing of his site occur at the same time as the additional testing. The Board agreed to have Mr. Theis and Mr. Cundiff discuss the timing of testing Mr. Sturgeon's site and report back to the Board. Mr. Dennington stated that the Board would continue to discuss this matter at its May 7th meeting.

d. Tim Davis, Recreation Director – Batting cage approval

Mr. Tim Davis appeared before the Board on the matter. Mr. Davis stated that the Recreation Department and the Algonquin Baseball and Softball Association would like to add a batting cage and storage shed at the softball field behind Trottier School. Mr. Davis reported that he has received approval from the Recreation Commission, the Conservation Commission, the Department of Public Works and the School Department. He also stated that all permits are in place from the Building Department. Mr. Dennington asked if there was any cost to the Town. Mr. Davis stated there is no cost to the Town. Mr. Stivers asked if there is any opposition to this project. Mr. Davis stated there is no opposition. Mr. Dennington asked who would be responsible for maintenance of the batting cage and storage shed. Mr. Davis stated that the Algonquin Baseball and Softball Association would be responsible for maintenance. Mr. Dennington acknowledged that Mr. Davis has resigned to accept a position with the Brookline Recreation Department and thanked him for 5 years of outstanding service to the Town. The Board also thanked Mr. Davis for his outstanding service to the Town. Mr. Dennington moved to approve the construction of the batting cage. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Mr. Dennington acknowledged Ms. Patricia Richardson's passing and offered condolences to her family. Mr. Davis fondly recalled that Ms. Richardson was able to play tennis last fall with students from Algonquin Regional High School and Trottier Middle School at the Richardson Tennis Courts.

IV. Reports

a. Chair's Report

i. Trottier class visit

Mr. Dennington reported that on Friday, April 12, he and Mr. Hamilton met with an 8th grade Civics class at Trottier Middle School to discuss a potential local business fair in 2025. Mr. Dennington thanked Ms. Leah Emerson, EDC Coordinator, for arranging the opportunity.

b. Member's Report

i. Using CivicPlus to report resident concerns

Ms. Landry reported that she is working to propose that the Town's website be configured to utilize CivicPlus to enforce current bylaws and to create a more responsive process for resident reported problems. The Board suggested that Ms. Landry work with Mr. Montijo on a proposal for the Board to review.

ii. Regional Dispatch update

Mr. Hamilton reported he sent a questionnaire to 15 Regional Emergency Communications Centers (RECCs) to determine long-term operating costs without State support. To date, he has received five responses, three of which were comparable in size to the potential Westborough RECC. He learned

that for a small RECC, the long-term operating costs are similar to the Town's current cost for dispatch, noting that the benefit is that greater coverage is provided. He also learned that a larger RECC would provide a significant savings over current costs. He also reported that call volume per dispatcher is higher in the smaller RECCs.

iii. New Water Tower Antenna

Mr. Hamilton reported that he met with Fire Chief Fillebrown to discuss the installation of a public safety antenna on top of the proposed new water tower. He stated that a new antenna would improve communication issues in several areas of Town. Ms. Cook noted that a neighborhood meeting would need to occur as this project progresses.

Ms. Cook reported that she and Mr. Dennington held office hours on April 9th. She thanked Ms. Emerson and Ms. Claire Reynolds for attending office hours for discussion purposes.

Ms. Cook reported that the Neary School Building Project is moving forward. She stated that twelve options are currently under evaluation and will be sent to the Massachusetts School Building Authority (MSBA) on May 21st for review. She stated the final recommendation would be made to the MSBA in August and she emphasized that, if residents wish to weigh in on this important matter, they should make their opinions known now. She also informed the Board and public that the project website, Nearybuilding.com, is online and contains all information related to the project.

c. Town Administrator's Report

There was no Town Administrator's Report.

V. Consent Agenda

a. Approve Open Session Meeting Minutes: April 2, 2024; April 4, 2024

Mr. Stivers requested to hold Consent Agenda Item "a." Mr. Stivers had scrivener's changes to the April 4, 2024 minutes. Mr. Dennington moved to approve the April 2, 2024 Open Session Meeting Minutes, as written, and the April 4, 2024 Open Session Meeting Minutes, as amended. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

b. Appoint Steve Hinterneder to Community Garden Coordinator, term to expire 6/30/2025

Mr. Stivers requested to hold Consent Agenda Item "b." Mr. Hinterneder appeared before the Board on the matter. He stated that he has been the Community Garden Coordinator for the last three years. Mr. Dennington moved to appoint Steve Hinterneder to the Community Garden Coordinator, term to expire 6/30/2025. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

c. Approve request for take-home vehicle for Police Lieutenant

Mr. Dennington moved to approve Consent Agenda Items "c", "d", "e", "g", "h", "I" and "j." Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

d. Approve warrant for the May 14, 2024 Annual Town Election; vote to assign Police Officers to polls

e. Appoint Bill Cundiff as the Alternate Designee on the MWRA Advisory Board

f. Award contract for the Public Safety Staffing Study

Ms. Cook requested to hold Consent Agenda Item "f." Ms. Cook requested that the scope of work with Municipal Resources, Inc. (MRI) include the following: 1) specific recommendations regarding the Deputy Fire Chief position; 2) a description of the local dispatch structure, should the Town decide to pursue the local option; and 3) feedback on Chief Newell's request for the lieutenant and patrol officer positions. The Board agreed with Ms. Cook's request. Ms. Cook moved that the Board approve the proposal from Municipal Resources, Inc. including the three caveats described above. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

g. Approve Common Victualer license for Cordaville Market; 110 Southville Road

h. Appoint Anthony Carter as DPW Truck Driver

i. Approval of Job Description
    i. Business Administrator I, DPW
    ii. Police Business Administrator
    iii. Police Leiutenant
    iv. Administrative Assistant, Recreation
    v. Recreation Director
    vi. Program Coordinator, Recreation

j. Approve Executive Session Meeting Minutes: March 19, 2024; April 4, 2024

k. Approve employment agreement for Fire Chief

Ms. Cook requested to hold Consent Agenda Item "k."

Mr. Dennington stated Consent Agenda Item "k" would be discussed in Executive Session.

The Board recessed at 8:32 PM and resumed meeting at 8:38 PM.

VI. Other Matters *(Board may vote)*

a. Potential reorganization of affordable housing committees
    i. CPC-AHTF-SHOPC discussions

Mr. Dennington discussed the reorganization of the Affordable Housing Trust Fund Committee (AHTFC), SHOPC and the Community Preservation Committee (CPC). He stated the committees are charged with addressing the issue of affordable housing and the present structure does not assist the Town effectively to move forward when potential projects arise. The Board discussed combining the AHTFC and SHOPC, thus reducing the number of committees addressing affordable housing from three to two. The Board discussed forming a working group to reorganize the AHTFC and SHOPC, which would include the following: 1) developing a charge; 2) determining an effective way to transfer CPA funds for use by the newly formed entity; and 3) determining how to bring the reorganization effort to Fall Town Meeting for approval. Ms. Lisa Braccio, former Board member, offered to assist in the reorganization effort in any way possible. The Board agreed to further discuss the matter at its next meeting.

b. ARPA Allocations

The Board moved to Other Matters "b" after a brief recess.

Ms. Cook stated that Ms. McAuliffe is meeting with ARPA fund recipients to inform them ARPA monies must be spent by June 30, 2024 or they may risk losing the funds. Additionally, Ms. Cook stated there would be unspent ARPA funds that would need to be reallocated by the Board. Ms. Cook moved to allocate $5,000 from the Unallocated Funds category to the Scholarship Committee. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

    i. John Parent – Request for allocation of Senior Center funds

Ms. Cook moved to expand the Senior Center ARPA category to include new furniture for the Senior Center room, repainting or residing of the Senior Center and plantings around the Townhouse. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

    ii. Council on Aging – Community Assessment

Ms. Cook moved to allocate $35,000 from the Unallocated Funds category to the Senior Survey, to be conducted by the Council on Aging. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

    iii. Sidewalks

The Board agreed to discuss the ARPA Sidewalk allocation with DPW Superintendent Cundiff when he returns from vacation. Mr. Tim Fling, 18 Main Street, suggested that the Board commit ARPA funds to purchase trashcans for sidewalks.

    iv. Wi-Fi Study and next steps

Ms. Cook moved to return $94,000 from the WiFi Updgrade category to the Unallocated Funds category. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Ms. Cook moved to return $5,075.21 from the WiFi Study to the Unallocated Funds category. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Ms. Cook moved to return $3,276.50 from SHOPC to the Unallocated Funds category. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

c. One Stop Grant application – Expressions of Interest

Ms. Vanessa Hale, Assistant Town Administrator, described potential grant ideas for the Board to consider in the Town's Expression of Interest, noting initial applications are due on April 30th. She thanked Ms. Emerson for her assistance in identifying and researching grant ideas. Ms. Hale noted the State is looking for grant applications that focus on housing and economic development and are further along in the development process. She suggested the Board consider placemaking and wayfinding opportunities related to the Tricentennial Committee's efforts. Mr. Stivers suggested a history walk and the Board agreed with his suggestion. Ms. Hale stated she would present the history walk concept to the Tricentennial Committee at their next meeting. Ms. Hale stated that the State would provide feedback on the Expression of Interest and that the final grant application deadline is in early June.

d. Potential letter to Planning Board regarding 120 Turnpike Road

Ms. Cook read a draft letter to be sent to the Planning Board that indicates the Board's support of the 120 Turnpike Road 40B project. The Board agreed with the content of the draft letter. Ms. Meme Luttrell, chair of the Planning Board, asked for clarification as to the Board's position relative to waiving the condition of the land donation. Ms. Cook stated that it makes sense to negotiate relative to the land donation but that is the Planning Board's jurisdiction to determine. Mr. Paul Carter, 12 Maplecrest Drive, stated that he believes the Select Board should wait to offer their opinion on the matter until the Planning Board, Zoning Board of Appeals and the Conservation Commission have reviewed all aspects of the project. Ms. Freddie Gillespie, speaking as a private citizen, stated that she is disappointed that the Board never sought input from the Open Space Preservation Commission or the Stewardship Committee on this project. Mr. Dennington moved to send the letter to the Planning Board, as read by Ms. Cook. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

e. Review draft Planning Board letter regarding MBTA Communities compliance

The Board reviewed the draft Planning Board letter. The Board was supportive of the letter. The Board asked for clarification as to the path the Planning Board is pursuing relative to compliance. Ms. Luttrell stated that the Planning Board is pursuing parallel tracks of compliance, along with a request for relaxation of the number of units within the .5-mile radius of the commuter rail station. Mr. Stivers offered clarifying language and agreed to attend the Planning Board's April 29th meeting to help finalize the letter to the State. Mr. Dennington moved to appoint Mr. Stivers to work with the Planning Board to create the final draft and Mr. Dennington will sign the letter. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

f. Northboro Road 61A parcels – department/committee responses

Mr. Dennington heard this matter after Scheduled Appointments. Mr. Dennington reviewed the history of the matter and stated the Town had sent a letter to the property owner indicating that it did not believe the offer was a bona fide offer. He reported that SHOPC, the Open Space Preservation Commission and the CPC are all in support of the Town exercising its right of first refusal (ROFR) on the property. Mr. Dennington described the process of exercising the ROFR. Mr. Dennington stated that it is important to determine how the Town would pay for the purchase of this property, should it choose to exercise its ROFR. The Board discussed that the amount needed to purchase the property is approximately $5 million dollars. Ms. Freddie Gillespie, chair of the Open

Space Preservation Commission, appeared before the Board and read prepared remarks into the public record. She stated that at its March 23rd meeting, the Open Space Preservation Commission voted to support the Town exercising its ROFR. She also stated she met with SHOPC and CPC to discuss a joint project utilizing Community Preservation Act (CPA) monies. Ms. Gillespie stated that the CPC voted unanimously to support the concept and to support purchasing the parcels utilizing CPA funds. Ms. Lisa Braccio, 13 Oregon Road and speaking as a private citizen, appeared before the Board to express her support of a project that advances the Town's goal to provide more affordable housing. She stated a potential project represents economic diversity in Town and urged the Board to continue the conversation about a potential project involving the parcels. Mr. Paul Desmond, 5 Pinecone Lane and member of SHOPC, appeared before the Board and offered support for this unique opportunity to provide affordable housing and preserve open space. Mr. Al Hamilton, 35 Pine Hill Road and speaking as a private citizen, stated that he has recused himself from this matter, as he is related to an abutter on Northboro Road. He stated he does not support using all of the CPA monies, including funds in the AHTF, towards one project that does not have a clear plan and developer and does not feel this is a responsible path to pursue. Mr. Stivers stated he would like to see a specific proposal with a community developer/partner, accompanied by financials, for the Board to consider. He stated that purchasing a few acres of the property for a smaller project is an avenue to pursue and he is supportive of continued discussion on the matter. Ms. Cook stated she agrees with Mr. Hamilton and Mr. Stivers. She stated that the focus should be on the affordable housing aspect, not on open space, and she suggested considering an increase in the CPA surtax from 1% to 3%. Mr. Dennington stated that SHOPC's Strategic 5 Year Plan recommended smaller projects to increase the Town's affordable housing stock and that the Town is not currently set up to develop a project of this scale. Ms. Gillespie stated that she is glad the Board is open to hearing additional information on the project and that she believes open space should be given consideration, should a project be developed. Mr. Dennington stated that the Board would take no action on the matter this evening.

g. Fall Town Meeting – Continued discussion of weekday vs. weekend date

Mr. Stivers suggested the Board ask the Municipal Technology Committee (MTC) to create a survey to obtain feedback on the best time to schedule Fall Town Meeting. Mr. Dennington suggested MTC survey information be analyzed with voter data from Town Clerk Hegarty to determine the best time to schedule Fall Town Meeting. Mr. Dennington moved that the Board request that the MTC conduct a simple survey to determine whether a weekday (Monday at 7 PM and likely Tuesday at 7 PM) or weekend (Saturday at 10 AM) is the best time to schedule Fall Town Meeting. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

VII. Public Comment

The Board allowed Amir Rosenbaum to speak over Zoom, as he had his hand up. He stated he was not from Southborough but worked, ate, and drove through the Town often. He spoke about the First Amendment and then made racist and homophobic comments. He was removed from the Zoom room by the host.

Ms. Luttrell, 19 Oregon Road, commented that the State has not reduced its funding to the CPA. Rather, she stated that there are more communities drawing from the funding source and Southborough's share is a smaller portion for that reason.

VII. Executive Session

Mr. Dennington moved to enter into Executive Session at 9:29 PM, per M.G.L. Chapter 30A, Section 21, and potentially return to Open Session, to discuss contract negotiations for the Town Administrator and Fire Chief (Exemption 2), as the Chair has determined that an open meeting may

have a detrimental effect on the Town's position. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Dennington aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye (5-0-0).

Upcoming Meetings	
May 7, 2024	*May 21, 2024*

Respectfully submitted,

Bridgid Rubin, Recording Secretary

List of Documents referred to at the April 23, 2024 SB Meeting:

- Public hearing notice for transfer of liquor license
- Application for liquor license for Kapish, Inc., with attachments
- Application for a transfer of liquor license from B.K.P., Inc. to Kapish, Inc., with attachments
- Board and Committee Volunteer Form for Karen Bernhardt
- Letter from Tim Theis, dated March 13, 2024, RE: Atwood Tank Site Preliminary Investigation, with attachments
- Letter from Tim Davis, dated April 19, 2024, RE: Installation of Batting Cage and Shed at Trottier Softball Field
- Open Session Meeting Minutes, dated April 2, 2024
- Open Session Meeting Minutes, dated April 4, 2024
- Letter from Melissa Danza, dated April 12, 2024, RE: Steve Hinterneder
- Board and Committee Volunteer Form for Steve Hinterneder
- Email from Police Chief Ryan Newell, dated April 5, 2024, RE: Lieutenant Vehicle
- Warrant for the 2024 Annual Town Election
- Email from Mark Purple, dated April 18, 2024, RE: Request to use funds from Consulting Services article, with attachments
- Application for Common Victualer License from Kapish, Inc. DBA Cordaville Market, with attachments
- Email from William Cundiff, dated April 18, 2024, RE: Appointment of Truck Driver
- Job Description for Business Administrator I, DPW
- Job Description for Police Department Business Administrator
- Job Description for Police Lieutenant (Executive Officer)
- Job Description for Administrative Assistant, Recreation Department
- Job Description for Recreation Director
- Job Description for Program Coordinator, Recreation
- ARPA Funds Worksheet
- Letter from John Parent, dated April 18, 2024, RE: ARPA Reallocation
- Draft Letter from Andrew Dennington and Meme Luttrell, RE: MBTA Communities
- Memorandum from Carla McAuliffe, dated April 19, 2024, RE: CPC and Affordable Housing Trust Fund Balances
- Letter from Benjamin Smith, dated April 6, 2024, RE: Northboro Road Parcels
- Email from Doriann Jasinski, dated February 27, 2024, RE: Northboro Road Parcels

- Letter from Mark Purple, dated February 28, 2024, RE: Northboro Road Parcels, with attachments
- Memorandum from Jason Montijo, dated April 23, 2024, RE: WiFi Update and Hearing Room Hybrid Integration

DRAFT

From: noreply@civicplus.com
To: SelectmenOffice
Subject: Online Form Submittal: Board and Committee Volunteer Form
Date: Monday, March 4, 2024 2:54:50 PM

[EXTERNAL]

Board and Committee Volunteer Form

First Name	Destin
Last Name	Heilman
Address	7 Harris Drive
City	Southborough
State	MA
Zip Code	01772
Phone Number	[redacted]
Email Address	[redacted]
To view a list of the Board and Committee and current membership as well as vacancies	Click here
Name of Board(s) or Committee(s) you would like to volunteer for?	21 Highland Future Use Committee
Have you previously served on a Board or Committee for the Town of Southborough?	No
Current Occupation / Current Employer	Professor - WPI
Please tell us how much volunteer time you have available and	I can free up a few hours per week for this work. I live ~0.3 miles from the 21 Highland property and as the President of the Southborough Open Land Foundation am also an abutter. I am a

any education, experience or special skills that may be relevant to the Committee(s) you are interested in.	professor of biochemistry at WPI and have previously worked as an advisor to several town committees.
Upload resume preferred but not required	*Field not completed.*

Email not displaying correctly? View it in your browser.

TOWN OF SOUTHBOROUGH

OFFICE OF THE PERSONNEL BOARD
TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 · FAX (508) 480-0161 · personnel@southboroughma.com

TITLE: PART-TIME DISPATCHER

Department: Public Safety	**SAP Grade: 4**
Bi-weekly Hours: 15	**Reports to: Police Chief, Lieutenant, Sergeant, Lead Dispatcher, or Officer in Charge of shift**
Approved by Personnel Board:	**Approved by Appointing Authority:**

Position Purpose:

This position responds to all emergency calls received for the Police, Fire and EMS Departments, the Department of Public Works and Animal Control, and non-emergency calls received by the Police Department; and is responsible for appropriately dispatching Public Safety personnel and equipment as needed.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Dispatches public safety personnel and equipment;
- Keeps dispatched personnel fully informed of all facts affecting the safety and efficiency of their response;
- Operates all communication equipment for public safety emergency calls and regular business calls;
- Coordinates and communicates Emergency Fire Dispatch activities between agencies jointly responding to multi-agency incidents;
- Provides Emergency medical dispatch and triage for incoming calls and assists the layperson with lifesaving pre-arrival instructions as needed;
- Answers all incoming telephone calls; greets the public and responds to inquiries, requests, and complaints; refers unresolved issues to the Officer in Charge or Police Chief;
- Checks prisoner cells when occupied per suicide prevention guidelines and records all time checks;
- Maintains all communications equipment, including the Next Generation 911 emergency lines and regular telephone lines; keeps equipment in working order; immediately reports any malfunctions or defects to the appropriate authorities and the Officer in Charge;
- Performs incident reports and clerical work as needed by the Police Chief and the Officer in Charge;

- Provides effective and efficient customer service and promotes and maintains responsive community relations.

Recommended Minimum Qualifications

Education, Training, and Experience:

Graduation from high school and experience working in a communications center are preferred but not required.

Special Requirements/Licenses:

Must be certified in Next Generation 911; CPR; EMO and 0O1S; training and coursework in: In-House Computer Systems, Powerphone, and/or APCO Dispatch Training classes; First Responder and Automatic Defibrillator; ability to pass a criminal background and drug test; able to multitask under stressful conditions; must be at least 18.

Knowledge, Ability, and Skill:

Knowledge: Candidate must have knowledge of: emergency radio transmissions for public safety; department operations and procedures; the use of computers and relevant software; the location and layout of Town streets, buildings, parks, housing projects, and other significant areas of the community.

Ability: Ability to: work in accordance with established departmental practices and procedures; use independent judgment when needed to analyze facts and determine correct response to situation; dispatch and direct appropriate personnel and equipment as needed; keep dispatched personnel fully informed of all facts affecting the safety or efficiency of their response; provide pre-arrival instructions to callers as needed; communicate clearly and effectively; use discretion and maintain confidentiality as required.

Skill: Candidate must have skills in: oral and written communications; the use of all dispatching and other equipment required in the performance of the position's essential job functions; remaining calm in stressful situations.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision, prolonged visual concentration, and the ability to adjust focus.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.

The employee may occasionally be exposed to noise and stressful, unpredictable events.

The employee must occasionally lift and/or move up to 50 pounds.

Supervision:

Supervision Scope: None

Supervision Received: Police Chief, Lieutenant, Sergeant, Lead Dispatcher, or Officer in Charge of shift

Supervision Given: None.

Job Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate;
- Performs work in a medium call volume emergency dispatch environment, where there is limited opportunity for physical movement and the dispatcher must remain alert and responsive while observing computer display screen for uninterrupted periods of time;
- May be subject to work periods without relief, periods of high call volume, and stressful situations.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.*

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer

DRAFT

TOWN OF SOUTHBOROUGH

OFFICE OF THE TOWN CLERK

Mr. Andrew Dennington, Chair
Southborough Select Board

May 1, 2024

Greetings:

I'm writing to request the Select Board set the FY25 pay rate for election workers, effective July 1, 2024. (The election worker classification was removed from the FY24 SAP since election workers don't receive annual evaluations, and some work for just one day per year.)

The Select Board has the authority to set the compensation for election workers per G.L. c. 54, sec. 22: *"Election officers shall receive such compensation as the city council or the selectmen respectively may determine...."*

I request that Select Board raise the pay rate for election workers by 4% as follows:

	Proposed FY 25	**Current**
Wardens/Head Clerks	$18.72/hour	$18.00
Election Workers	$15.60/hour	$15.00

The Town Clerk's FY25 budget includes funding for these proposed rates.

Sincerely,

James F. Hegarty

James F. Hegarty
Southborough Town Clerk

TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 EXT 3005 · FAX (508) 480-0161 · townclerk@southboroughma.com

The Commonwealth of Massachusetts
Department of Agricultural Resources
Division of Animal Health
100 Cambridge Street, 9th Floor
Boston, MA 02114

Nomination of Inspector of Animals

In accordance with the Massachusetts General Laws Chapter 129, sections 15 and 16, nominating authorities of each city and town are required to nominate one or more inspectors of animals by April 1, 2024. Please complete or make necessary changes and return this form to the above address. The Director will review your nomination and, assuming appointment is confirmed, will return to you a Certificate of Appointment. Please submit one form for each person nominated. Any city or town not in compliance is subject to a penalty of $500.

City or Town of Southborough 3/4/2024

To the Director, Division of Animal Health, Department of Agricultural Resources

In accordance with the provisions of section 15 of Chapter 129, General Laws, as amended, the following nomination of inspector of animals for the year ending April 30, 2025 is sent for your approval:

Inspector of Animals
Name: Jennifer A. Condon
Mail Address: 32 Cordaville Rd.
Southborough, MA - 01772
Phone: (978) 897-5596 Fax:(978) 897-1631
Email: admin@boardmansanimalcontrol.com

Inspector: (Note all changes here)
Name: _____
Mail: _____
_____
Phone: _____ Fax: _____
Email: _____

Nominating Authority
Contact: Mark J. Purple
Office: Select Board
Mail: 17 Common St.
Southborough, MA - 01772
P: (508) 485-0710 F: (508) 480-0161
Email: mpurple@southboroughma.com

Nominating Authority: (Note all changes here)
Contact: _____
Office: _____
Mail: _____
_____
Phone: _____ Fax: _____
Email: _____

Acceptance of Nomination of Inspector of Animals (must be notarized)

I hereby accept my nomination as Inspector of Animals for the City or Town of Southborough, and if and when I am appointed, I solemnly swear to faithfully perform the duties of that office, all of which are listed in General Laws Chapter 129, and Massachusetts Regulations 330 CMR 10.00-10.10 (rabies regulations).

Name (print) Jennifer Condon Signed Jennifer Condon

COMMONWEALTH OF MASSACHUSETTS

Worcester,ss Date: 3/27/24

Then personally appeared the above-named Jennifer Condon and acknowledged the foregoing instrument to be his or her free act and deed, before me.

AMY MARIE BERRY
Notary Public, Commonwealth of Massachusetts
My Commission Expires April 03, 2026

Amy M Berry
Notary Public

My commission Expires: April 3, 2026

Appointment of Inspector of Animals (Division of Animal Health use only)

Notice is hereby given that I, Michael Cahill acting under authority of sections 15 and 16 of Chapter 129 of the General Laws, as amended, hereby approve the nomination of _____ as Inspector of Animals for the City or Town of Southborough, Massachusetts

Date Approved: _____

_____
Director, Division of Animal Health

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS

Department of Agricultural Resources
100 Cambridge Street, 9th Floor, Boston, MA 02114
www.mass.gov/agr

MDAR
MASSACHUSETTS DEPARTMENT OF AGRICULTURAL RESOURCES

Maura T. Healey
GOVERNOR

Kimberley Driscoll
LIEUTENANT GOVERNOR

Rebecca L. Tepper
SECRETARY

Ashley E. Randle
COMMISSIONER

April 26, 2024

Nominating Authority:

Enclosed is the certificate of appointment for your Inspector of Animals. This appointment covers the inspector from May 1, 2024, until April 30, 2025. The nominating authority should retain this copy as proof of appointment. The animal inspector may choose to carry a copy of the certificate with them. A reduction to 35% on a photocopier will produce a legible wallet-sized copy.

If you have any questions, please call Ashley Kraft at (617) 823- 0145 or email Ashley.Kraft@mass.gov.

Sincerely,

Michael Cahill
Director
Division of Animal Health
Massachusetts Department of Agricultural Resources

THE COMMONWEALTH OF MASSACHUSETTS

DEPARTMENT OF AGRICULTURAL RESOURCES
DIVISION OF ANIMAL HEALTH
100 CAMBRIDGE STREET, 9TH FLOOR
BOSTON, MA 02114

CERTIFICATE OF APPOINTMENT OF INSPECTOR OF ANIMALS

City / Town of Southborough Through April 30, 2025

Notice is hereby given that I, Michael Cahill, acting under the authority of section 15 and 16 of Chapter 129 of the General Laws, as amended, do hereby approve the appointment of Jennifer A. Condon as Inspector of Animals for the City or Town of Southborough, County of Worcester, Commonwealth of Massachusetts.

5/1/2024
Date Approved

Director of the Division of Animal Health

TOWN OF SOUTHBOROUGH

FINANCE DIVISION: TREASURER AND COLLECTOR

TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 x3010 · FAX (508) 480-0161 · bballantine@southboroughma.com

DATE: May 1, 2024

TO: Honorable Select Board

From: Brian Ballantine, Finance Director T/C

RE: New Town Meeting Authorizations – Useful Life

Please see attached a required procedural vote to satisfy the legal requirements to access the project funds approved at the Annual Town Meeting. These four items are for DPW equipment and Fire vehicles.

The purpose of voting the useful life is to ensure no amortization payment runs longer than the useful life of equipment. Please note these four payment schedules would easily fit within the maximum term listed.

Note these particular approvals will not be acted on until late Summer/early Fall dependent on delivery estimates.

Should you have any further questions please do not hesitate to contact me by e-mail or phone.

VOTE OF THE SELECT BOARD

I, the Clerk of the Select Board of the Town of Southborough, Massachusetts, certify that at a meeting of the board held MAY 7, 2024, of which meeting all members of the board were duly notified and at which a quorum was present, the following vote was unanimously passed, all of which appears upon the official record of the board in my custody:

Voted: that the maximum useful life of the equipment to be financed with the proceeds of the $2,186,000 borrowing authorized by the vote of the Town passed March 24, 2023 (Article 13) is hereby determined pursuant to G.L. c.44, §7(1) to be as follows:

Departmental Equipment	Amount	Maximum Term
Fire Tower Demo Truck	$1,300,000	15 Years
Ambulance A28	$551,000	10 Years
Trash Trailer	$125,000	10 Years
Sidewalk Tractor w/ attachments	$210,000	10 Years

I further certify that the vote was taken at a meeting open to the public, that the vote was not taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above vote) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located, or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the subject matter of this vote were taken in executive session, all in accordance with G.L. c.30A, §§18-25 as amended.

Dated: _____, 2024

_____
Clerk of the Select Board

TOWN OF SOUTHBOROUGH

OFFICE OF THE TOWN ADMINISTRATOR
TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 · FAX (508) 480-0161 · selectboard@southboroughma.com

TO: Select Board
FROM: Mark J. Purple, Town Administrator
DATE: May 3, 2024
SUBJECT: Request to use Town Counsel for enforcement issue – 200 Southville Road

As you were made aware at your April 5th meeting by the Board of Health Chair Chelsea Malinowski, there have been ongoing housing and zoning violations at the 200 Southville property regarding an illegal trailer with an occupant. At that time, you had asked the Chair of the Board of Health to work with the homeowner to resolve the issues. Since that time, the Health Department, Building Department, Conservation Department, and Town Counsel have met to try to resolve the issues. The Building Department sent the homeowner a Notice of Violation (via certified letter) and cited all of the building code violations on April 22nd based on the Building Commission's inspection on April 18th. Unfortunately, the situation has escalated as the Police Department was called a second time by abutters on April 27th due to concerning behaviors of the occupant of the trailer.

Given the lack of movement towards resolution on this issue, we are recommending that the Select Board turn this matter over to Counsel for enforcement. Doing so will not incur additional legal expenses, as it would be contained within the monthly stipend for legal services. We have spoken to Town Counsel (Atty. Liz Lydon), and they concur with this recommendation.

Please let me know if you have any questions. Thank you.

Town of Southborough

Taxation Aid Committee

17 Common Street
Treasurer Room – 1st Floor
SOUTHBOROUGH, MASSACHUSETTS 01772

DATE: May 2, 2024

TO: Honorable Select Board

FROM: Taxation Aid Committee

RE: Request for ARPA Funds if Available

Dear Honorable Board,

The Taxation Aid Committee was granted $12,000 in the Fall from ARPA funds to assist in granting funds to low-income seniors and disabled residents. Recently the Committee met and voted on the coming year of taxation aid. We awarded 10 applicants each $1,500 for a total of $15,000. These credits will appear in the FY25 applicant tax bills. The Committee respectfully requests funding for the $3,000 difference so that for this year no funds will be expensed from the actual Senior Tax Fund (current balance $30,500).

Our applicant pool was again comprised of mostly very longtime residents of the Town. We appreciate your consideration.

Respectfully,

The Taxation/Disabled Aid Committee

TASK ORDER NO. 27
LEAD SOIL SAMPLING PROGRAM
FORMER ATWOOD TANK PARCEL AP 8/LOT 102
PARE PROPOSAL NO. EP007.24
MAY 3, 2024

INTRODUCTION

The Scope of Work described below shall be provided in accordance with Pare's General Service Agreement with the Town dated March 7, 2008, the Terms and Conditions of which are made part of this project by execution of the Task Order.

The Site is the location of the former Atwood water storage tank; a 150,000-gallon elevated tank that was constructed in the 1930s and demolished in the early 1990s. Pare Corporation recently completed a preliminary investigation of the Site to evaluate if the past operation of the water tank resulted in any impacts from the lead-painted tank to the surrounding soils. Preliminary results were reported to the Town DPW Director on March 13, 2024, in the form of a Letter Report. The Letter Report indicated that impacts were detected and additional investigation and remediation are needed to determine the limits of the impact and to evaluate potential remedial options. This proposal details the Scope of Services and costs associated with performing additional subsurface sampling in and around the tank to define the vertical and horizontal limits of the impacted soils and to evaluate potential remedial solutions relative to the property.

SCOPE OF SERVICES

The Scope of Services proposed herein includes investigation of the site soils directly beneath the former tank location and areas to the south, east, and west up to the nearest property lines and to the north a distance of approximately 130 feet. A relatively dense grid spacing (e.g., 10 ft x 10 ft) is proposed around the tank, while a less dense spacing (e.g., 30 feet) is proposed in areas further from the tank. Samples will be collected at regular horizontal intervals and at vertical intervals that extend up to 48 inches below grade near the tank and to 24 inches below grade further from the tank. All samples shall be screened with a handheld X-ray fluorescence (XRF) unit to identify approximate lead concentrations. Based on the screening, some of those samples will be sent to a laboratory for confirmation of their actual lead concentration.

The previous investigation suggests that lead may have migrated onto the southern abutting parcel, albeit at relatively low concentrations. Two samples were collected at the southern property line where lead was reported below the Massachusetts Department of Environmental Protection (MassDEP) Reportable Concentration Residential Sites (RCS-1) concentration of 200 mg/kg but higher than what is likely background for the Site; therefore, additional investigation on the southern abutting parcel would be prudent. Pare has included up to eleven (11) additional probes on the southern abutting parcel to assess the degree of lead impact in soil on that property. The preliminary sample locations are shown on the attached Sampling Plan but are subject to change based on preliminary findings of the sampling on the former tank site. Prior to any sampling on any abutting parcels, Pare will require that the Town secure an Access Agreement with the Property Owner that authorizes Pare to be on the abutting parcel.

Upon receipt of the data, Pare will prepare a report summarizing our findings. The report will include a Site Plan that delineates the lead around the Site and on the southern abutting parcel. The report will include a letter that provides a Summary of the Findings and potential remedial options for the Site assuming that all the impacted soil will be removed from the Site. These options could change based on the future development of the Site. A formal Remediation Plan should be developed in conjunction with the redevelopment of the Site. This Scope of Services does not include the development of a formal Remediation Plan. Pare will prepare a Supplemental Agreement to develop that plan.

ESTIMATED CHARGES

The Town of Southborough shall pay Pare Corporation for the Scope of Services rendered, as described above, a Not-to-Exceed amount based on actual accrued time in accordance with the attached Schedule of Fees for services rendered by principals and employees assigned to the Project. A breakdown of Pare's recommended budget is provided as follows:

Pare Fee (Field Data Collection and Report Preparation)	$	34,200
Driller Services	$	26,900
XRF Services	$	10,500
Laboratory Budget	$	13,300
Mileage and Expenses	$	700
Total	**$**	**85,600**

Please note that the fee breakdown is approximately $80,000 for sampling and reporting on the Town's parcel and approximately $5,600 on the abutting parcel.

These costs are predicated on the following assumptions:

1. Sampling is limited to parcel AP 8/Lot 102 and one residential property abutting the Site to the south.
2. Sampling beneath the tank is performed at a 10-foot grid spacing over an area of 100 feet x 100 feet, 4 discrete vertical intervals at each spot for a total of 400 samples.
3. Sampling over the remaining area of the Site is performed at a 30-foot grid spacing at 2 discrete vertical intervals for a total of 72 samples.
4. Sampling on the abutting parcel shall occur at 11 locations at 2 discrete vertical intervals for 22 samples.
5. Up to 325 samples collected would be sent for laboratory analysis after screening.
6. 10% of the samples will require TCLP analysis (approximately 32 samples).
7. 1 day in the field to lay out the grid and 8 days to collect samples.
8. Use of a handheld XRF to screen samples for lead (4 days in the field).
9. Use of a Geoprobe™ to collect samples (8 days in the field).

This is a generally conservative estimate of the number of samples that would need to be collected and is based largely on the size of the former tank parcel. As the field screening process advances, concentrations may diminish and the Sample Program may be reduced in any one or more directions from the tank. Conversely, the results could indicate that lead extends up to and beyond any one property line and this investigation may need to be expanded onto an abutting parcel.

Pare Corporation reserves the right to renegotiate or adjust the fee accordingly if its Proposal for Service is not accepted within a sixty (60) day period.

This represents our best judgement at this time as to the effort required to achieve the stated objectives. It should be recognized that should the Scope of Services or corresponding level of effort upon which this Proposal is based change, an increase or decrease in charges may result. You will be notified of any change regarding an increase in charges, and we will not exceed the recommended budget without your approval nor will we be required to work beyond the approved budget.

ACCEPTANCE

The Scope of Work, described above, shall be provided in accordance with Pare's General Service Agreement with the Town dated March 7, 2008, the Terms and Conditions of which are made part of this project by execution of the Task Order.

This Proposal for Services is hereby accepted and executed by a duly authorized signatory who, by execution hereof, warrants that he/she has full authority to act for, in the name of, and on behalf of the Town of Southborough.

OWNER	**ENGINEER**
Town of Southborough	Pare Corporation
By: _____	By: _____
William J. Cundiff, P.E.	Timothy P. Thies, P.E.
Title: DPW Superintendent	Title: Senior Vice President
Date: _____	Date: 5/3/24

Enclosure
Schedule of Fees dated May 3, 2024
Proposed Sampling Plan

TPT/MPF/kji

SCHEDULE OF FEES

For Proposal for Services, dated May 3, 2024
(Pare Proposal No. EP007.24)

LABOR:

Engineer I	$ 135.00 /Hour
Engineer II	$ 155.00 /Hour
Project Engineer	$ 175.00 /Hour
Senior Project Engineer	$ 205.00 /Hour
Managing Engineer	$ 230.00 /Hour
Principal/Officer	$ 280.00 /Hour
Environmental Scientist/Planner	$ 115.00 /Hour
Senior Environmental Scientist/Planner	$ 130.00 /Hour
Managing Environmental Scientist/Planner	$ 180.00 /Hour
Principal Environmental Scientist/Planner	$ 215.00 /Hour
Senior Project Coordinator	$ 150.00 /Hour
Senior Technical Consultant/Advisor	$ 230.00 /Hour
CADD Operator/Designer	$ 100.00 /Hour
Senior CADD Operator/Designer	$ 130.00 /Hour
Principal CADD Operator/Designer	$ 160.00 /Hour
GIS Specialist	$ 115.00 /Hour
Senior GIS Specialist	$ 140.00 /Hour
Construction Observer	$ 110.00 /Hour
Senior Construction Observer	$ 130.00 /Hour
Principal Construction Observer	$ 170.00 /Hour
Engineering Technician	$ 95.00 /Hour
Senior Engineering Technician	$ 105.00 /Hour
Clerical/Office Personnel	$ 100.00 /Hour

REIMBURSABLE EXPENSES:

Mileage (at Federal Standard Rate)	$ 0.67 /Mile
Printing/Copying Wide Format (in-house)	$ 0.15 /Square Foot
Photocopying (in-house)	$ 0.10 /Copy
Outside Services and Out-of-Pocket Expenses	Cost plus 12%

The above rates for technical and support personnel will be charged for actual time worked on the project. In addition, there will be charges for time required for travel from company office to job or site, and return.

For expert and material witness services, including preparation, associated with any actual or potential litigation, mediation, arbitration, or similar proceeding, a fifty percent (50%) premium will be added to the above rates. Overtime worked by non-exempt, non-professional employees will be charged at a rate of one and one-half times the rates shown above for all time worked in excess of 8 hours per day.

Legend

- Subject Property
- Area of Probable Drop Zone for Tank During Demolition
- Approx. Footing Location
- Sample Location (2/12/2024)
- Approx. Standpipe Location
- 10' Grid Proposed Sample Location
- 30' Grid Proposed Sample Location
- Preliminary Proposed Sample Locations on Abutting Parcel (Subject to change based on sampling results on the Town's property)
- Parcel

0 10 20 30
US Feet

PARE CORPORATION
ENGINEERS · SCIENTISTS · PLANNERS
8 BLACKSTONE VALLEY PLACE
LINCOLN, RI 02865
401-334-4100

MASS GIS

1 INCH = 30 FEET
0" 1"
BAR IS ONE INCH ON ORIGINAL DRAWING

ATWOOD TANK
SOUTHBORO, MA

PROJECT NO.: 08176.30
DATE: MAY 2024
SCALE: AS NOTED

PROPOSED SAMPLING PLAN

INTEROFFICE MEMORANDUM

To: Capital Committee
From: William J. Cundiff, P.E. , DPW Superintendent
Date: February 9, 2024
RE: Sidewalk Construction using ARPA Funds

BACKGROUND/BUDGET:

The Select Board and the Capital Committee have requested that I provide my recommendations for new sidewalk construction utilizing ARPA funds that have been allocated for this purpose. The Select Board allocated a total of $704,000 to put toward sidewalks. A total of $50,000 has already been contracted with BETA Corp. to perform a Sidewalk/Curb Ramp Inventory and ADA Compliance services study. This leaves a balance of $654,000 that can be used for sidewalk design and construction.

According to Greg Russell (VHB), traffic consultant to the Town, he said we can carry a budgetary cost of $150/LF for a 5.0-foot-wide sidewalk construction (includes curb) and between $45/LF-$70/LF for engineering design services. So for budgetary values, we are carrying $220/LF for Sidewalk. Based upon available funds, this equates to approximately 2,972 feet of sidewalk (approx. 0.56 mi). Please be aware, this does not include dealing with obstructions such as Trees, Stone Walls, Drainage Structures, or land takings and appraisals. Additionally, from a scheduling perspective, it is my understanding that because these are ARPA funds, they must be expended by the end of Calendar Year 2026. That translates into design and permitting completed by the end of this year (end of Calendar Year 2024), March Town meeting to get approval for easement acquisition (if required), bidding after this, construction in the summer of 2025. Avoiding potential delays resulting from land acquisition and permitting issues (ie street trees) is imperative.

If we wanted to plan on a somewhat larger project accessing complete streets funds (up to $400k), we could certainly do so but the timing may pose issues given our schedule.

SIDEWALK STUDY:

Attached is a draft heat map prepared by BETA as part of the ongoing sidewalk study. The heat map represents priority areas for sidewalks using factors such as distance to schools, general business district, and municipal services.

Additionally, a Sidewalk Construction Committee created a report in 2015 with a series of recommendations (see attached). One of their recommendations was to construct 6.0-foot-wide sidewalks. As mentioned above, this proposal is for the state standard sidewalk width of 5.0 feet with curb. The report also lists their priority on sidewalk locations (in order of priority). The attached map shows their list with their priority ranking. I broke Parkerville Road (South) into 2 sections and added Woodland Road as #13 to their list. I also added the cost of each road based upon the length. Please recall that this price does not include appraisals, land acquisition costs, tree removal, stone wall relocation, or drainage structures.

COMPLETE STREETS/CHAPTER 90/Other Funds:

We could provide additional funds from a Complete Streets Grant, Chapter 90 Funds, or other similar funds to make up a deficit in overall project costs.

A Complete Streets Grant (or Safe Routes to Schools) is generally submitted in the spring with awards announced later in the year. Up to $400,000 could be available for a project under this funding source.

OBSTICALES:

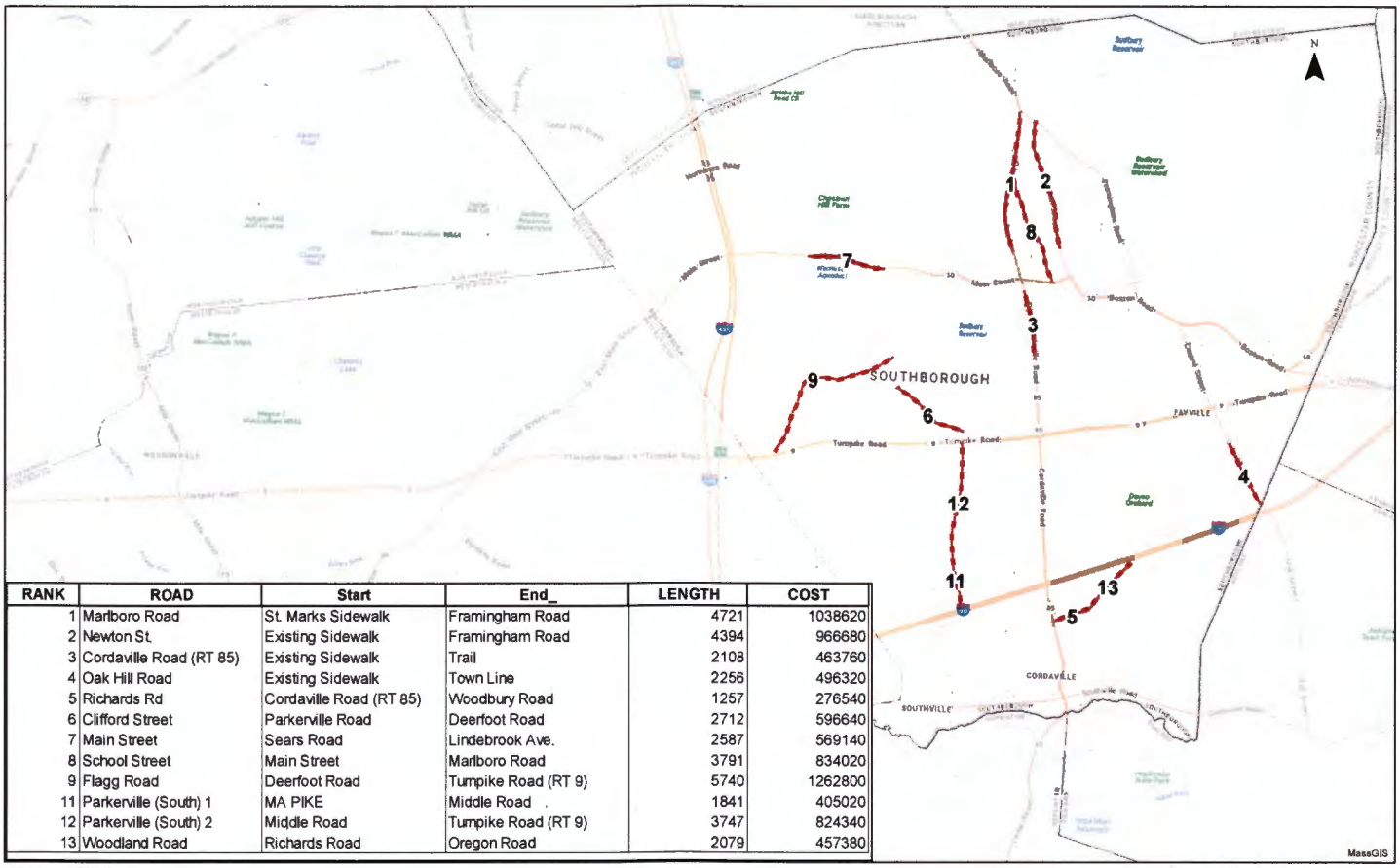
I have mentioned a few times in this memo the potential for unforeseen costs to arise. As you may be aware, the road right of way is essentially the property boundary we have to work within. Depending on localized geographic features, we may encounter grading issues, large diameter trees, stonewalls or other similar obstructions within the Right of Way (ROW). In fact, we may even need to acquire easements from property abutters if the proposed sidewalk cannot fit between the road and the abutting property boundary. At this planning stage, it is not possible to identify these issues until we have a survey and know the local features that may prove cumbersome. These types of issues will arise in the design phase and that is when we can either adjust the overall length (if necessary), or find additional funds to mitigate the issue(s). In any event, each of these types of features will have an impact on the total project cost. In making my recommendations, I tried to select locations that minimized these types of issues.

RECOMMENDATION:

Given the above, I believe all of the locations listed in the attached sidewalk figure are good candidates. The following list are my recommendations (in order of preference) of potential project locations.

MY RANK	MAP #	Street	Distance (ft)	BUDGETARY COST
1	11	Parkerville Road	1,850	$407,000
2A	5	Richards Road	1,260	$277,200
2B	13	Woodland Road	2,100	$462,000
3	1	Marlboro Road	4,750	$1,045,000

Note, My Rank #1 could be adjusted to better fit the budget by extending it to Fairview Drive (640') or even Skylar Drive (a total of 2,500').



RANK	ROAD	Start	End_	LENGTH	COST
1	Marlboro Road	St. Marks Sidewalk	Framingham Road	4721	1038620
2	Newton St.	Existing Sidewalk	Framingham Road	4394	966680
3	Cordaville Road (RT 85)	Existing Sidewalk	Trail	2108	463760
4	Oak Hill Road	Existing Sidewalk	Town Line	2256	496320
5	Richards Rd	Cordaville Road (RT 85)	Woodbury Road	1257	276540
6	Clifford Street	Parkerville Road	Deerfoot Road	2712	596640
7	Main Street	Sears Road	Lindebrook Ave.	2587	569140
8	School Street	Main Street	Marlboro Road	3791	834020
9	Flagg Road	Deerfoot Road	Turnpike Road (RT 9)	5740	1262800
11	Parkerville (South) 1	MA PIKE	Middle Road	1841	405020
12	Parkerville (South) 2	Middle Road	Turnpike Road (RT 9)	3747	824340
13	Woodland Road	Richards Road	Oregon Road	2079	457380

1 inch = 3,000 feet

PROPOSED SIDEWALK LOCATIONS

REPORT OF THE SIDEWALK CONSTRUCTION RECOMMENDATION COMMITTEE

1. Our Mission:

The mission of the 2015 Southborough Sidewalk Construction Recommendation Committee is to develop an impartial review and evaluation for identifying streets that have a need for the construction of a new sidewalk. During this process we considered many factors, including but not limited to: Town destinations, ease of construction, environmental impacts, drainage impacts, right-of-way needs, connectivity, etc. More specifically, the Board of Selectmen charged us with the following:

- Review plans of the Town that indicate "through" streets and sidewalk locations;
- Develop a list of walking destinations;
- Create a list of streets where sidewalks would be utilized using the destination list;
- Develop a list of criteria to prioritize the need for sidewalks; and
- Prioritize the list of streets based on the criteria developed so the DPW can work toward funding and constructing the priority sidewalks

The following sections provide more information on **Our Committee**, **Our Process**, and **Our Recommendations**.

2. Our Committee:

The committee was made up of seven members, six were appointed by the Board of Selectmen. The following provides a list of the seven members and their associated committee title.

- Recreation Director (Doreen A. Ferguson, Vice Chair);
- One (1) Public Safety Official (Joseph C. Mauro, Fire Chief) ;
- One (1) member of the Public Works Planning Board (Susan G. Baust, Secretary);
- One (1) member of the Council on Aging (Bill Harrington);
- Two (2) Citizens-At-Large (Matthew J. Chase – Chair; and Robert B. Bezokas);
- One (1) member of the Southborough School System, appointed by the School Superintendent (James Randell, Principal Mary E Finn School); and
- DPW Superintendent (Karen Galligan, Ex-Officio)

This Committee worked closely with the DPW Superintendent during this process to develop a comprehensive document that ranks streets based on ten evaluation criteria. The criteria were developed in a manner to assess priorities that should be considered when

evaluating the need for a new sidewalk. The final product developed was an integrated MS Excel evaluation matrix that assesses each street against the selected criteria. The next section describes **Our Process**.

3. Our Process

The Committee developed an Evaluation Matrix to prioritize projects, or "through" streets that justify the need for a sidewalk today and/ or in the future. The criteria that was developed included ten (10) categories where each category received a ranking score between one (1) and ten (10); therefore, the total score for all categories would not exceed 100. In addition, the functional classification of each street was identified. The functional classifications aided the Committee in determining the streets that likely have the highest traffic demand, pedestrian demand, conflict points, etc. The following provides more details on the terms used in our evaluation matrix. The matrix has been attached to this summary and has been provided in an electronic format (excel) to DPW.

Functional Classification: The functional classification noted in the matrix is defined as: Arterial (A), Collector (C), or Local Roadways/ Streets (L). In general, Arterials typically carry more traffic than a Collector since they connect regional destinations. Collectors typically carry more traffic than a Local Street since they connect local/ Town destinations. Local Streets typically have the greatest number of access points/ driveways and serve residential neighborhoods and connecting to Collectors or Arterials. It is noted that there are always exceptions to this rule where Collectors could carry more traffic than Arterials or Local Streets could carry more traffic than Collectors; etc.

Categories: Each category number 1 through 10 in the matrix was assigned a score between 1 and 10. Each Committee member determined a score and through discussions at several of our meetings, the Committee determined the most appropriate score for each category of each street. The total score would be the sum of all 10 categories for a possible score of 100. This total score was used to prioritize the need for the streets identified in the matrix. It is noted that there is a potential for some streets to have the same score. The following summarizes how the scoring of each category works:

1. Traffic Volumes: Streets that carry more traffic could have more opportunities for pedestrian-vehicle conflicts. The higher the score, the higher the amount of traffic.

2. Pedestrian Activity: Is there known pedestrian activity on the street today, are there pedestrian foot paths along the side of the street, etc.? The higher the score in this category indicates that there is a good amount of pedestrian activity.

3. Safety: Does the street have known safety concerns or has there been a number crashes along the street? Is there limited sight distance (vertical or horizontal curves in the street) or high vehicle-speeds? The higher the score, the more issues known.

4. Available Right-of-Way: Is the right-of-way wide enough to accommodate a sidewalk(s), or will property acquisitions and easements be needed? A higher score in this category indicates that right-of-way is NOT likely needed and sidewalks can be accommodated fairly easily.

5. Connections to Destinations: Does the street lead to/ from destinations in Town, or is the street a designated walkway for Town activities, emergency routes, etc.? A high score in this category indicates connections are of significant importance.

6. Connectivity: Is there a sidewalk already on the street today, or would providing a sidewalk make a connection to another street that already has a sidewalk. Improving sidewalk connectivity by constructing a new sidewalk would warrant a high score for this category.

7. Environmental Impacts: Are there environmental impacts associated with the construction of a sidewalk? A high score in this category would indicate that there are NOT any environmental impacts, while a low score would indicate environmental impacts could be expected.

8. Construction Challenges: Are there other challenges when constructing a sidewalk; for example, would the proposed sidewalk abut a stone wall, or does the street have a narrow cross section, thus providing minimal clearances from obstructions or vehicles? Are utility poles to be located within the sidewalk;

which could limit the ability to meet ADA requirements? Does street drainage become an issue with a new sidewalk and associated curb? A high score indicates that there are likely minimal challenges during construction.

9. Conforms to Town Goals: Goals and Visions have been identified in past studies throughout the community. For example, the Town's Master Plan. Has the street been identified as part of a previous goal or vision where improvements are needed? If the street is part of another plan, this category would receive a higher score. It is noted that for this category all streets received a score of five, since is was difficult to identify whether one street conformed to Town goals more so than another.

10. Future Need: Are there any known future developments or potential developments that might warrant consideration of a sidewalk? Areas where land could be redeveloped could be of concern, thus a higher score would be considered in this category.

4. Our Recommendations

The matrix that was developed can be sorted by each category or by the total score of all 10 categories. At the end of our scoring, the streets were ranked and sorted based on their ranking. In developing our rankings, the following construction guidelines were discussed and considered:

- Sidewalks should generally be 6-feet wide (including a 6-inch curb) unless there is some constraint that would prohibit this width; however, all applicable ADA requirements shall be met.

- The street cross section should be of sufficient width to accommodate user demand and provide adequate buffers between sidewalks, shoulders, travel lanes, and obstructions such as walls, utility poles, mail boxes, etc. In general, it was decided that the ideal street width to accommodate shoulders for bicycles and travel lanes for cars is 32-feet (5-foot shoulders and 11-foot travel lanes). In some instances, and dependent on the functional classification of the street, etc., the street cross section could be reduced to 26-feet (13-foot shared travel lanes and shoulders).

- Generally, to reduce costs, sidewalks and curbs could be constructed of asphalt; however, certain publicly important areas, such as, downtown and other high visibility areas could include other construction materials, such as concrete, and granite curbing as funding allows.

The following provides a snap shot of the top 10 streets from the matrix table. It is noted that costs associated for each location were not developed, as limited "plan" information was available and the Committee needed to complete this assignment by January 4, 2016. Preparing cost estimates would have significantly increased the amount of time to complete this assignment.

		Sidewalk Construction Recommendation Committee, Evaluation Matrix												
Street Name	***Functional Classification***	***1. Traffic Volumes***	***2. Pedestrian Activity***	***3. Safety***	***4. Available Right-of-Way***	***5. Connects to Destination***	***6. Connectivity***	***7. Environmental Impacts***	***8. Construction Challenges***	***9. Conforms to Town Goals***	***10. Future Need***	***Total Score (out of 100)***	***RANKING***	***Notes***
Marlboro Rd (Rte 85), north of Rte 30	A	9	9	9	9	9	9	8	8	5	1	76	1	Sidewalk on/ north of RR bridge
Newton Street	A	7	6	7	8	8	9	8	7	5	9	74	2	
Cordaville Rd (Rte 85), south of Rte 30 north of Rte 9 (causeway excluded)	A	9	6	9	9	8	8	9	9	5	1	73	3	
Oak Hill Road	A	5	7	9	8	8	8	8	7	5	5	70	4	
Richards Road (east)	C	7	7	6	8	9	8	8	8	5	1	67	5	
Clifford Street	C	5	8	9	8	8	5	6	6	5	5	65	6	
Main Street (west of Sears Rd)	A	9	6	8	9	5	6	8	8	5	1	65	6	State Owned
School Street	L	3	8	6	6	7	9	8	4	5	7	63	8	
Flagg Road	C	5	9	9	7	6	1	6	5	5	9	62	9	
Latisquama Road	C	3	9	6	8	9	7	8	6	5	1	62	9	
Parkerville Rd (south Rte 9, north I-90)	C	5	9	7	9	8	5	6	7	5	1	62	9	

As seen in the image above, Marlboro Road (Route 85, north of Route 30) received the highest score out of all the streets reviewed. Notes were added where appropriate to call out important information that the reader should be aware of. As previously noted, the matrix can be sorted based on street name, any of the ten categories, total score or ranking. Additional engineering is needed to determine more specific impacts and construction costs. It is noted that Main Street (west of Sears Road) was added by the

Committee for future consideration and coordination with MassDOT.

This Committee recommends this criteria and associated ranking matrix be adopted for current use in evaluating sidewalk construction, and for future use in prioritizing how funding limited tax dollars should be spent to improve Southborough's sidewalk network.

For the Committee,

Matthew J. Chase, PE, PTOE
Committee Chair

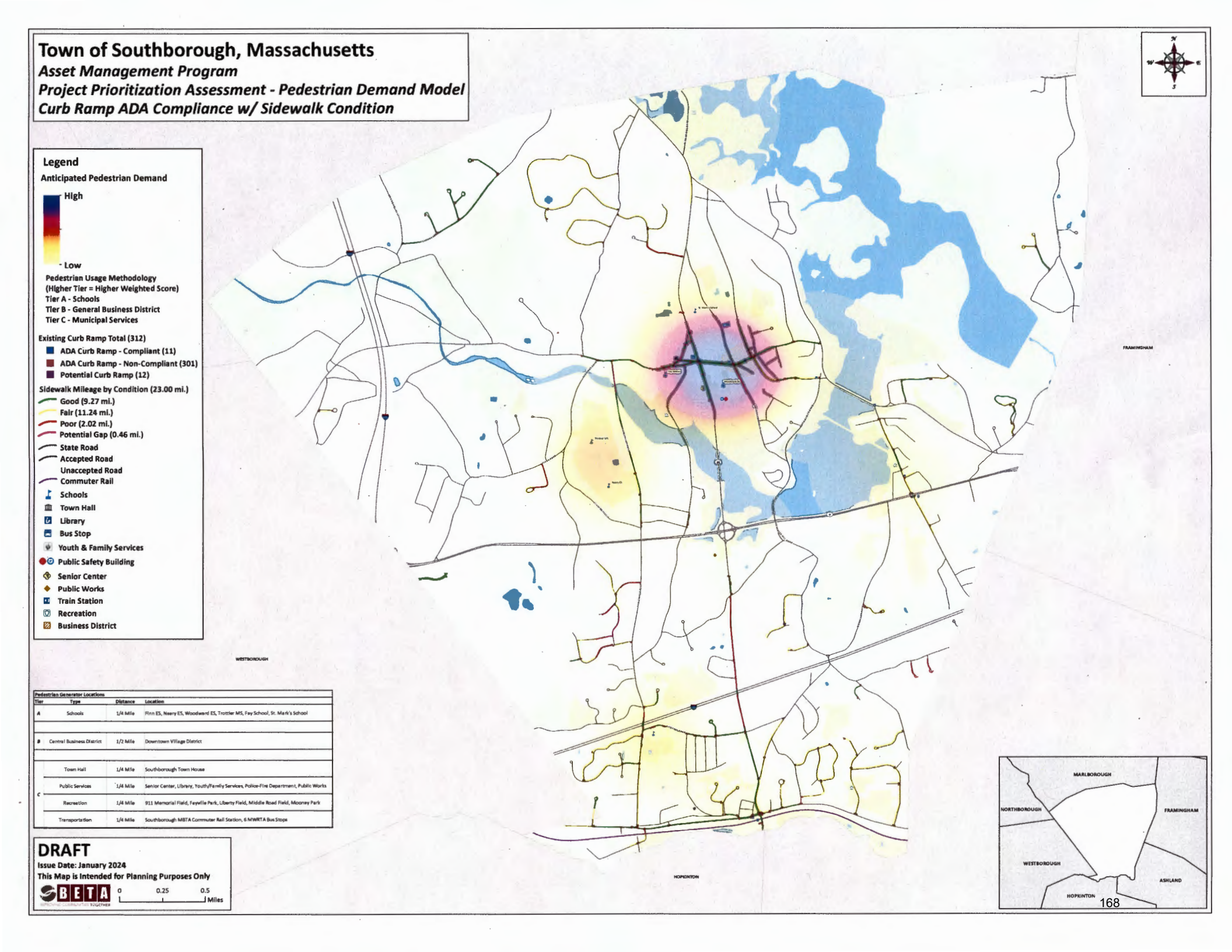
		Sidewalk Construction Recommendation Committee, Evaluation Matrix												
Street Name	**Functional Classification**	**1. Traffic Volumes**	**2. Pedestrian Activity**	**3. Safety**	**4. Available Right-of-Way**	**5. Connects to Destination**	**6. Connectivity**	**7. Environmental Impacts**	**8. Construction Challenges**	**9. Conforms to Town Goals**	**10. Future Need**	**Total Score (out of 100)**	**RANKING**	**Notes**
Marlboro Rd (Rte 85), north of Rte 30	A	9	9	9	9	9	9	8	8	5	1	76	1	Sidewalk on/ north of RR bridge
Newton Street	A	7	6	7	8	8	9	8	7	5	9	74	2	
Cordaville Rd (Rte 85), south of Rte 30 north of Rte 9 (causeway excluded)	A	9	6	9	9	8	8	9	9	5	1	73	3	
Oak Hill Road	A	5	7	9	8	8	8	8	7	5	5	70	4	
Richards Road (east)	C	7	7	6	8	9	8	8	8	5	1	67	5	
Clifford Street	C	5	8	9	8	8	5	6	6	5	5	65	6	
Main Street (west of Sears Rd)	A	9	6	8	9	5	6	8	8	5	1	65	6	State Owned
School Street	L	3	8	6	6	7	9	8	4	5	7	63	8	
Flagg Road	C	5	9	9	7	6	1	6	5	5	9	62	9	
Latisquama Road	C	3	9	6	8	9	7	8	6	5	1	62	9	
Parkerville Rd (south Rte 9, north I-90)	C	5	9	7	9	8	5	6	7	5	1	62	9	
Route 30, Meadow St to Framingham Rd	A	9	4	9	9	8	9	5	2	5	1	61	12	
Woodland Road (south of I-90)	C	5	7	7	9	6	5	7	8	5	1	60	13	
Framingham Road	A	7	2	8	9	5	5	9	9	5	1	60	13	
Marlboro Rd (west of Framingham Rd)	C	9	7	7	9	3	1	9	9	5	1	60	13	
Cordaville Rd (Rte 85), south of Rte 30 north of Rte 9 (causeway included)	A	9	6	9	5	8	8	6	2	5	1	59	16	Rte 9 Int State Owned
Deerfoot Rd (north of Clifford Street)	C	5	8	9	8	8	5	5	4	5	1	58	17	
Highland Street	L	3	7	6	6	8	7	6	8	5	1	57	18	
Mt Vickery Road (east of Route 85)	L	3	6	9	6	7	5	6	4	5	5	56	19	
Sears Road	L	3	7	9	8	5	5	6	6	5	1	55	20	
Northboro Road	A	7	3	7	9	2	1	8	8	5	5	55	20	
General Henry Knox Road	L	3	4	5	9	5	5	9	9	5	1	55	20	
Middle Road (north of Route 9)	L	5	7	7	7	9	5	4	4	5	1	54	23	
Atwood Street	L	3	7	7	6	7	7	6	5	5	1	54	23	
Chestnut Hill Road	L	5	5	7	8	6	1	6	4	5	7	54	23	
John Matthews Road	L	3	4	4	9	5	5	9	9	5	1	54	23	
Breakneck Hill Road	C	5	5	9	6	7	1	6	4	5	5	53	27	
Pine Hill Road	C	5	5	9	6	1	3	6	4	5	9	53	27	
Mt Vickery Road (west of Route 85)	L	3	6	9	9	7	5	4	4	5	1	53	27	
White Bagley Road	C	5	6	8	9	6	5	4	4	5	1	53	27	
Fisher Road; Schipper Farm Lane Rd to Marlborough	C	7	6	6	9	1	5	6	6	5	1	52	31	
Parmenter Road	C	5	3	9	8	1	1	4	6	5	9	51	32	
Gilmore Road	L	3	4	8	8	4	5	4	4	5	5	50	33	
Jericho Hill Road	C	5	2	7	8	1	1	8	8	5	5	50	33	
Woodland Road (north of I-90)	C	5	4	7	8	4	1	6	8	5	1	49	35	
Deerfoot Rd (south of Clifford St, north of Rte 9)	C	5	6	7	6	6	1	4	6	5	1	47	36	
Middle Road (south of Route 9)	L	5	6	7	8	4	1	5	5	5	1	47	36	
Johnson Road	A	7	3	5	9	2	1	8	6	5	1	47	36	
Oregon Road	L	5	5	8	6	2	1	4	4	5	5	45	39	
Woodbury Road	L	3	5	7	8	3	5	4	4	5	1	45	39	
Route 30, Framingham Town Line to Meadow St	A	9	2	9	6	2	1	5	4	5	1	44	41	State Owned
Lovers Lane	L	3	5	9	8	2	1	4	4	5	1	42	42	
Acrebridge Road	C	7	1	6	8	4	1	4	4	5	1	41	43	
Lynbrook Road	L	3	5	5	9	2	1	6	4	5	1	41	43	State Owned
Edgewood Road	L	3	5	6	8	3	1	4	4	5	1	40	45	
Deerfoot Rd (south of Route 9)	C	5	1	7	8	1	1	5	4	5	1	38	46	
Meadow Lane; Rte 30 to Kallander Dr	L	3	3	3	6	1	1	9	6	5	1	38	46	
Valley Road	L	3	3	7	6	3	1	4	4	5	1	37	48	
Willow Street	L	3	2	8	6	2	1	4	1	5	1	33	49	

Town of Southborough, Massachusetts

Asset Management Program

Project Prioritization Assessment - Pedestrian Demand Model

Curb Ramp ADA Compliance w/ Sidewalk Condition



Pedestrian Generator Locations			
Tier	Type	Distance	Location
A	Schools	1/4 Mile	Finn ES, Neary ES, Woodward ES, Trottier MS, Fay School, St. Mark's School
B	Central Business District	1/2 Mile	Downtown Village District
C	Town Hall	1/4 Mile	Southborough Town House
	Public Services	1/4 Mile	Senior Center, Library, Youth/Family Services, Police-Fire Department, Public Works
	Recreation	1/4 Mile	911 Memorial Field, Feyville Park, Liberty Field, Middle Road Field, Mooney Park
	Transportation	1/4 Mile	Southborough MBTA Commuter Rail Station, 6 MWRTA Bus Stops

DRAFT

Issue Date: January 2024

This Map is Intended for Planning Purposes Only

BETA

0 0.25 0.5 Miles

CONTRACT FOR PROFESSIONAL SERVICES
BETWEEN
VANASSE HANGEN BRUSTLIN, INC.
AND
THE TOWN OF SOUTHBOROUGH

RICHARDS ROAD
SIDEWALK IMPROVEMENT PROJECT
CORDAVILLE ROAD (ROUTE 85) TO WOODLAND ROAD

VHB PROPOSAL NO. 83015.24

APRIL 23, 2024

Vanasse Hangen Brustlin, Inc. (VHB), hereinafter called the "Engineer", will provide engineering consulting services to the Town of Southborough, hereinafter called the "Town", for the Richards Road Sidewalk Improvement Project as set forth in this Scope of Services.

PART I
PROJECT DESCRIPTION

At the request of the Town, VHB is providing the following proposal to design a new sidewalk on the northerly side of Richards Road between Cordaville Road (Route 85) and Woodland Road. Crossing the intersection of Cordaville Road/ Richards Road (signal) is part of the study area, but only minor operational changes are anticipated to accommodate pedestrian crosswalks and associated pedestrian curb ramps. Minor drainage improvements such as catch basins with deep sums will be considered as part of the project. Intersection (signal) and full roadway reconstruction/ realignments are not anticipated and therefore not proposed.

This scope and fee have been prepared to follow a design process that seeks construction using the Town's American Rescue Plan Act of 2021 (ARPA), Chapter 90 allotment, Complete Streets or other local funds; however, design standards and plan format will follow Massachusetts Department of Transportation (MassDOT) guidelines. It is understood that the Scope of Services under this Agreement may be changed by actions of the Town and/or other project stakeholders. Changes to the project scope may require additional compensation or adjustments to the following scope and fee.

PROJECT LIMITS

The Project Limits on Richards Road is from Cordaville Road (Route 85) to Woodland Road for a total length of approximately 1,260 feet (0.24-miles). This location is Ranked 2A by the Town for using ARPA funds for new sidewalk construction in the Department of Public Works (DPW) memorandum provided to VHB dated February 9, 2024.

CLIENT-FURNISHED INFORMATION

It is understood that VHB will perform services under the sole direction of the Town. In the performance of these services, VHB will coordinate its efforts with those of other project team members, as required. The Town will provide VHB with project-related services and technical data including, but not limited to, the following:

- Any relevant data that supports existing conditions, utilities, pavement, property owners and boundaries, etc.
- Police detail services as required for field work, as needed (survey, pavement, etc.).
- Water, Drainage, and Sewer information and any other improvements within project limits.

VHB will be entitled to rely on the accuracy of information provided by the Town, and will have no liability for utilizing such data that contains errors or omissions while completing these services.

SCOPE OF SERVICES

The following provides a summary of the scope of work for this assignment.

TASK 1 – FIELD RECONNAISSANCE

Under this task VHB will conduct field research needed to support the proposed project. Specifically, the following activities will be conducted:

Wetland Resource Area Delineation
VHB will delineate wetland and water body boundaries within the project limits of Richards Road. These resource areas will be delineated in accordance with the Regional Supplement to the Corps of Engineers Wetland Delineation Manual: North Central and Northeast Region (2012), the MWPA Regulation (310 CMR 10.00), MADEP wetland delineation guidance document entitled "Delineating Bordering Vegetated Wetlands under the Massachusetts Wetlands Protection Act (March 1995)", and other wetland delineation requirements specified in applicable local wetland bylaws and implementing regulations. In addition to delineating wetland resources, VHB will locate each flag point with a hand-held GPS unit to sub meter accuracy.

At each wetland or water body delineated along the project limits, field notes, photo documentation, and

a sketch will be completed. The field notes will document dominant plant species, soil conditions, hydrologic conditions, and wildlife habitat features. Field notes will contain sufficient information to complete applicable wetland delineation data sheets if required at a later date. Wetlands along the project limits will be collected via GPS devices and noted on the field surveyed base plans. If resource areas outside the project limits need to be illustrated VHB will supplement with information from MassGIS.

Field Survey

VHB has previously collected field survey along Richards Road between Cordaville Road (Route 85) and Woodland Road under a separate contract with the Town. VHB will perform a limited supplemental field survey to locate resources areas and will add it to the previously prepared base plan. Sub-surface utility investigations were not previously conducted, nor will they be conducted under this Agreement. Subsurface utility investigations will be limited to Level D and C. Ground penetrating radar, test pits, probes, or other investigations meeting Level B or A will not be performed.

The Right of Way will be estimated from record layout plans. If layout plans are not available, the Right-of-Way will be shown graphically from research performed at the Town and Registry. Property lines along the ROW will be based on record deed or plan descriptions. If descriptions are vague and plans not available, the property lines will be shown graphically from existing Town layouts or GIS assessor maps. Monuments found in the field will be shown on the base plan; however, if monuments are not found in the field to establish property boundaries, and deed research is not sufficient, an Amendment to this Agreement could be required for supplemental survey and property calculations. Abutter names will be shown on the base plan with recording and assessor information.

The survey will meet current MassDOT English standards including horizontal and vertical control. The previously prepared base plan will be updated with the new field information and drafted in an AutoCAD Civil 3D 2022 drawing format.

TASK 2 – PRELIMINARY DESIGN PHASE

VHB will prepare a preliminary sidewalk layout along the northerly side of Richards Road, with crosswalks and pedestrian curb ramps at intersecting roadways of Cordaville Road and Woodland Road. As part of this Task, VHB will prepare the following plan sheets for the Town's review:

- Construction and Profile Plans;
- Traffic Signing and Striping Plans;
- Traffic Signal Plan (Richards Road at Cordaville Road); and
- Critical Cross Sections (up to five anticipated).

TASK 3 – FINAL DESIGN PHASE

Following review of the Preliminary Design by the Town, VHB will incorporate agreed upon comments and advance the previously prepared plans to the Final Design stage. This will involve finalizing the horizontal and vertical roadway geometry, roadway grading and cross sections, and the proposed drainage with rims and inverts. In preparation of the Final Design Submission, the following plans will be prepared:

- Cover Sheet;
- Legend & General Notes;
- Typical Sections and Pavement Notes;
- Construction and Profile Plans;
- Grading and Tie Plans;
- Traffic Signing and Striping Plans;
- Traffic Signal Plan (Richards Road at Cordaville Road);
- Traffic Sign Summary;
- Temporary Traffic Control Plans;
- Construction Details and
- Cross Sections (at 50-foot intervals and at driveways).

The following provides a summary of information to be provided as part of this final design :

Grading and Tie Plans
Plans will show relevant aspects of the horizontal geometry, curve geometry, roadway widths, station equations, horizontal offsets to the design centerline and spot grades.

Traffic Signing and Striping Plans
The traffic signing and striping plans will show pavement markings, signs, project limits and construction materials.

Traffic Signal Plans
The traffic signal plans will show modifications to the existing signal infrastructure at Richards Road and Cordaville Road (Route 85), changes to the existing signal timings and a signal items list.

Traffic Management
VHB will finalize the temporary traffic control construction plans in accordance with the MUTCD to demonstrate a feasible means of constructing the project. The level of detail will recognize that the actual traffic management plan implemented by the contractor may vary.

Special Provisions & Construction Cost Estimate
VHB will prepare draft special provisions based on the latest edition of MassDOT's Standard Specifications for Highways and Bridges and Supplemental Specifications and check that each item in the estimate that is listed in the Standard Nomenclature with an asterisk (*) has a special provision. Special provisions to describe a specific or unique activity to be performed by the contractor will be drafted only when necessary. VHB will prepare a detailed estimate to a MassDOT format using MassDOT's Weighted Average Bid Application (WABA). To accompany the estimate, and be provided to the Town only, VHB will prepare a calculation book based on the latest edition of the Standard Nomenclature. VHB will check that each item of work shown on the plans has a pay item.

QAQC
Following the completion of the design documents, VHB will perform an internal review of the project

plans, specifications and estimate by an experienced engineer who is not directly involved in the preparation of these documents. The review will focus on the practicality of constructing the project based on access to site, equipment needs and material properties.

Deliverables & Meetings

VHB will submit the Final Design Documents to the Town electronically in PDF and AutoCAD Civil 3D 2021 (plans only) file formats. VHB will also submit one (1) full size plot plans (size 24 inches x 36 inches).

TASK 4 – NOTICE OF INTENT (NOI)

A Notice of Intent (NOI) is anticipated to be filed with the local Conservation Commission due to work in the buffer zones. Two (2) meeting with the local Conservation Commission is budgeted. Up to two (2) VHB staff members are anticipated to attend this meeting. If more meetings are requested, more than two VHB staff are needed, supplemental graphics or response to peer review comments are needed, an Amendment to this contract may be required. The approved (by the Town) Preliminary Design Plans will be used for the NOI meeting.

TASK 5 – SCENIC ROAD APPLICATION

As Richards Road is classified as a scenic road, VHB will prepare a Scenic Road Application for tree removal. One (1) VHB staff member will attend one (1) joint hearing with the Planning Board and Select Board. If more meetings are requested, more than one VHB staff is needed, supplemental graphics are needed, or significant design modifications are required an amendment to this contract will be required.

TASK 6 – MEETINGS AND COORDINATION

VHB anticipates attending three (3) meetings in addition to the three (3) meetings as part of Tasks 4 (NOI) and Task 5 (Scenic Road Application). The following meetings are anticipated:

1. One (1) meeting with Public Works Planning Board (or other review entity as directed by the Board of Selectmen) following completion of Task 2 (Preliminary Design).
2. One (1) meeting with abutters of Richards Road following the meeting with the Public Works Planning Board or as directed by the Town. The Town will coordinate with notifying abutters of this meeting.
3. A second meeting with Public Works Planning Board (or other review entity) following completion of Task 3 (Final Design), Task 4 (NOI) and Task 5 (Scenic Road Application).

For budgeting purposes, a total of six (6) hours has been budgeted for the three meetings under this task. One VHB staff member is anticipated to attend these meetings. If unanticipated meetings are requested, more than one VHB staff is needed, or supplemental graphics are needed, an Amendment to this contract will be required.

TASK 7 – CONSTRUCTION PHASE SERVICES (PART-TIME)

The following services will be provided by VHB as part of this task:

- Coordinate with the Town on preparing project contract documents for advertising in accordance with State and Town;

- Attend up to 4 construction meetings;

- Review shop drawings, Request for Information (RFI) from the contractor, and conduct a final punch list walk through and signal inspection upon the project reaching a substantially complete status advised by the Town; and
- Perform a cursory review Contractor pay requisitions, with input from the Town since VHB is not providing full-time construction phase services.

VHB will coordinate with the Town on the following part-time construction phase services. It is noted that VHB or its subconsultants may need input from the Town on certain shop drawings or RFIs, which VHB will be entitled to rely on the accuracy of information provided by the Town and will have no liability for utilizing such data that contains errors or omissions while completing these services. An allowance is being provided for this task as the construction process and duration of construction will not be known until the Town selects a contractor.

Limitation of Responsibilities: VHB will not supervise or have control over site safety and the Contractor's safety precautions or programs in connection with the work, nor for the Contractors' work, construction ways, means, methods, techniques, sequences or procedures selected by the Contractors in connection with the Work. VHB will not be responsible for the acts or omissions of any Contractor, or of any subcontractor or supplier, or any of the Contractor(s), or subcontractor's or supplier's agents or employees, or any other persons (except VHB's own employees and agents) at the site or otherwise furnishing or performing any of the Contractor(s)'s work.

Upon the time of construction, VHB will not have tested or evaluated existing materials anticipated to be excavated and disposed of (surplus materials) during construction. Nor has VHB budgeted in this Amendment to advise, coordinate, supervise, or oversee these efforts during construction. It will be the responsibility of the Town and the Contractor to coordinate the appropriate means to dispose of surplus materials.

- Bid Documents. VHB will work with the Town to prepare the final contract documents suitable for bidding by the Town (the Town will be responsible for advertising the project in CommBuys and the local newspaper). VHB will answer questions and make updates to the plans based on comments received by the Town. VHB has budgeted 24 hours to coordinate the bid document preparation .

- Bid Coordination, and Review of Bids. VHB will coordinate with the Town on answering questions from contractors on the bid documents during the bid process. In addition, VHB will prepare sketches or responses for addendums. Following the bidding process, VHB will coordinate with the

Town on reviewing the high and low bids associated with the project. VHB will then prepare a letter summarizing our review for the Town recommending award of the project to a Contractor.

- Pre-Construction Conference. Following the review of bids and selection of a contractor, VHB will attend one (1) pre-construction conference to be schedule by the Town. This meeting is anticipated to be held at the Department of Public Works or on Richards Road. Up to two VHB staff will attend the Pre-Construction Conference.

- Highway Shop Drawings. VHB and its subconsultants will review shop drawings associated with the project for general conformance to the contract documents, including signal catalog cuts for traffic signals, structural shop drawings, and other items.

- Signal Inspection and Signal Plans. It is anticipated that one (1) signal inspection will be needed once the contractor has substantially modified the traffic signal at Richards Road and Cordaville Road. The signal modifications will need to be functioning for at least three weeks prior to the field visit. Following this inspection, VHB will update the traffic signal timing plans and signal plans to reflect identified field changes. These plans will be an update to the previously prepared design plans, but as built plans will not be prepared since as-built survey is not being collected. As built plans will be the responsibility of the contractor. Eight (8) hours has been budgeted to coordinate this process.

- Furnish Advice and Field Visits. VHB will respond to RFIs from the Town or the contractor to clarify design intent, interpreting drawings and other contract documents, and specifications. VHB will conduct field visits during construction to provide clarification on design intent and assistance in addressing unforeseen conditions or similar matters, as requested by the Town. VHB has budgeted 24 hours to coordinate this process.

- Meetings and Coordination. VHB is also carrying a budget for coordination during construction. A budget is being allocated to attend construction meetings with the Town. This budget will supplement previous tasks. When possible, a field visit and meeting will be coordinated to minimize attending two separate meetings when it can be accommodated with one. VHB has budgeted 8 hours for up to four meetings.

SERVICES NOT INCLUDED

The following services are not anticipated and, therefore, have not been included in this Agreement:

- Traffic counts and traffic analyses.
- Signal warrant analyses.
- Intersection improvements or evaluations at Woodland Street with Richards Road or at Watkins Lane.
- Signal timing adjustments will be limited to including pedestrian crossing time phasing and pedestrian push button locations.
- Design of any rain gardens, detention basins or green infrastructure.

- Coordination with Town boards not identified herein, such as Planning Board, Select Board or other.
- In accordance with Land Court procedures, preparation of preliminary or final right-of-way plans, layout plans, taking plans, and descriptions involving the alteration of Land Court parcels. Permanent easement or acquisition plans and coordination with the Registry of Deeds for the filing of any easements will be the responsibility of the Town.
- Recreation of property boundaries or roadway layout lines if adequate documentation is not provided by the Town or through the registry of deeds or other sources.
- Investigation, identification testing, or analysis of hazardous waste or materials.
- Evaluation of existing culverts or design of new culverts, other than that described within this Scope of Work.
- Programmatic Section 4(f) Evaluation or preparation of an individual Programmatic Section 4(f).
- Street Lighting design or development of a photometric plan.
- Design of new culverts.
- Structural or geotechnical design services.
- Subsurface Utility Investigations (SUE) Level A or B (test pits, probes, ground penetrating radar, or other exploratory methods).
- VHB will not confirm or update the existing conditions of the previous survey other than the locations noted above. It is VHB understanding that these locations are the only changes.
- Preparation of an Environmental Notification Form (ENF) or other MEPA permitting. While not anticipated there are retaining walls and trees larger within the project limits. If five or more public shade trees (14" in diameter at breast height) or stone walls (300' or more) are removed as part of the project MEPA permitting would be required. At this time, these impacts are not anticipated.
- Hydrologic and Hydraulic reports or analysis.
- Permanent easements are not anticipated to be needed as part of this project. Temporary easements and rights of entries are not anticipated. If any easement plans or rights of entries are needed an Amendment will be required. This is for the entire project limits.

Should services be required in these areas, or areas not previously described, VHB will prepare a proposal or amendment, at the Town's request that contains the Scope of Services, Compensation, and Schedule to complete the unanticipated services. The fees in this proposal may be subject to change if not accepted within 60 days from the date of issue.

COMPENSATION FOR VHB SERVICES

1. VHB will perform the Scope of Services contained in this Contract on a Lump Sum fee basis; which is defined as the fee for direct labor, overhead and profit including direct costs. The Maximum Upset Limit of this contract for this Scope of Services is $ 120,000 allocated approximately as follows:

	Maximum Labor Fees
Task 1 – Field Reconnaissance	**$ 16,000**
Task 2 – Preliminary Design Phase	**$ 20,000**
Task 3 – Final Design Phase	**$ 35,000**
Task 4 – Notice of Intent (NOI)	**$ 12,000**
Task 5 – Scenic Road Application	**$ 10,000**
Task 6 – Meetings and Coordination	**$ 6,000**
Task 7 – Construction Phase Services (Part-Time)	**$ 21,000**
TOTAL CONTRACT VALUE:	**$120,000**

* In addition to the labor compensation, VHB will be reimbursed for expenditures made specifically for the project such as: printing and copies; travel/ mileage; shipping/ postage; and purchase of maps and similar documents. These direct expenses will be billed at cost and are covered in the lump sum tasks above. See note #4 below for police details.

2. The total Lump Sum Fee for services rendered in Tasks 1 thru 7 will be invoiced monthly as a percentage of completion by task.

3. VHB will not exceed the total estimated Lump Sum Fee stated herein without the written approval of the Town.

4. ***The Town agrees to provide police services/ details as required for all field activities such as highway survey, field observations, construction, meetings, etc. as needed and requested by the Town. The Town will coordinate its schedule with the local police department for these services, and the Town will be responsible for payment of such services directly to the local police department. Expenses for such services are not part of this Agreement and, therefore, not included in the fee contained herein.***

PERIODS OF SERVICE

1. VHB will work with the Town to establish a schedule to complete the work outlined above. Services are dependent on the ability to conduct a field visit, observe existing conditions information and scheduling of field walks and meetings the Town (design reviews, NOI, etc.).

2. The specific period of performance, schedule, and compensation are subject to PART II - GENERAL TERMS AND CONDITIONS, 3.0 PERIODS OF SERVICE.

APPROVED FOR	APPROVED FOR
VANASSE HANGEN BRUSTLIN, INC.	TOWN OF SOUTHBOROUGH
(VHB / ENGINEER)	(TOWN)
By: _____	By: _____
Title: Managing Director - Highway and Structures	Title: _____
Date: 4/23/2024	Date: _____

AGREEMENT REVIEW

Project Manager Initials: ***GJR***

Reviewer Initials: ***MJC***

STANDARD TERMS AND CONDITIONS. The engagement of VHB by Client is under the following terms and conditions. These terms and conditions are an integral part of the collective Agreement between Client and VHB.

SCOPE OF SERVICES. VHB shall perform the services set forth in the attached Scope of Services. Requests for additional services and any associated fee adjustment must be authorized in writing before additional services can begin.

PERFORMANCE STANDARDS. VHB's services require decisions that are not based upon science, but rather upon judgmental considerations. In the performance or furnishing of professional services hereunder, VHB, and those it is responsible for, shall exercise the degree of skill and care ordinarily exercised by similarly practicing professionals performing similar services under similar conditions in the same locality ("Standard of Care"). VHB shall be entitled to rely on the accuracy and completeness of data, reports, surveys, requirements, and other information provided by Client.

SCHEDULE. VHB shall perform its services as set forth in the Scope of Services as expeditiously as consistent with the Standard of Care and the orderly progress of the Work. VHB shall not be responsible for failure to perform or for delays in the services arising out of factors beyond the reasonable control or without the fault or negligence of VHB.

PAYMENT. The fee estimate for the proposed Scope of Services is valid for 60 days from the date of Proposal. All schedules set forth in the attached Scope of Services commence upon receipt of a signed Agreement and, if requested, a retainer. Retainers will be applied to the last invoice. A RETAINER OF $[ ] IS REQUIRED BEFORE SERVICES WILL COMMENCE.

Invoices will be rendered monthly and are due upon receipt. Any invoice unpaid more than 30 days after date of invoice will bear interest at 1-1/2 percent per month.

If Client fails to pay any invoice within 45 days of the date of invoice, VHB may, without waiving any other claim or right against Client or incurring any liability for delay, suspend the services until VHB has been paid in full. Sealed plans, final documents, reports, and attendance at meetings/hearings will not be provided unless payment for services is current.

If VHB is performing services for Client under multiple projects, payments must be current on all projects for services hereunder to continue. Client acknowledges VHB's right to suspend services and withhold plans and documents, as provided above, if any payments are overdue. If services are suspended for 30 days or longer, upon resuming services VHB shall be entitled to expenses incurred in the interruption and resumption of its services. If services are suspended for 90 days or longer, VHB shall be entitled to expenses incurred in the interruption and resumption of its services and fees for remaining services shall be equitably adjusted.

The parties agree to coordinate invoices to assure timely payment. At minimum, VHB's project manager and Client's representative will confer as often as necessary about any issues involving invoicing and collections. Client's representative will contact VHB's project manager forthwith upon receipt of an invoice about any questions or issues concerning invoiced amounts. If Client's representative and VHB's project manager are unable to resolve any questions or issues, Client's representative will line item any disputed or questionable amount and pay VHB. VHB, at its option, may revise and resubmit disputed amounts at a later date.

Should it become necessary to utilize legal or other resources to collect any or all monies rightfully due for services rendered under this Agreement, VHB shall be entitled to full reimbursement of all such costs, including reasonable attorneys' fees, as part of this Agreement.

OWNERSHIP OF WORK PRODUCT. All work products (whether in hard or electronic form) prepared by VHB pursuant to the Agreement are instruments of service with respect to the Project and are not authorized, intended or represented to be suitable for reuse by Client or others on extensions of the Project or on any other Project. Any reuse by Client or a third person or entity authorized by Client without written verification or adaptation by VHB for the specific application will be at Client's sole risk and without liability or legal exposure to VHB. Client shall release, defend, indemnify and hold harmless VHB from all claims, damages, losses and expenses, including attorneys' fees, arising out of or resulting therefrom. Any such verification or adaptation will entitle VHB to additional compensation at rates to be agreed upon by VHB and Client, third person, or entity seeking to reuse said documents.

Client recognizes that information recorded on or transmitted as electronic media, including CADD documents ("Electronic Documents") is subject to undetectable alteration, either intentional or unintentional, due to, among other causes, transmission, conversion, media degradation, software error, or human alteration. Accordingly, the Electronic Documents are provided to Client for informational purposes only and are not represented as suitable for any use or purpose.

VHB retains the copyright in all work products produced in connection with this Agreement, unless otherwise agreed to in writing by an authorized VHB representative. VHB licenses to Client on a non-exclusive basis the use of work products produced solely in connection with this Agreement. The license

may be revoked for any failure of Client to perform under this Agreement.

CERTIFICATIONS. VHB shall not be required to sign any documents, no matter by whom requested, that would result in VHB having to certify, guarantee or warrant the existence of conditions whose existence VHB cannot wholly ascertain. Any certification provided by VHB shall be so provided based on VHB's knowledge, information, and belief subject to the preceding sentence, and shall reflect no greater certainty than VHB's professional opinion developed through and consistent with the Standard of Care. VHB shall be compensated for any work necessary to assess project compliance with regulatory standards for purposes of such certification.

INSURANCE. VHB agrees to carry the following insurance during the term of this Agreement:

- Workmen's Compensation and Employer's Liability Insurance in compliance with statutory limits
- Comprehensive General Liability Insurance including Products Completed, Contractual, Property, and Personal Injury coverage with combined single limits of $1,000,000 per occurrence and $2,000,000 in the aggregate
- Professional Liability Insurance with a limit of $1,000,000 per claim and in the aggregate
- Automobile Liability Insurance including non-owned and hired automobiles with a combined single limit of $1,000,000 per occurrence

Certificates of insurance will be furnished upon request. If Client requires additional insurance coverage, and it is available, Client agrees to reimburse VHB for such additional expense.

INDEMNITY. Client and VHB shall at all times indemnify and save harmless each other, their officers, and employees on account of damages, losses, expenses, reasonable counsel fees, and compensation arising out of any claims for damages, personal injuries and/or property losses sustained by any person or entity, to the extent caused by the negligent acts, errors or omissions of the indemnifying party, its employees, or subcontractors in connection with the Project, and/or under this Agreement.

Client agrees to the fullest extent permitted by law, to indemnify and hold harmless VHB, its officers, employees and subconsultants from and against any and all claims, suits, demands, liabilities costs including reasonable attorneys' fees, and defense costs caused by, arising out of, or in any way connected with the detection, presence, handling, removal, abatement, or disposal of any asbestos or hazardous or toxic substances, products, or material that exist on, about, or adjacent to the job site.

LIMITATION ON VHB'S RESPONSIBILITY AND JOBSITE SAFETY. VHB will not be responsible for the acts or omissions of contractors or others at the Site, except for its own subcontractors and employees. Neither the professional activities of VHB nor the presence of VHB or its employees or subconsultants at a project site shall relieve the other parties on this project of their obligations, duties, and, including, but not limited to, construction means, methods, sequence, techniques, or procedures necessary for performing, superintending, and coordinating the Work in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. VHB and its personnel have no authority to exercise any control over any construction contractor or its employees in connection with their work or any health or safety programs or procedures. Client agrees that Contractor shall be solely responsible for job site safety and warrants that this intent shall be carried out in Client's contract with Contractor.

ALLOCATION OF RISK. In recognition of the relative risks and benefits of the Project to both Client and VHB, the risks have been allocated such that Client agrees that to the fullest extent permitted by law, VHB's total liability in the aggregate to Client and any persons or entities claiming by, through or under Client, for any and all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to the Project and/or this Agreement from any cause or causes, including, but not limited to, VHB's negligence, errors, omissions, strict liability, statutory liability, indemnity obligation, breach of contract or breach of warranty shall not exceed the higher of $50,000 (fifty thousand dollars), or ten (10) percent of the compensation actually paid to VHB. Client and VHB may agree to a higher limitation of liability for an increased fee.

DISPUTE RESOLUTION. All questions in dispute under this Agreement shall be submitted to non-binding mediation as a condition precedent to the institution of legal proceedings. On the written notice of either party to the other of the election to submit any dispute under this Agreement to mediation, each party shall designate their representative and shall meet within ten (10) days after the service of the notice. The parties shall then attempt to resolve the dispute within ten (10) days of meeting. Should the parties be unable to agree on a resolution of the dispute, then the parties shall proceed with mediation in accordance with the mediation rules of the American Arbitration Association. The cost of mediation shall be borne equally by both parties. This Agreement shall be governed and construed in accordance with the laws of the Commonwealth of Massachusetts.

LEGAL SUPPORT. To the extent VHB is required to respond to any dispute resolution process, including, but not limited to, requests for document production, discovery or a request to appear in any deposition or legal proceeding, which is related to the Scope of Services but does not arise out of VHB's negligent

acts, errors or omissions, Client shall compensate VHB for all costs incurred by VHB, including reasonable attorneys' fees.

DESCRIPTIVE HEADINGS AND COUNTERPARTS. The headings contained in this Agreement are for convenience of reference only and shall not constitute a part hereof, or define, limit or in any way affect the meaning of any of the terms or provisions hereof. This Agreement may be executed in two or more counterparts, and any party hereto may execute any such counterpart, which, when executed and delivered, shall be deemed to be an original and all of such counterparts taken together shall be deemed to be one and the same instrument.

EXCLUSIVE REMEDIES. In the event that any dispute is not remedied through the alternative dispute resolution procedures set forth herein, all claims, actions, and rights of action arising from or relating in any way to this Agreement or the services performed thereunder, whether in contract, tort, indemnity and all other rights of action whatsoever, shall be filed in a court of competent jurisdiction within three years of the completion of such services, or all such claims, actions and rights of action shall be waived. Recovery under this Agreement shall be limited by the parties' agreement on Allocation of Risk and the remainder of this section.

Notwithstanding any other provision of this Agreement, neither party shall be liable to the other for any liquidated, incidental, special, indirect or other consequential damages incurred, regardless of the nature of the cause or whether caused by Client or VHB, or their employees, subconsultants, or subcontractors. Consequential damages include, without limitation, loss of use, loss of profits, loss of production, or business interruption; however, the same may be caused.

VHB and Client waive all claims against each other arising out of or related to this Agreement or the services to the extent that losses, damages, and liabilities associated with such claims have been compensated by the proceeds of property insurance or any other insurance policy.

VHB makes no warranties or guarantees, express or implied, under this Agreement or any other contract document with respect to its provision of professional services. In entering into this Agreement, Client has relied only upon the representations set forth in this Agreement. No verbal warranties, representations, or statements shall be considered a part of this Agreement or a basis upon which Client relied in entering into this Agreement.

NO THIRD PARTY BENEFICIARIES. Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either Client or VHB. In addition, nothing herein shall be construed as creating a contractual relationship between Client and any VHB employee, representative, or consultant. Client agrees that in the event of a dispute regarding this Agreement or the services rendered by VHB hereunder, Client shall only seek recourse against VHB and waives any right to pursue a claim against VHB's individual directors, officers or employees.

VHB's commitments as set forth in this Agreement are based on the expectation that all of the services described in this Agreement will be provided. In the event Client later elects to reduce VHB's Scope of Services, Client hereby agrees to release, hold harmless, defend, and indemnify VHB from any and all claims, damages, losses or costs associated with or arising out of such reduction in services.

SEVERABILITY. The invalidity or unenforceability of any provisions of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement, which shall remain in full force and effect.

TAXES. Any taxes or fees, enacted by local, state, or federal government and based on gross receipts or revenues, will be invoiced to and payable by Client as an additional amount due under this Agreement.

PROJECT SPECIFIC PROVISIONS. To the extent the Scope of Services involves any of the following services/geographies, the following general provisions apply accordingly:

AMERICANS WITH DISABILITIES ACT (ADA). Client understands and agrees that ADA standards are evolving and subject to varying, potentially contradictory interpretations and applications. VHB will use its reasonable professional efforts and judgment to interpret applicable ADA requirements and other federal, state and local laws, rules, codes, ordinances, and regulations as they apply to the project. VHB cannot and does not warrant or guarantee that Client's Project will comply with all ADA requirements or ADA interpretations or other applicable regulatory interpretations.

CLIMATE CHANGE/FLOOD ANALYSIS. Consultant shall not be responsible or liable for any damages, losses, litigation, expenses, counsel fees and compensation arising out of any claims, damages, personal injuries and/or property losses related to flooding conditions whether directly or indirectly due to flood water damage, and Client shall at all times indemnify and hold harmless VHB, its respective officers, agents and employees on account of any related claims, damages, losses, expenses and counsel fees related thereto.

CONSTRUCTION PHASE SERVICES

SITE VISITS. VHB shall make periodic site visits upon the request of Client or as otherwise agreed in writing by Client and VHB for

the limited purpose of determining whether work is in general conformance with VHB's plans and specifications. Such visits are not intended to be an exhaustive check or a detailed inspection of Contractor's work. VHB shall not supervise or have control over Contractor's work nor have any responsibility for construction ways, means, methods, techniques, sequences, or procedures selected by Contractor nor for Contractor's safety precautions or programs in connection with the Work.

SHOP DRAWINGS. VHB's review and approval of submittals such as shop drawings, product data, samples, and other data, shall be for the limited purpose of checking for conformance with the design concept and the information in VHB's documents. This review shall not include review of the accuracy or completeness of details, such as quantities, dimensions, weights or gauges, fabrication processes, construction means or methods, coordination of the work with other trades, or construction safety precautions, all of which are the sole responsibility of Contractor and other unrelated parties. Review of a specific item shall not indicate that VHB has reviewed the entire assembly of which the item is a component. VHB shall not be responsible for any deviations from VHB's documents or other documents that are not brought to the attention of VHB in writing by Contractor. VHB shall not be required to review partial submissions or those for which submission of correlated items have not been received.

GEOTECHNICAL SERVICES. Client understands that VHB does not perform geotechnical services directly and, if requested, will retain a geotechnical subconsultant on behalf of Client, and VHB shall rely on the accuracy and completeness of data furnished as if the geotechnical services were contracted directly through Client.

TANK INSPECTION. Client will provide VHB with available underground storage tank (UST) documentation as necessary. VHB assumes that the documentation and site plans will be in order, be complete and meet regulatory compliance standards. VHB's inspection services are to fulfill regulatory requirements and do not include invasive testing or equipment calibration and testing. Accordingly, Client expressly agrees that VHB shall have no liability for equipment functioning or malfunctioning, product releases or spills.

LSP SERVICES – PROJECTS LOCATED IN MASSACHUSETTS. In accordance with the Massachusetts General Laws Chapter 21E, the performance of the services contained in this Agreement may require the engagement of a Licensed Site Professional (LSP) registered with the Commonwealth of Massachusetts under Massachusetts General Law Chapter 21A and the regulations promulgated by the Massachusetts Department of Environmental Protection (MADEP) thereunder (collectively the LSP Program). These laws and regulations place upon the LSP certain professional obligations owed to the public, including in some instances a duty to disclose the existence of certain environmental contaminants to the MADEP. In the event that any site for which VHB has provided LSP services is audited by MADEP pursuant to the provisions of the Massachusetts Contingency Plan, VHB shall be entitled to additional compensation to provide such services as may be necessary to assist Client in its response to MADEP.

Client understands and acknowledges that in the event the LSP's obligations under the LSP Program conflict in any way with the terms and conditions of this Agreement or the wishes or intentions of Client, the LSP is bound by law to comply with the requirements of the LSP Program. Accordingly, Client recognizes that the LSP shall be immune for all civil liability resulting from any alleged and/or actual conflict with the LSP Program. Client also agrees to hold VHB and its LSP harmless for any claims, losses, damages, fines, or administrative, civil, or criminal penalties resulting from the LSP's fulfillment of its obligations under the LSP Program.

PROJECTS LOCATED IN FLORIDA. FLORIDA STATUTES SECTION 558.0035 (2013), AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR ECONOMIC DAMAGES RESULTING FROM NEGLIGENCE OCCURRING WITHIN THE COURSE AND SCOPE OF THIS AGREEMENT.

CONTRACT FOR PROFESSIONAL SERVICES
BETWEEN
VANASSE HANGEN BRUSTLIN, INC.
AND
THE TOWN OF SOUTHBOROUGH

WOODLAND ROAD
SIDEWALK IMPROVEMENT PROJECT
RICHARDS ROAD TO OREGON ROAD

VHB PROPOSAL NO. 83033.24

APRIL 23, 2024

Vanasse Hangen Brustlin, Inc. (VHB), hereinafter called the "Engineer", will provide engineering consulting services to the Town of Southborough, hereinafter called the "Town", for the Woodland Road Sidewalk Improvement Project as set forth in this Scope of Services.

PART I
PROJECT DESCRIPTION

At the request of the Town, VHB is providing the following proposal to design new sidewalks on Woodland Road between Richards Road and Oregon Road. Based on the presence of utilities and trees along the corridor it is expected that the proposed sidewalk will be located on the south/east side of the roadway. The intersection of Richards Road at Woodland Road (unsignalized) is part of the study area, but only minor geometric changes are anticipated to accommodate a crosswalk and associated pedestrian curb ramps. Minor drainage improvements such as catch basins with deep sums will be considered as part of the project. Intersection and full roadway reconstruction/ realignments are not anticipated and therefore not proposed.

This scope and fee have been prepared to follow a design process that seeks construction using the Town's American Rescue Plan Act of 2021 (ARPA), Chapter 90 allotment, Complete Streets or other local funds; however, design standards and plan format will follow Massachusetts Department of Transportation (MassDOT) guidelines. It is understood that the Scope of Services under this Agreement may be changed by actions of the Town and/or other project stakeholders. Changes to the project scope may require additional compensation or adjustments to the following scope and fee.

PROJECT LIMITS

The Project Limits run along Woodland Road from Richards Road to Oregon Road for a total length of approximately 2,100 feet (0.40-miles). This location is Ranked 2B by the Town for using ARPA funds for new sidewalk construction in the Department of Public Works (DPW) memorandum provided to VHB dated February 9, 2024.

CLIENT-FURNISHED INFORMATION

It is understood that VHB will perform services under the sole direction of the Town. In the performance of these services, VHB will coordinate its efforts with those of other project team members, as required. The Town will provide VHB with project-related services and technical data including, but not limited to, the following:

- Any relevant data that supports existing conditions, utilities, pavement, property owners and boundaries, etc.
- Police detail services as required for field work, as needed (survey, pavement, etc.).
- Water, Drainage, and Sewer information and any other improvements within project limits.

VHB will be entitled to rely on the accuracy of information provided by the Town, and will have no liability for utilizing such data that contains errors or omissions while completing these services.

SCOPE OF SERVICES

The following provides a summary of the scope of work for this assignment.

TASK 1 – FIELD RECONNAISSANCE

Under this task VHB will conduct field research needed to support the proposed project. Specifically, the following activities will be conducted:

Wetland Resource Area Delineation
VHB will delineate wetland and water body boundaries within the project limits of Woodland Road. These resource areas will be delineated in accordance with the Regional Supplement to the Corps of Engineers Wetland Delineation Manual: North Central and Northeast Region (2012), the MWPA Regulation (310 CMR 10.00), MADEP wetland delineation guidance document entitled "Delineating Bordering Vegetated Wetlands under the Massachusetts Wetlands Protection Act (March 1995)", and other wetland delineation requirements specified in applicable local wetland bylaws and implementing regulations. In addition to delineating wetland resources, VHB will locate each flag point with a hand-held GPS unit to sub meter accuracy.

At each wetland or water body delineated along the project limits, field notes, photo documentation, and

a sketch will be completed. The field notes will document dominant plant species, soil conditions, hydrologic conditions, and wildlife habitat features. Field notes will contain sufficient information to complete applicable wetland delineation data sheets if required at a later date. Wetlands along the project limits will be collected via GPS devices and noted on the field surveyed base plans. If resource areas outside the project limits need to be illustrated VHB will supplement with information from MassGIS.

Field Survey

VHB has previously collected a portion of the field survey as part of other work completed for the Town under a separate contract. VHB will perform a field survey to locate existing ground features for the remaining area along Woodland Road. Ted Lane to Oregon Road was not previously obtained and will be collected as part of this task. Field survey will be collected up to 10' from the edge of pavement and previous survey will be reviewed for any changes since it was last completed.

The survey will collect the locations of such features as; paved areas, curbing, landscaping, sidewalk, walls, surface utilities, etc. that are located within the limits of work. In addition, ground elevations will be taken at sufficient locations to produce one-foot (1') contours throughout the project limits. Benchmarks will be set approximately 500' intervals throughout the length of the roadway. Horizontal and vertical control will be based on the Massachusetts Grid System of 1983 and NAVD of 1988.

The Right of Way will be estimated from record layout plans. If layout plans are not available, the Right-of-Way will be shown graphically from research performed at the Town and Registry. Property lines along the ROW will be based on record deed or plan descriptions. If descriptions are vague and plans not available, the property lines will be shown graphically from existing Town layouts or GIS assessor maps. Monuments found in the field will be shown on the base plan; however, if monuments are not found in the field to establish property boundaries, and deed research is not sufficient, an Amendment to this Agreement could be required for supplemental survey and property calculations. Abutter names will be shown on the base plan with recording and assessor information.

Surface utilities within the limit of the roadway will be field located. Underground utilities will be shown from plans of record supplied by the utility companies. Drainage and sewer rims and inverts will be estimated and shown on the base plan. Sub-surface utility investigations were not previously conducted, nor will they be conducted under this Agreement. Subsurface utility investigations will be limited to Level D and C. Ground penetrating radar, test pits, probes, or other investigations meeting Level B or A will not be performed.

The survey will meet current MassDOT English standards including horizontal and vertical control. The previously prepared base plan will be updated with the new field information and drafted in an AutoCAD Civil 3D 2022 drawing format.

TASK 2 – PRELIMINARY DESIGN PHASE

VHB will prepare a preliminary sidewalk layout along Woodland Road with crosswalks and pedestrian curb ramps across intersecting roadways. As part of this Task, VHB will prepare the following plan sheets for the Town's review:

- Construction and Profile Plans;
- Traffic Signing and Striping Plans; and
- Critical Cross Sections (up to five anticipated).

TASK 3 – FINAL DESIGN PHASE

Following review of the Preliminary Design by the Town, VHB will incorporate agreed upon comments and advance the previously prepared plans to the Final Design stage. This will involve finalizing the horizontal and vertical roadway geometry, roadway grading and cross sections, and the proposed drainage with rims and inverts. In preparation of the Final Design Submission, the following plans will be prepared:

- Cover Sheet;
- Legend & General Notes;
- Typical Sections and Pavement Notes;
- Construction and Profile Plans;
- Grading and Tie Plans;
- Traffic Signing and Striping Plans;
- Traffic Sign Summary;
- Temporary Traffic Control Plans;
- Construction Details and
- Cross Sections (at 50-foot intervals and at driveways).

The following provides a summary of information to be provided as part of this final design:

Grading and Tie Plans
Plans will show relevant aspects of the horizontal geometry, curve geometry, roadway widths, station equations, horizontal offsets to the design centerline and spot grades.

Traffic Signing and Striping Plans
The traffic signing and striping plans will show pavement markings, signs, project limits and construction materials.

Traffic Management
VHB will finalize the temporary traffic control construction plans in accordance with the MUTCD to demonstrate a feasible means of constructing the project. The level of detail will recognize that the actual traffic management plan implemented by the contractor may vary.

Special Provisions & Construction Cost Estimate

VHB will prepare draft special provisions based on the latest edition of MassDOT's Standard Specifications for Highways and Bridges and Supplemental Specifications and check that each item in the estimate that is listed in the Standard Nomenclature with an asterisk (*) has a special provision. Special provisions to describe a specific or unique activity to be performed by the contractor will be drafted only when necessary. VHB will prepare a detailed estimate to a MassDOT format using MassDOT's Weighted Average Bid Application (WABA). To accompany the estimate, and be provided to the Town only, VHB will prepare a calculation book based on the latest edition of the Standard Nomenclature. VHB will check that each item of work shown on the plans has a pay item.

QAQC

Following the completion of the design documents, VHB will perform an internal review of the project plans, specifications and estimate by an experienced engineer who is not directly involved in the preparation of these documents. The review will focus on the practicality of constructing the project based on access to site, equipment needs and material properties.

Deliverables & Meetings

VHB will submit the Final Design Documents to the Town electronically in PDF and AutoCAD Civil 3D 2021 (plans only) file formats. VHB will also submit one (1) full size plot plans (size 24 inches x 36 inches).

TASK 4 – NOTICE OF INTENT (NOI)

A Notice of Intent (NOI) is anticipated to be filed with the local Conservation Commission due to work in the buffer zones near Carolyn Terrace. Two (2) meeting with the local Conservation Commission is budgeted. Up to two (2) VHB staff members are anticipated to attend this meeting. If more meetings are requested, more than two VHB staff are needed, supplemental graphics or response to peer review comments are needed, an Amendment to this contract may be required. The approved (by the Town) Preliminary Design Plans will be used for the NOI meeting.

TASK 5 – SCENIC ROAD APPLICATION

As Woodland Road is classified as a scenic road, VHB will prepare a Scenic Road Application for tree removal. One (1) VHB staff member will attend one (1) joint hearing with the Planning Board and Select Board. If more meetings are requested, more than one VHB staff is needed, supplemental graphics are needed, or significant design modifications are required an amendment to this contract will be required.

TASK 6 – MEETINGS AND COORDINATION

VHB anticipates attending three (3) meetings in addition to the three (3) meetings as part of Tasks 4 (NOI) and Task 5 (Scenic Road Application). The following meetings are anticipated:

1. One (1) meeting with Public Works Planning Board (or other review entity as directed by the Board of Selectmen) following completion of Task 2 (Preliminary Design).
2. One (1) meeting with abutters of Woodland Road following the meeting with the Public Works Planning Board or as directed by the Town. The Town will coordinate with notifying abutters of this

meeting.

3. A second meeting with Public Works Planning Board (or other review entity) following completion of Task 3 (Final Design) and Task 4 (Scenic Road Application).

For budgeting purposes, a total of six (6) hours has been budgeted for the three meetings under this task. One VHB staff member is anticipated to attend these meetings. If unanticipated meetings are requested, more than one VHB staff is needed, or supplemental graphics are needed, an Amendment to this contract will be required.

TASK 7 – CONSTRUCTION PHASE SERVICES (PART-TIME)

The following services will be provided by VHB as part of this task:

- Coordinate with the Town on preparing project contract documents for advertising in accordance with State and Town;
- Attend up to 4 construction meetings;
- Review shop drawings, Request for Information (RFI) from the contractor, and conduct a final punch list walk through and signal inspection upon the project reaching a substantially complete status advised by the Town; and
- Perform a cursory review Contractor pay requisitions, with input from the Town since VHB is not providing full-time construction phase services.

VHB will coordinate with the Town on the following part-time construction phase services. It is noted that VHB or its subconsultants may need input from the Town on certain shop drawings or RFIs, which VHB will be entitled to rely on the accuracy of information provided by the Town and will have no liability for utilizing such data that contains errors or omissions while completing these services. An allowance is being provided for this task as the construction process and duration of construction will not be known until the Town selects a contractor.

Limitation of Responsibilities: VHB will not supervise or have control over site safety and the Contractor's safety precautions or programs in connection with the work, nor for the Contractors' work, construction ways, means, methods, techniques, sequences or procedures selected by the Contractors in connection with the Work. VHB will not be responsible for the acts or omissions of any Contractor, or of any subcontractor or supplier, or any of the Contractor(s), or subcontractor's or supplier's agents or employees, or any other persons (except VHB's own employees and agents) at the site or otherwise furnishing or performing any of the Contractor(s)'s work.

Upon the time of construction, VHB will not have tested or evaluated existing materials anticipated to be excavated and disposed of (surplus materials) during construction. Nor has VHB budgeted in this Amendment to advise, coordinate, supervise, or oversee these efforts during construction. It will be the responsibility of the Town and the Contractor to coordinate the appropriate means to dispose of surplus materials.

- Bid Documents. VHB will work with the Town to prepare the final contract documents suitable for bidding by the Town. The Town will be responsible for advertising the project in CommBuys and the local newspaper. VHB will answer questions and make updates to the plans based on comments received by the Town. VHB has budgeted 24 hours to coordinate the bid document preparation.

- Bid Coordination, and Review of Bids. VHB will coordinate with the Town on answering questions from contractors on the bid documents during the bid process. In addition, VHB will prepare sketches or responses for addendums. Following the bidding process, VHB will coordinate with the Town on reviewing the high and low bids associated with the project. VHB will then prepare a letter summarizing our review for the Town recommending award of the project to a Contractor.

- Pre-Construction Conference. Following the review of bids and selection of a contractor, VHB will attend one (1) pre-construction conference to be schedule by the Town. This meeting is anticipated to be held at the Department of Public Works or on Woodland Road. Up to two VHB staff will attend the Pre-Construction Conference.

- Highway Shop Drawings. VHB and its subconsultants will review shop drawings associated with the project for general conformance to the contract documents, including signal catalog cuts for traffic signals, structural shop drawings, and other items.

- Furnish Advice and Field Visits. VHB will respond to RFIs from the Town or the contractor to clarify design intent, interpreting drawings and other contract documents, and specifications. VHB will conduct field visits during construction to provide clarification on design intent and assistance in addressing unforeseen conditions or similar matters, as requested by the Town. VHB has budgeted 24 hours to coordinate this process.

- Meetings and Coordination. VHB is also carrying a budget for coordination during construction. A budget is being allocated to attend construction meetings with the Town. This budget will supplement previous tasks. When possible, a field visit and meeting will be coordinated to minimize attending two separate meetings when it can be accommodated with one. VHB has budgeted 8 hours for up to four meetings.

SERVICES NOT INCLUDED

The following services are not anticipated and, therefore, have not been included in this Agreement:

- Traffic counts and traffic analyses.
- Signal warrant analyses.
- Intersection improvements or evaluations at Richards Road, Carolyn Terrace, Ted Lane, or Oregon Road.
- Design of any rain gardens, detention basins or green infrastructure.

- Coordination with Town boards not identified herein, such as Planning Board, Select Board or other.
- In accordance with Land Court procedures, preparation of preliminary or final right-of-way plans, layout plans, taking plans, and descriptions involving the alteration of Land Court parcels. Permanent easement or acquisition plans and coordination with the Registry of Deeds for the filing of any easements will be the responsibility of the Town.
- Recreating property boundaries or roadway layout lines if adequate documentation is not provided by the Town or through the registry of deeds or other sources.
- Investigation, identification testing, or analysis of hazardous waste or materials.
- Evaluation of existing culverts or design of new culverts, other than that described within this Scope of Work.
- Programmatic Section 4(f) Evaluation or preparation of an individual Programmatic Section 4(f).
- Street Lighting design or development of a photometric plan.
- Design of new culverts.
- Structural or geotechnical design services.
- Subsurface Utility Investigations (SUE) Level A or B (test pits, probes, ground penetrating radar, or other exploratory methods).
- VHB will not confirm or update the existing conditions of the previous survey other than the locations noted above. It is VHB understanding that these locations are the only changes.
- Preparation of a Request for Determination (RDA) or Notice of Intent (NOI).
- Preparation of an Environmental Notification Form (ENF) or other MEPA permitting. While not anticipated there are retaining walls and trees larger within the project limits. If five or more public shade trees (14" in diameter at breast height) or stone walls (300' or more) are removed as part of the project MEPA permitting would be required. At this time, these impacts are not anticipated.
- Hydrologic and Hydraulic reports or analysis.
- Permanent easements are not anticipated to be needed as part of this project. Temporary easements and rights of entries are not anticipated. If any easement plans or rights of entries are needed an Amendment will be required. This is for the entire project limits.

Should services be required in these areas, or areas not previously described, VHB will prepare a proposal or amendment, at the Town's request, that contains the Scope of Services, Compensation, and Schedule to complete the unanticipated services. The fees in this proposal may be subject to change if not accepted within 60 days from the date of issue.

COMPENSATION FOR VHB SERVICES

1. VHB will perform the Scope of Services contained in this Contract on a Lump Sum fee basis; which is defined as the fee for direct labor, overhead and profit including direct costs. The Maximum Upset Limit of this contract for this Scope of Services is $ 168,000 allocated approximately as follows:

	Maximum Labor Fees
Task 1 – Field Reconnaissance	**$ 25,000**
Task 2 – Preliminary Design Phase	**$ 30,000**
Task 3 – Final Design Phase	**$ 65,000**
Task 4 – Notice of Intent (NOI)	**$ 12,000**
Task 5 – Scenic Road Application	**$ 10,000**
Task 6 – Meetings	**$ 6,000**
Task 7 – Construction Phase Services (Part-Time)	**$ 20,000**
TOTAL CONTRACT VALUE:	**$ 168,000**

* In addition to the labor compensation, VHB will be reimbursed for expenditures made specifically for the project such as: printing and copies; travel/ mileage; shipping/ postage; and purchase of maps and similar documents. These direct expenses will be billed at cost and are covered in the lump sum tasks above. See note #4 below for police details.

2. The total Lump Sum Fee for services rendered in Tasks 1 thru 7 will be invoiced monthly as a percentage of completion.

3. VHB will not exceed the total estimated Lump Sum Fee as stated herein without the written approval of the Town.

4. ***The Town agrees to provide police services/ details as required for all field activities such as highway survey, field observations, construction, meetings, etc. as needed and requested by the Town. The Town will coordinate its schedule with the local police department for these services, and the Town will be responsible for payment of such services directly to the local police department. Expenses for such services are not part of this Agreement and, therefore, not included in the fee contained herein.***

PERIODS OF SERVICE

1. VHB will work with the Town to establish a schedule to complete the work outlined above. Services are dependent on the ability to conduct a field visit, observe existing conditions information and scheduling of field walks and meetings the Town (design reviews, NOI, etc.).

2. The specific period of performance, schedule, and compensation are subject to PART II - GENERAL TERMS AND CONDITIONS, 3.0 PERIODS OF SERVICE.

APPROVED FOR	**APPROVED FOR**
VANASSE HANGEN BRUSTLIN, INC.	**TOWN OF SOUTHBOROUGH**
(VHB / ENGINEER)	**(TOWN)**
By: _____	By: _____
Title: Managing Director - Highway and Structures	Title: _____
Date: 11/22/2024	Date: _____

AGREEMENT REVIEW

Project Manager Initials: ***GJR***

Reviewer Initials: ***MJC***

STANDARD TERMS AND CONDITIONS. The engagement of VHB by Client is under the following terms and conditions. These terms and conditions are an integral part of the collective Agreement between Client and VHB.

SCOPE OF SERVICES. VHB shall perform the services set forth in the attached Scope of Services. Requests for additional services and any associated fee adjustment must be authorized in writing before additional services can begin.

PERFORMANCE STANDARDS. VHB's services require decisions that are not based upon science, but rather upon judgmental considerations. In the performance or furnishing of professional services hereunder, VHB, and those it is responsible for, shall exercise the degree of skill and care ordinarily exercised by similarly practicing professionals performing similar services under similar conditions in the same locality ("Standard of Care"). VHB shall be entitled to rely on the accuracy and completeness of data, reports, surveys, requirements, and other information provided by Client.

SCHEDULE. VHB shall perform its services as set forth in the Scope of Services as expeditiously as consistent with the Standard of Care and the orderly progress of the Work. VHB shall not be responsible for failure to perform or for delays in the services arising out of factors beyond the reasonable control or without the fault or negligence of VHB.

PAYMENT. The fee estimate for the proposed Scope of Services is valid for 60 days from the date of Proposal. All schedules set forth in the attached Scope of Services commence upon receipt of a signed Agreement and, if requested, a retainer. Retainers will be applied to the last invoice. A RETAINER OF $[ ] IS REQUIRED BEFORE SERVICES WILL COMMENCE.

Invoices will be rendered monthly and are due upon receipt. Any invoice unpaid more than 30 days after date of invoice will bear interest at 1-1/2 percent per month.

If Client fails to pay any invoice within 45 days of the date of invoice, VHB may, without waiving any other claim or right against Client or incurring any liability for delay, suspend the services until VHB has been paid in full. Sealed plans, final documents, reports, and attendance at meetings/hearings will not be provided unless payment for services is current.

If VHB is performing services for Client under multiple projects, payments must be current on all projects for services hereunder to continue. Client acknowledges VHB's right to suspend services and withhold plans and documents, as provided above, if any payments are overdue. If services are suspended for 30 days or longer, upon resuming services VHB shall be entitled to expenses incurred in the interruption and resumption of its services. If services are suspended for 90 days or longer, VHB shall be entitled to expenses incurred in the interruption and resumption of its services and fees for remaining services shall be equitably adjusted.

The parties agree to coordinate invoices to assure timely payment. At minimum, VHB's project manager and Client's representative will confer as often as necessary about any issues involving invoicing and collections. Client's representative will contact VHB's project manager forthwith upon receipt of an invoice about any questions or issues concerning invoiced amounts. If Client's representative and VHB's project manager are unable to resolve any questions or issues, Client's representative will line item any disputed or questionable amount and pay VHB. VHB, at its option, may revise and resubmit disputed amounts at a later date.

Should it become necessary to utilize legal or other resources to collect any or all monies rightfully due for services rendered under this Agreement, VHB shall be entitled to full reimbursement of all such costs, including reasonable attorneys' fees, as part of this Agreement.

OWNERSHIP OF WORK PRODUCT. All work products (whether in hard or electronic form) prepared by VHB pursuant to the Agreement are instruments of service with respect to the Project and are not authorized, intended or represented to be suitable for reuse by Client or others on extensions of the Project or on any other Project. Any reuse by Client or a third person or entity authorized by Client without written verification or adaptation by VHB for the specific application will be at Client's sole risk and without liability or legal exposure to VHB. Client shall release, defend, indemnify and hold harmless VHB from all claims, damages, losses and expenses, including attorneys' fees, arising out of or resulting therefrom. Any such verification or adaptation will entitle VHB to additional compensation at rates to be agreed upon by VHB and Client, third person, or entity seeking to reuse said documents.

Client recognizes that information recorded on or transmitted as electronic media, including CADD documents ("Electronic Documents") is subject to undetectable alteration, either intentional or unintentional, due to, among other causes, transmission, conversion, media degradation, software error, or human alteration. Accordingly, the Electronic Documents are provided to Client for informational purposes only and are not represented as suitable for any use or purpose.

VHB retains the copyright in all work products produced in connection with this Agreement, unless otherwise agreed to in writing by an authorized VHB representative. VHB licenses to Client on a non-exclusive basis the use of work products produced solely in connection with this Agreement. The license

may be revoked for any failure of Client to perform under this Agreement.

CERTIFICATIONS. VHB shall not be required to sign any documents, no matter by whom requested, that would result in VHB having to certify, guarantee or warrant the existence of conditions whose existence VHB cannot wholly ascertain. Any certification provided by VHB shall be so provided based on VHB's knowledge, information, and belief subject to the preceding sentence, and shall reflect no greater certainty than VHB's professional opinion developed through and consistent with the Standard of Care. VHB shall be compensated for any work necessary to assess project compliance with regulatory standards for purposes of such certification.

INSURANCE. VHB agrees to carry the following insurance during the term of this Agreement:

- Workmen's Compensation and Employer's Liability Insurance in compliance with statutory limits
- Comprehensive General Liability Insurance including Products Completed, Contractual, Property, and Personal Injury coverage with combined single limits of $1,000,000 per occurrence and $2,000,000 in the aggregate
- Professional Liability Insurance with a limit of $1,000,000 per claim and in the aggregate
- Automobile Liability Insurance including non-owned and hired automobiles with a combined single limit of $1,000,000 per occurrence

Certificates of insurance will be furnished upon request. If Client requires additional insurance coverage, and it is available, Client agrees to reimburse VHB for such additional expense.

INDEMNITY. Client and VHB shall at all times indemnify and save harmless each other, their officers, and employees on account of damages, losses, expenses, reasonable counsel fees, and compensation arising out of any claims for damages, personal injuries and/or property losses sustained by any person or entity, to the extent caused by the negligent acts, errors or omissions of the indemnifying party, its employees, or subcontractors in connection with the Project, and/or under this Agreement.

Client agrees to the fullest extent permitted by law, to indemnify and hold harmless VHB, its officers, employees and subconsultants from and against any and all claims, suits, demands, liabilities costs including reasonable attorneys' fees, and defense costs caused by, arising out of, or in any way connected with the detection, presence, handling, removal, abatement, or disposal of any asbestos or hazardous or toxic substances, products, or material that exist on, about, or adjacent to the job site.

LIMITATION ON VHB'S RESPONSIBILITY AND JOBSITE SAFETY. VHB will not be responsible for the acts or omissions of contractors or others at the Site, except for its own subcontractors and employees. Neither the professional activities of VHB nor the presence of VHB or its employees or subconsultants at a project site shall relieve the other parties on this project of their obligations, duties, and, including, but not limited to, construction means, methods, sequence, techniques, or procedures necessary for performing, superintending, and coordinating the Work in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. VHB and its personnel have no authority to exercise any control over any construction contractor or its employees in connection with their work or any health or safety programs or procedures. Client agrees that Contractor shall be solely responsible for job site safety and warrants that this intent shall be carried out in Client's contract with Contractor.

ALLOCATION OF RISK. In recognition of the relative risks and benefits of the Project to both Client and VHB, the risks have been allocated such that Client agrees that to the fullest extent permitted by law, VHB's total liability in the aggregate to Client and any persons or entities claiming by, through or under Client, for any and all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to the Project and/or this Agreement from any cause or causes, including, but not limited to, VHB's negligence, errors, omissions, strict liability, statutory liability, indemnity obligation, breach of contract or breach of warranty shall not exceed the higher of $50,000 (fifty thousand dollars), or ten (10) percent of the compensation actually paid to VHB. Client and VHB may agree to a higher limitation of liability for an increased fee.

DISPUTE RESOLUTION. All questions in dispute under this Agreement shall be submitted to non-binding mediation as a condition precedent to the institution of legal proceedings. On the written notice of either party to the other of the election to submit any dispute under this Agreement to mediation, each party shall designate their representative and shall meet within ten (10) days after the service of the notice. The parties shall then attempt to resolve the dispute within ten (10) days of meeting. Should the parties be unable to agree on a resolution of the dispute, then the parties shall proceed with mediation in accordance with the mediation rules of the American Arbitration Association. The cost of mediation shall be borne equally by both parties. This Agreement shall be governed and construed in accordance with the laws of the Commonwealth of Massachusetts.

LEGAL SUPPORT. To the extent VHB is required to respond to any dispute resolution process, including, but not limited to, requests for document production, discovery or a request to appear in any deposition or legal proceeding, which is related to the Scope of Services but does not arise out of VHB's negligent

acts, errors or omissions, Client shall compensate VHB for all costs incurred by VHB, including reasonable attorneys' fees.

DESCRIPTIVE HEADINGS AND COUNTERPARTS. The headings contained in this Agreement are for convenience of reference only and shall not constitute a part hereof, or define, limit or in any way affect the meaning of any of the terms or provisions hereof. This Agreement may be executed in two or more counterparts, and any party hereto may execute any such counterpart, which, when executed and delivered, shall be deemed to be an original and all of such counterparts taken together shall be deemed to be one and the same instrument.

EXCLUSIVE REMEDIES. In the event that any dispute is not remedied through the alternative dispute resolution procedures set forth herein, all claims, actions, and rights of action arising from or relating in any way to this Agreement or the services performed thereunder, whether in contract, tort, indemnity and all other rights of action whatsoever, shall be filed in a court of competent jurisdiction within three years of the completion of such services, or all such claims, actions and rights of action shall be waived. Recovery under this Agreement shall be limited by the parties' agreement on Allocation of Risk and the remainder of this section.

Notwithstanding any other provision of this Agreement, neither party shall be liable to the other for any liquidated, incidental, special, indirect or other consequential damages incurred, regardless of the nature of the cause or whether caused by Client or VHB, or their employees, subconsultants, or subcontractors. Consequential damages include, without limitation, loss of use, loss of profits, loss of production, or business interruption; however, the same may be caused.

VHB and Client waive all claims against each other arising out of or related to this Agreement or the services to the extent that losses, damages, and liabilities associated with such claims have been compensated by the proceeds of property insurance or any other insurance policy.

VHB makes no warranties or guarantees, express or implied, under this Agreement or any other contract document with respect to its provision of professional services. In entering into this Agreement, Client has relied only upon the representations set forth in this Agreement. No verbal warranties, representations, or statements shall be considered a part of this Agreement or a basis upon which Client relied in entering into this Agreement.

NO THIRD PARTY BENEFICIARIES. Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either Client or VHB. In addition, nothing herein shall be construed as creating a contractual relationship between Client and any VHB employee, representative, or consultant. Client agrees that in the event of a dispute regarding this Agreement or the services rendered by VHB hereunder, Client shall only seek recourse against VHB and waives any right to pursue a claim against VHB's individual directors, officers or employees.

VHB's commitments as set forth in this Agreement are based on the expectation that all of the services described in this Agreement will be provided. In the event Client later elects to reduce VHB's Scope of Services, Client hereby agrees to release, hold harmless, defend, and indemnify VHB from any and all claims, damages, losses or costs associated with or arising out of such reduction in services.

SEVERABILITY. The invalidity or unenforceability of any provisions of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement, which shall remain in full force and effect.

TAXES. Any taxes or fees, enacted by local, state, or federal government and based on gross receipts or revenues, will be invoiced to and payable by Client as an additional amount due under this Agreement.

PROJECT SPECIFIC PROVISIONS. To the extent the Scope of Services involves any of the following services/geographies, the following general provisions apply accordingly:

AMERICANS WITH DISABILITIES ACT (ADA). Client understands and agrees that ADA standards are evolving and subject to varying, potentially contradictory interpretations and applications. VHB will use its reasonable professional efforts and judgment to interpret applicable ADA requirements and other federal, state and local laws, rules, codes, ordinances, and regulations as they apply to the project. VHB cannot and does not warrant or guarantee that Client's Project will comply with all ADA requirements or ADA interpretations or other applicable regulatory interpretations.

CLIMATE CHANGE/FLOOD ANALYSIS. Consultant shall not be responsible or liable for any damages, losses, litigation, expenses, counsel fees and compensation arising out of any claims, damages, personal injuries and/or property losses related to flooding conditions whether directly or indirectly due to flood water damage, and Client shall at all times indemnify and hold harmless VHB, its respective officers, agents and employees on account of any related claims, damages, losses, expenses and counsel fees related thereto.

CONSTRUCTION PHASE SERVICES

SITE VISITS. VHB shall make periodic site visits upon the request of Client or as otherwise agreed in writing by Client and VHB for

the limited purpose of determining whether work is in general conformance with VHB's plans and specifications. Such visits are not intended to be an exhaustive check or a detailed inspection of Contractor's work. VHB shall not supervise or have control over Contractor's work nor have any responsibility for construction ways, means, methods, techniques, sequences, or procedures selected by Contractor nor for Contractor's safety precautions or programs in connection with the Work.

SHOP DRAWINGS. VHB's review and approval of submittals such as shop drawings, product data, samples, and other data, shall be for the limited purpose of checking for conformance with the design concept and the information in VHB's documents. This review shall not include review of the accuracy or completeness of details, such as quantities, dimensions, weights or gauges, fabrication processes, construction means or methods, coordination of the work with other trades, or construction safety precautions, all of which are the sole responsibility of Contractor and other unrelated parties. Review of a specific item shall not indicate that VHB has reviewed the entire assembly of which the item is a component. VHB shall not be responsible for any deviations from VHB's documents or other documents that are not brought to the attention of VHB in writing by Contractor. VHB shall not be required to review partial submissions or those for which submission of correlated items have not been received.

GEOTECHNICAL SERVICES. Client understands that VHB does not perform geotechnical services directly and, if requested, will retain a geotechnical subconsultant on behalf of Client, and VHB shall rely on the accuracy and completeness of data furnished as if the geotechnical services were contracted directly through Client.

TANK INSPECTION. Client will provide VHB with available underground storage tank (UST) documentation as necessary. VHB assumes that the documentation and site plans will be in order, be complete and meet regulatory compliance standards. VHB's inspection services are to fulfill regulatory requirements and do not include invasive testing or equipment calibration and testing. Accordingly, Client expressly agrees that VHB shall have no liability for equipment functioning or malfunctioning, product releases or spills.

LSP SERVICES – PROJECTS LOCATED IN MASSACHUSETTS. In accordance with the Massachusetts General Laws Chapter 21E, the performance of the services contained in this Agreement may require the engagement of a Licensed Site Professional (LSP) registered with the Commonwealth of Massachusetts under Massachusetts General Law Chapter 21A and the regulations promulgated by the Massachusetts Department of Environmental Protection (MADEP) thereunder (collectively the LSP Program). These laws and regulations place upon the LSP certain professional obligations owed to the public, including in some instances a duty to disclose the existence of certain environmental contaminants to the MADEP. In the event that any site for which VHB has provided LSP services is audited by MADEP pursuant to the provisions of the Massachusetts Contingency Plan, VHB shall be entitled to additional compensation to provide such services as may be necessary to assist Client in its response to MADEP.

Client understands and acknowledges that in the event the LSP's obligations under the LSP Program conflict in any way with the terms and conditions of this Agreement or the wishes or intentions of Client, the LSP is bound by law to comply with the requirements of the LSP Program. Accordingly, Client recognizes that the LSP shall be immune for all civil liability resulting from any alleged and/or actual conflict with the LSP Program. Client also agrees to hold VHB and its LSP harmless for any claims, losses, damages, fines, or administrative, civil, or criminal penalties resulting from the LSP's fulfillment of its obligations under the LSP Program.

PROJECTS LOCATED IN FLORIDA. FLORIDA STATUTES SECTION 558.0035 (2013), AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR ECONOMIC DAMAGES RESULTING FROM NEGLIGENCE OCCURRING WITHIN THE COURSE AND SCOPE OF THIS AGREEMENT.

CONTRACT FOR PROFESSIONAL SERVICES
BETWEEN
VANASSE HANGEN BRUSTLIN, INC.
AND
THE TOWN OF SOUTHBOROUGH

PARKERVILLE ROAD (SOUTH)
SIDEWALK IMPROVEMENT PROJECT
INTERSTATE 90 (MASSACHUSETTS TURNPIKE) TO MIDDLE ROAD

VHB PROPOSAL NO. 83321.24

APRIL 23, 2024

Vanasse Hangen Brustlin, Inc. (VHB), hereinafter called the "Engineer", will provide engineering consulting services to the Town of Southborough, hereinafter called the "Town", for the Parkerville Road (South) Sidewalk Improvement Project as set forth in this Scope of Services.

PART I
PROJECT DESCRIPTION

At the request of the Town, VHB is providing the following proposal to design new sidewalks along Parkerville Road, within the municipal layout, between Interstate 90 (Massachusetts Turnpike) and Middle Road. Based on existing conditions, it is expected that the proposed sidewalk will be located on the east side of Parkerville Road and following the existing asphalt walkway that exists today which terminates at Hubley Lane. The intersections of Parkerville Road with Middle Road, Hubley Lane/Gilmore Road, Foxhill Drive and Alexandra Circle (all unsignalized) are part of the study area, but only minor geometric changes are anticipated to accommodate crosswalks and associated pedestrian curb ramps. Minor drainage improvements such as catch basins with deep sums will be considered as part of the project. Intersection and roadway reconstruction/ realignments are not anticipated and therefore not proposed.

This scope and fee have been prepared to follow a design process that seeks construction using the Town's American Rescue Plan Act of 2021 (ARPA), Chapter 90 allotment, Complete Streets or other local funds; however, design standards and plan format will follow Massachusetts Department of Transportation (MassDOT) guidelines. It is understood that the Scope of Services under this Agreement may be changed by actions of the Town and/or other project stakeholders. Changes to the project scope may require additional compensation or adjustments to the following scope and fee.

PROJECT LIMITS

The Project Limits along Parkerville Road run between the existing MassPike overpass to Middle Road for a total length of approximately 1,900 feet (0.36-miles). This location is Ranked 1 by the Town for using ARPA funds for new sidewalk construction in the Department of Public Works (DPW) memorandum provided to VHB dated February 9, 2024.

CLIENT-FURNISHED INFORMATION

It is understood that VHB will perform services under the sole direction of the Town. In the performance of these services, VHB will coordinate its efforts with those of other project team members, as required. The Town will provide VHB with project-related services and technical data including, but not limited to, the following:

- Any relevant data that supports existing conditions, utilities, pavement, property owners and boundaries, etc.
- Police detail services as required for field work, as needed (survey, pavement, etc.).
- Water, Drainage, and Sewer information and any other improvements within project limits.

VHB will be entitled to rely on the accuracy of information provided by the Town, and will have no liability for utilizing such data that contains errors or omissions while completing these services.

SCOPE OF SERVICES

The following provides a summary of the scope of work for this assignment.

TASK 1 – FIELD RECONNAISSANCE

Under this task VHB will conduct field research needed to support the proposed project. Specifically, the following activities will be conducted:

Field Survey
VHB will perform a field survey to locate existing ground features along between Interstate 90 (Massachusetts Turnpike) and Middle Road. Field survey will be collected up to 10' from the edge of pavement.

The survey will collect the locations of such features as; paved areas, curbing, landscaping, sidewalk, walls, surface utilities, etc. that are located within the limits of work. In addition, ground elevations will be taken at sufficient locations to produce one-foot (1') contours throughout the project limits. Benchmarks will be set approximately 500' intervals throughout the length of the roadway. Horizontal and vertical control will

be based on the Massachusetts Grid System of 1983 and NAVD of 1988.

Subsurface utility investigations will be limited to Level D and C. Ground penetrating radar, test pits, probes, or other investigations meeting Level B or A will not be performed.

The Right of Way will be estimated from record layout plans. If layout plans are not available, the Right-of-Way will be shown graphically from research performed at the Town and Registry. Property lines along the ROW will be based on record deed or plan descriptions. If descriptions are vague and plans not available, the property lines will be shown graphically from existing Town layouts or GIS assessor maps. Monuments found in the field will be shown on the base plan; however, if monuments are not found in the field to establish property boundaries, and deed research is not sufficient, an Amendment to this Agreement could be required for supplemental survey and property calculations. Abutter names will be shown on the base plan with recording and assessor information.

There were no wetland or water body resource areas identified within 200 feet of the project area. Therefore, Resource Area Delineation is not included in this scope of services.

The survey will meet current MassDOT English standards including horizontal and vertical control. The previously prepared base plan will be updated with the new field information and drafted in an AutoCAD Civil 3D 2022 drawing format.

TASK 2 – PRELIMINARY DESIGN PHASE

VHB will prepare a preliminary sidewalk layout along the easterly side of Parkerville Road with crosswalks and pedestrian curb ramps across intersecting roadways. As part of this Task, VHB will prepare the following plan sheets for the Town's review:

- Construction and Profile Plans;
- Traffic Signing and Striping Plans; and
- Critical Cross Sections (up to five anticipated).

TASK 3 – FINAL DESIGN PHASE

Following review of the Preliminary Design by the Town, VHB will incorporate agreed upon comments and advance the previously prepared plans to the Final Design stage. This will involve finalizing the horizontal and vertical roadway geometry, roadway grading and cross sections, and the proposed drainage with rims and inverts. In preparation of the Final Design Submission, the following plans will be prepared:

- Cover Sheet;
- Legend & General Notes;
- Typical Sections and Pavement Notes;
- Construction and Profile Plans;
- Grading and Tie Plans;

- Traffic Signing and Striping Plans;
- Traffic Sign Summary;
- Temporary Traffic Control Plans;
- Construction Details and
- Cross Sections (at 50-foot intervals and at driveways).

The following provides a summary of information to be provided as part of this final design :

Grading and Tie Plans
Plans will show relevant aspects of the horizontal geometry, curve geometry, roadway widths, station equations, horizontal offsets to the design centerline and spot grades.

Traffic Signing and Striping Plans
The traffic signing and striping plans will show pavement markings, signs, project limits and construction materials.

Traffic Management
VHB will finalize the temporary traffic control construction plans in accordance with the MUTCD to demonstrate a feasible means of constructing the project. The level of detail will recognize that the actual traffic management plan implemented by the contractor may vary.

Special Provisions & Construction Cost Estimate
VHB will prepare draft special provisions based on the latest edition of MassDOT's Standard Specifications for Highways and Bridges and Supplemental Specifications and check that each item in the estimate that is listed in the Standard Nomenclature with an asterisk (*) has a special provision. Special provisions to describe a specific or unique activity to be performed by the contractor will be drafted only when necessary. VHB will prepare a detailed estimate to a MassDOT format using MassDOT's Weighted Average Bid Application (WABA). To accompany the estimate, and be provided to the Town only, VHB will prepare a calculation book based on the latest edition of the Standard Nomenclature. VHB will check that each item of work shown on the plans has a pay item.

QAQC
Following the completion of the design documents, VHB will perform an internal review of the project plans, specifications and estimate by an experienced engineer who is not directly involved in the preparation of these documents. The review will focus on the practicality of constructing the project based on access to site, equipment needs and material properties.

Deliverables & Meetings
VHB will submit the Final Design Documents to the Town electronically in PDF and AutoCAD Civil 3D 2021 (plans only) file formats. VHB will also submit one (1) full size plot plans (size 24 inches x 36 inches).

TASK 4 – SCENIC ROAD APPLICATION

As Parkerville Road is classified as a scenic road, VHB will prepare a Scenic Road Application for tree removal. One (1) VHB staff member will attend one (1) joint hearing with the Planning Board and Select Board. If more meetings are requested, more than one VHB staff is needed, supplemental graphics are needed, or significant design modifications are required an amendment to this contract will be required.

TASK 5 – MEETINGS AND COORDINATION

VHB anticipates attending three (3) meetings in addition to the one (1) meeting Task 5 (Scenic Road Application). The following meetings are anticipated:

1. One (1) meeting with Public Works Planning Board (or other review entity as directed by the Board of Selectmen) following completion of Task 2 (Preliminary Design).
2. One (1) meeting with abutters of Parkerville Road following the meeting with the Public Works Planning Board or as directed by the Town. The Town will coordinate with notifying abutters of this meeting.
3. A second meeting with Public Works Planning Board (or other review entity) following completion of Task 3 (Final Design) and Task 4 (Scenic Road Application).

For budgeting purposes, a total of six (6) hours has been budgeted for the three meetings under this task. One VHB staff member is anticipated to attend these meetings. If unanticipated meetings are requested, more than one VHB staff is needed, or supplemental graphics are needed, an Amendment to this contract will be required.

TASK 6 – CONSTRUCTION PHASE SERVICES (PART-TIME)

The following services will be provided by VHB as part of this task:

- Coordinate with the Town on preparing project contract documents for advertising in accordance with State and Town;
- Attend up to 4 construction meetings;
- Review shop drawings, Request for Information (RFI) from the contractor, and conduct a final punch list walk through and signal inspection upon the project reaching a substantially complete status advised by the Town; and
- Perform a cursory review Contractor pay requisitions, with input from the Town since VHB is not providing full-time construction phase services.

VHB will coordinate with the Town on the following part-time construction phase services. It is noted that VHB or its subconsultants may need input from the Town on certain shop drawings or RFIs, which VHB will be entitled to rely on the accuracy of information provided by the Town and will have no liability for utilizing such data that contains errors or omissions while completing these services. An allowance is being provided for this task as the construction process and duration of construction will not be known until the Town selects a contractor.

Limitation of Responsibilities: VHB will not supervise or have control over site safety and the Contractor's safety precautions or programs in connection with the work, nor for the Contractors' work, construction ways, means, methods, techniques, sequences or procedures selected by the Contractors in connection with the Work. VHB will not be responsible for the acts or omissions of any Contractor, or of any subcontractor or supplier, or any of the Contractor(s), or subcontractor's or supplier's agents or employees, or any other persons (except VHB's own employees and agents) at the site or otherwise furnishing or performing any of the Contractor(s)'s work.

Upon the time of construction, VHB will not have tested or evaluated existing materials anticipated to be excavated and disposed of (surplus materials) during construction. Nor has VHB budgeted in this Amendment to advise, coordinate, supervise, or oversee these efforts during construction. It will be the responsibility of the Town and the Contractor to coordinate the appropriate means to dispose of surplus materials.

- Bid Documents. VHB will work with the Town to prepare the final contract documents suitable for bidding by the Town. The Town will be responsible for advertising the project in CommBuys and the local newspaper. VHB will answer questions and make updates to the plans based on comments received by the Town. VHB has budgeted 24 hours to coordinate the bid document preparation.

- Bid Coordination, and Review of Bids. VHB will coordinate with the Town on answering questions from contractors on the bid documents during the bid process. In addition, VHB will prepare sketches or responses for addendums. Following the bidding process, VHB will coordinate with the Town on reviewing the high and low bids associated with the project. VHB will then prepare a letter summarizing our review for the Town recommending award of the project to a Contractor.

- Pre-Construction Conference. Following the review of bids and selection of a contractor, VHB will attend one (1) pre-construction conference to be schedule by the Town. This meeting is anticipated to be held at the Department of Public Works or on Parkerville Road. Up to two VHB staff will attend the Pre-Construction Conference.

- Highway Shop Drawings. VHB and its subconsultants will review shop drawings associated with the project for general conformance to the contract documents, including signal catalog cuts for traffic signals, structural shop drawings, and other items.

- Furnish Advice and Field Visits. VHB will respond to RFIs from the Town or the contractor to clarify design intent, interpreting drawings and other contract documents, and specifications. VHB will conduct field visits during construction to provide clarification on design intent and assistance in addressing unforeseen conditions or similar matters, as requested by the Town. VHB has budgeted 24 hours to coordinate this process.

- Meetings and Coordination. VHB is also carrying a budget for coordination during construction. A budget is being allocated to attend construction meetings with the Town. This budget will

supplement previous tasks. When possible, a field visit and meeting will be coordinated to minimize attending two separate meetings when it can be accommodated with one. VHB has budgeted 8 hours for up to four meetings.

SERVICES NOT INCLUDED

The following services are not anticipated and, therefore, have not been included in this Agreement:

- Traffic counts and traffic analyses.
- Signal warrant analyses.
- Intersection improvements or evaluations at Middle Road, Alexandra Circle, Foxhill Drive, Gilmore Road, or Hubley Lane.
- Design of any rain gardens, detention basins or green infrastructure.
- Coordination with Town boards not identified herein, such as Planning Board, Select Board or other.
- In accordance with Land Court procedures, preparation of preliminary or final right-of-way plans, layout plans, taking plans, and descriptions involving the alteration of Land Court parcels. Permanent easement or acquisition plans and coordination with the Registry of Deeds for the filing of any easements will be the responsibility of the Town.
- Recreating property boundaries or roadway layout lines if adequate documentation is not provided by the Town or through the registry of deeds or other sources.
- Investigation, identification testing, or analysis of hazardous waste or materials.
- Evaluation of existing culverts or design of new culverts, other than that described within this Scope of Work.
- Programmatic Section 4(f) Evaluation or preparation of an individual Programmatic Section 4(f).
- Street Lighting design or development of a photometric plan.
- Design of new culverts.
- Structural or geotechnical design services.
- Subsurface Utility Investigations (SUE) Level A or B (test pits, probes, ground penetrating radar, or other exploratory methods).
- VHB will not confirm or update the existing conditions of the previous survey other than the locations noted above. It is VHB understanding that these locations are the only changes.
- Preparation of a Request for Determination (RDA) or Notice of Intent (NOI).
- Preparation of an Environmental Notification Form (ENF) or other MEPA permitting. While not anticipated there are retaining walls and trees larger within the project limits. If five or more public shade trees (14" in diameter at breast height) or stone walls (300' or more) are removed as part of the project MEPA permitting would be required. At this time, these impacts are not anticipated.
- Hydrologic and Hydraulic reports or analysis.
- Permanent easements are not anticipated to be needed as part of this project. Temporary easements and rights of entries are not anticipated. If any easement plans or rights of entries are needed an Amendment will be required. This is for the entire project limits.

Should services be required in these areas, or areas not previously described, VHB will prepare a proposal

or amendment, at the Town's request, that contains the Scope of Services, Compensation, and Schedule to complete the unanticipated services. The fees in this proposal may be subject to change if not accepted within 60 days from the date of issue.

COMPENSATION FOR VHB SERVICES

1. VHB will perform the Scope of Services contained in this Contract on a Lump Sum fee basis; which is defined as the fee for direct labor, overhead and profit including direct costs. The Maximum Upset Limit of this contract for this Scope of Services is $ 168,000 allocated approximately as follows:

	Maximum Labor Fees
Task 1 – Field Reconnaissance	**$ 33,000**
Task 2 – Preliminary Design Phase	**$ 27,000**
Task 3 – Final Design Phase	**$ 70,000**
Task 4 – Scenic Road Application	**$ 10,000**
Task 5 – Meetings and Coordination	**$ 8,000**
Task 6 – Construction Phase Services (Part-Time)	**$ 20,000**
TOTAL CONTRACT VALUE:	**$168,000**

* In addition to the labor compensation, VHB will be reimbursed for expenditures made specifically for the project such as: printing and copies; travel/ mileage; shipping/ postage; and purchase of maps and similar documents. These direct expenses will be billed at cost and are covered in the lump sum tasks above. See note #4 below for police details.

2. The total Lump Sum Fee for services rendered in Tasks 1 thru 6 will be invoiced monthly as a percentage of completion by task.

3. VHB will not exceed the total estimated Lump Sum Fee as stated herein without the written approval of the Town.

4. ***The Town agrees to provide police services/ details as required for all field activities such as highway survey, field observations, construction, meetings, etc. as needed and requested by the Town. The Town will coordinate its schedule with the local police department for these services, and the Town will be responsible for payment of such services directly to the local police department. Expenses for such services are not part of this Agreement and, therefore, not included in the fee contained herein.***

PERIODS OF SERVICE

1. VHB will work with the Town to establish a schedule to complete the work outlined above. Services are dependent on the ability to conduct a field visit, observe existing conditions information and scheduling of field walks and meetings the Town (design reviews, etc.).

2. The specific period of performance, schedule, and compensation are subject to PART II - GENERAL TERMS AND CONDITIONS, 3.0 PERIODS OF SERVICE.

APPROVED FOR	APPROVED FOR
VANASSE HANGEN BRUSTLIN, INC.	TOWN OF SOUTHBOROUGH
(VHB / ENGINEER)	(TOWN)
By: _____	By: _____
Title: Managing Director - Highway and Structures	Title: _____
Date: 4/23/2024	Date: _____

AGREEMENT REVIEW

Project Manager Initials: ***GJR***

Reviewer Initials: ***MJC***

STANDARD TERMS AND CONDITIONS. The engagement of VHB by Client is under the following terms and conditions. These terms and conditions are an integral part of the collective Agreement between Client and VHB.

SCOPE OF SERVICES. VHB shall perform the services set forth in the attached Scope of Services. Requests for additional services and any associated fee adjustment must be authorized in writing before additional services can begin.

PERFORMANCE STANDARDS. VHB's services require decisions that are not based upon science, but rather upon judgmental considerations. In the performance or furnishing of professional services hereunder, VHB, and those it is responsible for, shall exercise the degree of skill and care ordinarily exercised by similarly practicing professionals performing similar services under similar conditions in the same locality ("Standard of Care"). VHB shall be entitled to rely on the accuracy and completeness of data, reports, surveys, requirements, and other information provided by Client.

SCHEDULE. VHB shall perform its services as set forth in the Scope of Services as expeditiously as consistent with the Standard of Care and the orderly progress of the Work. VHB shall not be responsible for failure to perform or for delays in the services arising out of factors beyond the reasonable control or without the fault or negligence of VHB.

PAYMENT. The fee estimate for the proposed Scope of Services is valid for 60 days from the date of Proposal. All schedules set forth in the attached Scope of Services commence upon receipt of a signed Agreement and, if requested, a retainer. Retainers will be applied to the last invoice. A RETAINER OF $[ ] IS REQUIRED BEFORE SERVICES WILL COMMENCE.

Invoices will be rendered monthly and are due upon receipt. Any invoice unpaid more than 30 days after date of invoice will bear interest at 1-1/2 percent per month.

If Client fails to pay any invoice within 45 days of the date of invoice, VHB may, without waiving any other claim or right against Client or incurring any liability for delay, suspend the services until VHB has been paid in full. Sealed plans, final documents, reports, and attendance at meetings/hearings will not be provided unless payment for services is current.

If VHB is performing services for Client under multiple projects, payments must be current on all projects for services hereunder to continue. Client acknowledges VHB's right to suspend services and withhold plans and documents, as provided above, if any payments are overdue. If services are suspended for 30 days or longer, upon resuming services VHB shall be entitled to expenses incurred in the interruption and resumption of its services. If services are suspended for 90 days or longer, VHB shall be entitled to expenses incurred in the interruption and resumption of its services and fees for remaining services shall be equitably adjusted.

The parties agree to coordinate invoices to assure timely payment. At minimum, VHB's project manager and Client's representative will confer as often as necessary about any issues involving invoicing and collections. Client's representative will contact VHB's project manager forthwith upon receipt of an invoice about any questions or issues concerning invoiced amounts. If Client's representative and VHB's project manager are unable to resolve any questions or issues, Client's representative will line item any disputed or questionable amount and pay VHB. VHB, at its option, may revise and resubmit disputed amounts at a later date.

Should it become necessary to utilize legal or other resources to collect any or all monies rightfully due for services rendered under this Agreement, VHB shall be entitled to full reimbursement of all such costs, including reasonable attorneys' fees, as part of this Agreement.

OWNERSHIP OF WORK PRODUCT. All work products (whether in hard or electronic form) prepared by VHB pursuant to the Agreement are instruments of service with respect to the Project and are not authorized, intended or represented to be suitable for reuse by Client or others on extensions of the Project or on any other Project. Any reuse by Client or a third person or entity authorized by Client without written verification or adaptation by VHB for the specific application will be at Client's sole risk and without liability or legal exposure to VHB. Client shall release, defend, indemnify and hold harmless VHB from all claims, damages, losses and expenses, including attorneys' fees, arising out of or resulting therefrom. Any such verification or adaptation will entitle VHB to additional compensation at rates to be agreed upon by VHB and Client, third person, or entity seeking to reuse said documents.

Client recognizes that information recorded on or transmitted as electronic media, including CADD documents ("Electronic Documents") is subject to undetectable alteration, either intentional or unintentional, due to, among other causes, transmission, conversion, media degradation, software error, or human alteration. Accordingly, the Electronic Documents are provided to Client for informational purposes only and are not represented as suitable for any use or purpose.

VHB retains the copyright in all work products produced in connection with this Agreement, unless otherwise agreed to in writing by an authorized VHB representative. VHB licenses to Client on a non-exclusive basis the use of work products produced solely in connection with this Agreement. The license

may be revoked for any failure of Client to perform under this Agreement.

CERTIFICATIONS. VHB shall not be required to sign any documents, no matter by whom requested, that would result in VHB having to certify, guarantee or warrant the existence of conditions whose existence VHB cannot wholly ascertain. Any certification provided by VHB shall be so provided based on VHB's knowledge, information, and belief subject to the preceding sentence, and shall reflect no greater certainty than VHB's professional opinion developed through and consistent with the Standard of Care. VHB shall be compensated for any work necessary to assess project compliance with regulatory standards for purposes of such certification.

INSURANCE. VHB agrees to carry the following insurance during the term of this Agreement:

- Workmen's Compensation and Employer's Liability Insurance in compliance with statutory limits
- Comprehensive General Liability Insurance including Products Completed, Contractual, Property, and Personal Injury coverage with combined single limits of $1,000,000 per occurrence and $2,000,000 in the aggregate
- Professional Liability Insurance with a limit of $1,000,000 per claim and in the aggregate
- Automobile Liability Insurance including non-owned and hired automobiles with a combined single limit of $1,000,000 per occurrence

Certificates of insurance will be furnished upon request. If Client requires additional insurance coverage, and it is available, Client agrees to reimburse VHB for such additional expense.

INDEMNITY. Client and VHB shall at all times indemnify and save harmless each other, their officers, and employees on account of damages, losses, expenses, reasonable counsel fees, and compensation arising out of any claims for damages, personal injuries and/or property losses sustained by any person or entity, to the extent caused by the negligent acts, errors or omissions of the indemnifying party, its employees, or subcontractors in connection with the Project, and/or under this Agreement.

Client agrees to the fullest extent permitted by law, to indemnify and hold harmless VHB, its officers, employees and subconsultants from and against any and all claims, suits, demands, liabilities costs including reasonable attorneys' fees, and defense costs caused by, arising out of, or in any way connected with the detection, presence, handling, removal, abatement, or disposal of any asbestos or hazardous or toxic substances, products, or material that exist on, about, or adjacent to the job site.

LIMITATION ON VHB'S RESPONSIBILITY AND JOBSITE SAFETY. VHB will not be responsible for the acts or omissions of contractors or others at the Site, except for its own subcontractors and employees. Neither the professional activities of VHB nor the presence of VHB or its employees or subconsultants at a project site shall relieve the other parties on this project of their obligations, duties, and, including, but not limited to, construction means, methods, sequence, techniques, or procedures necessary for performing, superintending, and coordinating the Work in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. VHB and its personnel have no authority to exercise any control over any construction contractor or its employees in connection with their work or any health or safety programs or procedures. Client agrees that Contractor shall be solely responsible for job site safety and warrants that this intent shall be carried out in Client's contract with Contractor.

ALLOCATION OF RISK. In recognition of the relative risks and benefits of the Project to both Client and VHB, the risks have been allocated such that Client agrees that to the fullest extent permitted by law, VHB's total liability in the aggregate to Client and any persons or entities claiming by, through or under Client, for any and all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to the Project and/or this Agreement from any cause or causes, including, but not limited to, VHB's negligence, errors, omissions, strict liability, statutory liability, indemnity obligation, breach of contract or breach of warranty shall not exceed the higher of $50,000 (fifty thousand dollars), or ten (10) percent of the compensation actually paid to VHB. Client and VHB may agree to a higher limitation of liability for an increased fee.

DISPUTE RESOLUTION. All questions in dispute under this Agreement shall be submitted to non-binding mediation as a condition precedent to the institution of legal proceedings. On the written notice of either party to the other of the election to submit any dispute under this Agreement to mediation, each party shall designate their representative and shall meet within ten (10) days after the service of the notice. The parties shall then attempt to resolve the dispute within ten (10) days of meeting. Should the parties be unable to agree on a resolution of the dispute, then the parties shall proceed with mediation in accordance with the mediation rules of the American Arbitration Association. The cost of mediation shall be borne equally by both parties. This Agreement shall be governed and construed in accordance with the laws of the Commonwealth of Massachusetts.

LEGAL SUPPORT. To the extent VHB is required to respond to any dispute resolution process, including, but not limited to, requests for document production, discovery or a request to appear in any deposition or legal proceeding, which is related to the Scope of Services but does not arise out of VHB's negligent

acts, errors or omissions, Client shall compensate VHB for all costs incurred by VHB, including reasonable attorneys' fees.

DESCRIPTIVE HEADINGS AND COUNTERPARTS. The headings contained in this Agreement are for convenience of reference only and shall not constitute a part hereof, or define, limit or in any way affect the meaning of any of the terms or provisions hereof. This Agreement may be executed in two or more counterparts, and any party hereto may execute any such counterpart, which, when executed and delivered, shall be deemed to be an original and all of such counterparts taken together shall be deemed to be one and the same instrument.

EXCLUSIVE REMEDIES. In the event that any dispute is not remedied through the alternative dispute resolution procedures set forth herein, all claims, actions, and rights of action arising from or relating in any way to this Agreement or the services performed thereunder, whether in contract, tort, indemnity and all other rights of action whatsoever, shall be filed in a court of competent jurisdiction within three years of the completion of such services, or all such claims, actions and rights of action shall be waived. Recovery under this Agreement shall be limited by the parties' agreement on Allocation of Risk and the remainder of this section.

Notwithstanding any other provision of this Agreement, neither party shall be liable to the other for any liquidated, incidental, special, indirect or other consequential damages incurred, regardless of the nature of the cause or whether caused by Client or VHB, or their employees, subconsultants, or subcontractors. Consequential damages include, without limitation, loss of use, loss of profits, loss of production, or business interruption; however, the same may be caused.

VHB and Client waive all claims against each other arising out of or related to this Agreement or the services to the extent that losses, damages, and liabilities associated with such claims have been compensated by the proceeds of property insurance or any other insurance policy.

VHB makes no warranties or guarantees, express or implied, under this Agreement or any other contract document with respect to its provision of professional services. In entering into this Agreement, Client has relied only upon the representations set forth in this Agreement. No verbal warranties, representations, or statements shall be considered a part of this Agreement or a basis upon which Client relied in entering into this Agreement.

NO THIRD PARTY BENEFICIARIES. Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either Client or VHB. In addition, nothing herein shall be construed as creating a contractual relationship between Client and any VHB employee, representative, or consultant. Client agrees that in the event of a dispute regarding this Agreement or the services rendered by VHB hereunder, Client shall only seek recourse against VHB and waives any right to pursue a claim against VHB's individual directors, officers or employees.

VHB's commitments as set forth in this Agreement are based on the expectation that all of the services described in this Agreement will be provided. In the event Client later elects to reduce VHB's Scope of Services, Client hereby agrees to release, hold harmless, defend, and indemnify VHB from any and all claims, damages, losses or costs associated with or arising out of such reduction in services.

SEVERABILITY. The invalidity or unenforceability of any provisions of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement, which shall remain in full force and effect.

TAXES. Any taxes or fees, enacted by local, state, or federal government and based on gross receipts or revenues, will be invoiced to and payable by Client as an additional amount due under this Agreement.

PROJECT SPECIFIC PROVISIONS. To the extent the Scope of Services involves any of the following services/geographies, the following general provisions apply accordingly:

AMERICANS WITH DISABILITIES ACT (ADA). Client understands and agrees that ADA standards are evolving and subject to varying, potentially contradictory interpretations and applications. VHB will use its reasonable professional efforts and judgment to interpret applicable ADA requirements and other federal, state and local laws, rules, codes, ordinances, and regulations as they apply to the project. VHB cannot and does not warrant or guarantee that Client's Project will comply with all ADA requirements or ADA interpretations or other applicable regulatory interpretations.

CLIMATE CHANGE/FLOOD ANALYSIS. Consultant shall not be responsible or liable for any damages, losses, litigation, expenses, counsel fees and compensation arising out of any claims, damages, personal injuries and/or property losses related to flooding conditions whether directly or indirectly due to flood water damage, and Client shall at all times indemnify and hold harmless VHB, its respective officers, agents and employees on account of any related claims, damages, losses, expenses and counsel fees related thereto.

CONSTRUCTION PHASE SERVICES

SITE VISITS. VHB shall make periodic site visits upon the request of Client or as otherwise agreed in writing by Client and VHB for

the limited purpose of determining whether work is in general conformance with VHB's plans and specifications. Such visits are not intended to be an exhaustive check or a detailed inspection of Contractor's work. VHB shall not supervise or have control over Contractor's work nor have any responsibility for construction ways, means, methods, techniques, sequences, or procedures selected by Contractor nor for Contractor's safety precautions or programs in connection with the Work.

SHOP DRAWINGS. VHB's review and approval of submittals such as shop drawings, product data, samples, and other data, shall be for the limited purpose of checking for conformance with the design concept and the information in VHB's documents. This review shall not include review of the accuracy or completeness of details, such as quantities, dimensions, weights or gauges, fabrication processes, construction means or methods, coordination of the work with other trades, or construction safety precautions, all of which are the sole responsibility of Contractor and other unrelated parties. Review of a specific item shall not indicate that VHB has reviewed the entire assembly of which the item is a component. VHB shall not be responsible for any deviations from VHB's documents or other documents that are not brought to the attention of VHB in writing by Contractor. VHB shall not be required to review partial submissions or those for which submission of correlated items have not been received.

GEOTECHNICAL SERVICES. Client understands that VHB does not perform geotechnical services directly and, if requested, will retain a geotechnical subconsultant on behalf of Client, and VHB shall rely on the accuracy and completeness of data furnished as if the geotechnical services were contracted directly through Client.

TANK INSPECTION. Client will provide VHB with available underground storage tank (UST) documentation as necessary. VHB assumes that the documentation and site plans will be in order, be complete and meet regulatory compliance standards. VHB's inspection services are to fulfill regulatory requirements and do not include invasive testing or equipment calibration and testing. Accordingly, Client expressly agrees that VHB shall have no liability for equipment functioning or malfunctioning, product releases or spills.

LSP SERVICES – PROJECTS LOCATED IN MASSACHUSETTS. In accordance with the Massachusetts General Laws Chapter 21E, the performance of the services contained in this Agreement may require the engagement of a Licensed Site Professional (LSP) registered with the Commonwealth of Massachusetts under Massachusetts General Law Chapter 21A and the regulations promulgated by the Massachusetts Department of Environmental Protection (MADEP) thereunder (collectively the LSP Program). These laws and regulations place upon the LSP certain professional obligations owed to the public, including in some instances a duty to disclose the existence of certain environmental contaminants to the MADEP. In the event that any site for which VHB has provided LSP services is audited by MADEP pursuant to the provisions of the Massachusetts Contingency Plan, VHB shall be entitled to additional compensation to provide such services as may be necessary to assist Client in its response to MADEP.

Client understands and acknowledges that in the event the LSP's obligations under the LSP Program conflict in any way with the terms and conditions of this Agreement or the wishes or intentions of Client, the LSP is bound by law to comply with the requirements of the LSP Program. Accordingly, Client recognizes that the LSP shall be immune for all civil liability resulting from any alleged and/or actual conflict with the LSP Program. Client also agrees to hold VHB and its LSP harmless for any claims, losses, damages, fines, or administrative, civil, or criminal penalties resulting from the LSP's fulfillment of its obligations under the LSP Program.

PROJECTS LOCATED IN FLORIDA. FLORIDA STATUTES SECTION 558.0035 (2013), AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR ECONOMIC DAMAGES RESULTING FROM NEGLIGENCE OCCURRING WITHIN THE COURSE AND SCOPE OF THIS AGREEMENT.

RECEIVED
By Town Clerk/ksb at 8:45 am, May 24, 2024

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Monday, May 13, 2024, 8:00 A.M.
Location: Virtual through Zoom
Present: Andrew Dennington, Al Hamilton, Marguerite Landry, Sam Stivers, Town Administrator Mark Purple, and Assistant Town Administrator Vanessa Hale.
Absent: Kathy Cook

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Mr. Dennington called the meeting to order at 8:06 AM.

II. At 8:07 A.M. the Board voted unanimously (4-0-0) to enter Executive Session per M.G.L. Chapter 30A, Section 21, and not return to Open Session through a motion by Mr. Dennington and seconded by Mr. Stivers for the following items: (1) to discuss strategy with respect to litigation (exception 3) where an open meeting will have a detrimental effect on the litigating position of the public body and the chair so declares: Louise Barron v. Daniel Kolenda, Worcester Superior Court, C.A. No. 2085CV00382; and (2) to review and approve April 23, 2024 Executive Session minutes. Roll call vote as follows: Hamilton, aye; Landry, aye; Stivers, aye; Dennington, aye.

Upcoming Meetings

May 21, 2024 *June 4, 2024*

Respectfully submitted, Katie Barry, Business Administrator

RECEIVED
By Town Clerk/ksb at 11:49 am, Jun 07, 2024

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Tuesday, May 21, 2024 6:30 PM
Location: McAuliffe Hearing Room, Town House, 17 Common Street, Southborough, MA
Present: Andrew Dennington, Kathryn Cook, Marguerite Landry, Sam Stivers and Al Hamilton. Town Administrator Mark Purple and Assistant Town Administrator Vanessa Hale.

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Mr. Dennington called the meeting to order at 6:30 PM.

II. Public Comment

There was no public comment.

III. Scheduled Appointments *(Board may vote)*

a. Appoint new Student Police Officers – Aaron Sparks & Cole Trainor

Police Chief Ryan Newell appeared before the Board to request that the Board appoint Mr. Aaron Sparks and Mr. Cole Trainor as Student Police Officers within the Southborough Police Department. Chief Newell introduced Mr. Sparks and Mr. Trainor to the Board. He stated that, with tonight's appointment, the student officers would be enrolled in the earliest possible police academy training, which would take approximately 23 weeks to complete. He stated that following training, the student officers would be trained within the Southborough Police Department for an additional 12 weeks and, with their appointment, the total number of sworn officers would increase to 20. Mr. Dennington moved to appoint as new Student Police Officers Aaron Sparks and Cole Trainor. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

b. 7:00 PM Pole Hearing: National Grid – Southville Road/257 & 262 Parkerville Road (Jeff Silva, National Grid rep.)

Town Administrator Purple read the public hearing notice into the public record. Mr. Dennington opened the public hearing at 7:42 PM. Mr. Jeff Silva, National Grid, appeared before the Board, via ZOOM, on the matter. Mr. Silva stated that National Grid seeks to install a pole to provide extra support to existing pole 21-84, which is located across the street, due to the strain from the spacer cable. Mr. and Mrs. Tarlow, 174 Southville Road, appeared before the Board to request that National Grid site the pole so that it does not block the only access to the back of their property. Mr. Dennington asked that Mr. Silva meet with Mr. and Mrs. Tarlow to determine a suitable location for the pole. Mr. Dennington moved to close the public hearing at 7:54 PM. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Mr. Dennington moved to approve the application for the new pole on the condition that a representative of National Grid meet on the site with Mr. and Mrs. Tarlow and they agree on the location of the pole. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Mr. and Mrs. Tarlow will follow up with Mr. Purple to confirm the matter has been resolved.

c. BETA Group - Pavement Management Plan presentation

Mr. Dennington moved to Scheduled Appointments "c" after Chief Newell discussed Consent Agenda item "f." DPW Superintendent Bill Cundiff provided a brief introduction on the Pavement Management Plan. He stated that BETA Group has prepared a plan that identifies the condition of the roads, scores them and provides different methodologies for prioritizing the work to

repair/maintain roads. Superintendent Cundiff stated that this plan is for pavement only and does not include underground utilities, drainage or any other related issues. Mr. Purple stated that the plan was funded through a Community Compact Grant. Mr. Anthony Garo, Senior Vice President with BETA, and Mr. Peter Dadaria, Project Manager with BETA, appeared before the Board on the matter. Mr. Garo shared the BETA Pavement Management Presentation with the Board and described the roadway assessment program. He stated that 72.48 miles of accepted road were evaluated by BETA, which is consistent with the State Department of Transportation (DOT) records for the Town. He noted that consistency of the number of miles of accepted roads between the Town and State is important for the Town's Chapter 90 allotment. He stated that a determination of condition and a strategy for maintenance/repair is based on a road score between 0-100. He stated that a pavement management system is a useful financial tool and that the idea is to maintain/repair roads before they become expensive capital projects. Mr. Garo shared that Southborough's network rating is 72.4. Superintendent Cundiff stressed that this program is a planning tool. Ms. Cook asked who would update the model with work completed each year. Superintendent Cundiff stated that BETA or another consultant would manage that function. Mr. Dennington asked about future road assessments. Superintendent Cundiff stated that the assessments would occur approximately every three years, noting that the baseline data was collected in the fall of 2022. Mr. Garo shared the ManageMyRoads platform that Superintendent Cundiff is using to manage data and make decisions. Superintendent Cundiff reminded the Board that infrastructure issues would need to be addressed and cited examples of corrugated metal pipes that are failing in areas of the Town. The Board discussed how a storm water enterprise fund might assist with infrastructure issues relative to road management. Mr. Garo stated that other features of the system include tracking roadway improvements and curb ramp and sidewalk inventories that have been mapped in GIS. Superintendent Cundiff asked that residents be informed about the pavement management system so there is clarity about the systematic approach to Town road maintenance/repair and there is effective use of tax dollars. Ms. Cook stated that the three-year contract with BETA cost $35,000. Mr. Garo stated that Superintendent Cundiff currently has access to the program as part of the contract. Ms. Cook thanked Mr. Stivers for pursuing the pavement management system for the Town's consideration.

IV. Reports

a. Chair's Report

i. Resignation of Steve Valentine from Tricentennial Committee (Veterans' representative)

Mr. Dennington stated that Steve Valentine has submitted his resignation from the Tricentennial Committee, as he has taken a new job in Washington, D.C.

ii. Resignation of CJ Tully from the Open Space Preservation Commission

Mr. Dennington stated that Mr. Tully has submitted his resignation from the Open Space Preservation Commission.

On behalf of the Board, Mr. Dennington thanked Mr. Valentine and Mr. Tully for their service to the Town.

b. Member's Report

i. Update on Neary School building project

Ms. Cook reported that the Preliminary Design Program (PDP) was submitted today to the Massachusetts School Building Authority (MSBA) and contained twelve scenarios ranging in cost from $51 million dollars to $122 million dollars, noting the cost estimates are preliminary. She stated that this information would be available for the public to view on the Neary Building Committee website. She stated the final project choice would be made at the end of August and added that the Neary Finance Subcommittee would meet on May 28th to begin discussion of the long-term financial impact of the project on the Town.

iii. SeeClickFix software update

Ms. Landry reported that DPW, the Planning Department, the Building Department and the Conservation Commission are all interested in the software. She stated the software is offered by CivicPlus at a cost of $7,500 per year. She stated the software is featured on the websites of many surrounding towns (Framingham, Natick, Marlborough, etc.) and urged residents to view it. She also stated that residents could view tutorials at CivicPlus.com for more information. Ms. Landry stated she recommends a trial use of one year. Ms. Cook stated that this item is not in the FY25 IT budget and the Board would need to determine how to pay for it. Mr. Purple stated a demo is scheduled for department heads on May 29th at 1 PM.

iv. Chestnut Hill CSA suspension

Mr. Hamilton reported that the Trustees have experienced some financial challenges in the last few years and have suspended farm operations. He is concerned that another business that contributes to life in Southborough has left. The Board discussed that matter and agreed that Mr. Hamilton would contact the Trustees to learn more about the situation and offer assistance from the Board.

c. Town Administrator's Report

i. June 1, 2024 Fire Chief Installation Ceremony

Mr. Purple reported that Ms. Hale is coordinating with Chief Puntini on his Installation Ceremony, which will be held on June 1, 2024 at the Senior Center.

ii. Power Choice contract update (electricity aggregation)

Mr. Purple reported that on May 8, 2024 the Town signed a Successor Agreement for the electricity aggregation program. He stated that the new rate is 13.016 cents/KWh, as compared to the current rate of 10.99 cents/KWh. He added that residents also can choose a 50% "green" option at 13.886 cents/KWh or a 100% "green" option is 15.886 cents/KWh. He stated the new contract would be effective December 1, 2024 and the program information would be communicated through postcards to both current and new residents.

Mr. Purple read a letter announcing that, on May 9th, Taylor West received the Presidential Award for her outstanding commitment to public health nursing from the Massachusetts Association of Public Health Nurses.

V. Consent Agenda

a. Approve Open Session Meeting Minutes: April 8, 2024; May 7, 2024; May 13, 2024

Mr. Stivers requested to hold Consent Agenda item "a." **April 8, 2024:** Mr. Stivers had scrivener's changes to the minutes. **May 7, 2024:** Mr. Dennington and Mr. Stivers had scrivener's changes to the minutes. Mr. Dennington moved to approve the April 8, 2024 and May 7, 2024 Open Session Meeting Minutes, as amended. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

b. FY25 Staff Appointment

c. Review of Board of Health IMA

Ms. Cook requested to hold Consent Agenda item "c." Ms. Cook recognized the Board of Health, including Chair Chelsea Malinowski, for their effective use of regional resources to enhance Town services. Mr. Stivers echoed Ms. Cook's comments and added that the Board of Health has transitioned from septic approvals to a broader focus on public health. Mr. Stivers moved that the Board support the agreement and is prepared to have the Board chair sign the agreement, subject to the changes sent to Ms. Malinowski. Mr. Dennington seconded the motion. The motion was unanimously approved (5-0-0).

d. Approval to spend outside of FY24 budgeted line items

e. Approve Executive Session Meeting Minutes: May 13, 2024

Mr. Dennington requested to hold Consent Agenda item "e." Mr. Dennington stated that the Board would discuss the minutes during Executive Session.

f. Appoint part-time Police Dispatcher: Marlo Taylor & Jack Sauger

Mr. Dennington asked Chief Newell to address this matter after Scheduled Appointment "a." Chief Newell stated that these part-time dispatchers are part of a reserve pool when the full-time dispatchers are unavailable and fall under the FY24 budget. He stated they might be considered for full-time employment in the future.

Mr. Dennington moved to approve the Open Session Meeting Minutes for May 13, 2024 and Consent Agenda items "b" (with the expiration date of June 30, 2025), "d" and "f." Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

The Board recessed at 8:23 PM and resumed meeting at 8:33 PM.

VI. Other Matters *(Board may vote)*

a. Continued discussion of One Stop Grant opportunities

Mr. Dennington stated that updating Route 9 zoning is an important issue. He suggested that the Board prioritize the One Stop application as one of its goals for the upcoming Board goal-setting session. He also suggested that the Board work with the Planning Board and the Economic Development Committee (EDC) in the winter timeframe to craft a strong application on behalf of the Town. Ms. Cook agreed that focusing on Route 9 zoning to enhance the business climate in Southborough is an important goal and she suggested working on the grant application in the fall rather than winter. Mr. Stivers, Ms. Landry and Mr. Hamilton all agreed with Mr. Dennington's suggestion and Ms. Cook's timeframe. Mr. Dennington stated that the Town's current application relating to the Tricentennial Celebration would be submitted by the June 5th deadline.

b. MTC survey for Fall Town Meeting Date and Time

The Board discussed the draft survey for Fall Town Meeting Date and Time. They agreed that Matt Probst, chair of the Municipal Technology Committee (MTC), would work with Jay Montijo to publicize the survey on the Town's website. The Board also discussed the timeframe for setting the Fall Town Meeting date, relative to the survey results and the Planning Board MBTA bylaw. Mr. Dennington moved to approve the draft survey for Fall Town Meeting Date and Time. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Mr. Purple will work with Mr. Probst to publicize the survey.

c. Recruitment to fill Board and Committee vacancies in FY25

Mr. Dennington stated that the list in tonight's packet is a draft and the Board will consider the finalized list of appointments and vacancies at its next meeting. He stated this process would be complete by June 30th. The Board discussed encouraging recruitment for various boards/committees including the EDC, Cable Television Committee, Community Preservation Committee and the Open Space Preservation Commission. Mr. Dennington asked Mr. Stivers to conduct a review of boards/committees to ensure the Town's website is up to date and provide a report on the matter at the Board's next meeting. Ms. Cook reported that the PILOT Committee has requested that their membership be reduced from seven to five.

d. Scheduling of Goal-Setting Meeting for FY25

The Board discussed goal-setting in general and a meeting date for their annual goal-setting session. The Board agreed to hold their annual goal-setting session on Tuesday, June 11th, at 6:30 PM at the Public Safety Building.

e. Town Administrator evaluation

Mr. Dennington described the process for the Town Administrator's evaluation. He stated that Mr. Purple had completed the following goals set by him and the Board for this year: completing the employee handbook, creating the Town Administrator newsletter, completing the Department of Revenue policy review process and completing the Southborough Heritage Park. Mr. Dennington stated that Mr. Purple consistently performed above expectations in most categories and met expectations in the remaining categories. He also stated that four out of five Board members ranked

Mr. Purple's aggregate performance in a range of 3.8-4.1 on a scale of 1-5. Each Board member offered comments on Mr. Purple's performance. Mr. Purple thanked the Board for their comments. He also thanked Ms. Hale and praised the team of department heads and employees who work to advance common goals in the Town. He stated he appreciates the opportunity to work with the Board and the confidence they have in him in his role as Town Administrator. Mr. Dennington stated that the contract for Mr. Purple is in its final year and he is eligible for the standard SAP increase of 4.5%. Mr. Dennington recommended that Mr. Purple receive the increase based on the positive consensus evaluations and the successful achievement of outlined goals. The Board agreed with Mr. Dennington's recommendation. Mr. Dennington moved that the Town Administrator's salary for FY25 reflect the annual SAP increase of 4.5% above that of FY24. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

VII. Reorganization of Board

The Board discussed reorganization following the recent election. Mr. Stivers stated he supports Ms. Cook for the position of Chair and Mr. Dennington for the position of Vice Chair for reasons of consistency and effectiveness. The Board discussed reorganization. Both Ms. Cook and Mr. Dennington agreed to serve in the positions described. Mr. Stivers moved to appoint Ms. Cook as Chair and Mr. Dennington as Vice Chair for the next year. Ms. Landry seconded the motion. The motion was unanimously approved (5-0-0).

VIII. Public Comment

There was no public comment.

IX. Executive Session

Mr. Dennington moved to enter into Executive Session at 9:17 PM, per M.G.L. Chapter 30A, Section 21, and not return to Open Session for the following items: (1) to discuss contract negotiations for the Town Administrator (Exemption 2), as the Chair has determined that an open meeting may have a detrimental effect on the Town's position; and (2) to review and approve April 23, 2024 and May 13, 2024 Executive Session minutes. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Dennington aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye (5-0-0).

Upcoming Meetings	
June 4, 2024	*June 18, 2024*

Respectfully submitted,

Bridgid Rubin, Recording Secretary

List of Documents referred to at the May 21, 2024 SB Meeting:

- Memorandum from Ryan Newell, dated May 17, 2024, RE: Appointment of Student Officer Aaron Sparks
- Resume of Aaron Sparks
- Memorandum from Ryan Newell, dated May 17, 2024, RE: Appointment of Student Officer Cole Trainor
- Resume of Cole Trainor
- Legal Notice for Pole Hearing to Consider Request by National Grid
- Petition for Pole and Wire Locations, with attachments
- BETA Pavement Management Program presentation, dated May 21, 2024

- BETA Pavement Management Program Draft Report, dated May 21, 2024
- Open Session Meeting Minutes, dated April 8, 2024
- Open Session Meeting Minutes, dated May 7, 2024
- Open Session Meeting Minutes, dated May 13, 2024
- List of Staff Appointments FY2025
- Memorandum from Chelsea Malinowski, dated May 15, 2024, RE: Greater Borough Partnership for Public Health IMA
- Greater Boroughs Partnership for Health Inter-municipal Agreement (IMA) for the Public Health Excellence for Shared Services Grant
- Memorandum from John Parent, dated May 9, 2024, RE: Use of Salary Appropriations for Non-Salary Items
- Memorandum from Carla McAuliffe, dated May 15, 2024, RE: Reallocation of Budget Funds
- Memorandum from Ryan Newell, dated May 10, 2024, RE: FY24 Budget Projection
- Memorandum from Ryan Newell, dated May 17, 2024, RE: Appointment of PT Dispatchers Marlo Taylor & Jack Sauger
- Resume of Marlo Taylor
- Resume of Jack Sauger
- Fall 2024 Southborough Town Meeting Date Preference Survey
- Select Board FY24 Performance Goals/Objectives

Southborough Police Department
32 Cordaville Road
Southborough, Massachusetts 01772
508-485-2121 Fax 508-485-4634

Ryan M. Newell
Chief of Police

Sean P. McCarthy
Lieutenant

To: Honorable Select Board

From: Chief Ryan M. Newell

Subject: Appointment of Student Officer Aaron Sparks

Date: May 17, 2024

Dear Select Board Members:

Please consider my request to appoint Mr. Aaron Sparks as a Student Officer with the Town of Southborough, effective May 21, 2024. Mr. Sparks is a resident of Worcester, MA, and is currently working as a laborer for Main Drilling & Blasting. He attained his Bachelor's Degree from Queens University Belfast in Ireland, and recently became an official US Citizen. He is also a certified EMT (Emergency Medical Technician).

Mr. Spark's compensation will be seven hundred dollars per week (Local 167 Contract), until his MPTC Police Academy graduation, when he will transition to "Probationary Officer".

Please feel free to contact me with any questions or concerns you may have.

Thank you.

Respectfully,

Ryan M. Newell
Chief of Police
Southborough Police Department
32 Cordaville Road
Southborough, MA. 01772
Tel: (508) 485-2121 FAX: (508) 480-0161

AARON S. R. SPARKS

[redacted]

[redacted]

Profile

Early in career, hardworking, team oriented and self-motivated individual with experience in customer facing employment and work in the field as an EMT. I am looking to start my career in a Police Department and to bring my passion and knowledge to the field gained from completing my certification as an EMT and time at University. Looking to build on skills acquired at University and previous employment, as well as bringing an international perspective to your Police Department.

Employment History

Laborer January 2024 - Present

Maine Drilling & Blasting

- Ensure correct count of explosives in each magazine
- Handling of explosives
- Site Security
- Working with Police & Fire details
- Seismology reading
- Heavy lifting
- Stemming drilled holes
- Working in all weather conditions
- Helping senior Drillers and Blasters with tasks

EMT (Third rider programme) July 2022 - 2023

Boylston Fire Department

- Trained to state and department protocols
- Become familiar with station duties and skills
- Driver training
- Firefighting training
- Competency with EMS equipment and vocabulary

Server/Bartender January 2020 - Present

Jimmy's Tavern & Grill Shrewsbury, MA

- Prepping restaurant/Bar for a full day in the morning
- Taking food & drink orders of patrons
- Managing multiple tables of people at once
- Handling credit cards and money
- Ensuring tables and surrounding areas are always clean
- Handling any allergies or special requirements for guests

- Making/Serving drinks

Supervisor March 2015 – 2019
Bob and Bert's Restaurant Ballymena, NI

- Management of staff and their responsibilities
- Overseeing day to day operations
- Responsible for customer satisfaction and handling any discrepancies
- Management of drink and food orders
- Handling and management of inventory
- Responsible for management of finances
- Ownership of staff scheduling
- Owning and maintaining relationship with vendors

Summer Beach Warden June 2016 – September 2016
Benone Beach Benone, NI

- Responsible for monitoring the beach, making sure all activity is within regulation of the beach rules
- Leading organization and cleanliness of the beach
- Responsible for animal control within zones
- Assisting of life guard duties and making sure safety is ensured
- Director of traffic and parking
- Authoritative presence of the beach, maintaining order and appropriate behaviour amongst the public while they are present

Education

Queens University Belfast September 2015 – May 2019
Bachelor of Arts in Criminology

Dalriada Grammar School September 2008 – May 2015
Ballymoney, NI

Volunteer Experience

Rugby Coaching under 13 September 2012 – December 2012

Qualifications & Certifications

- Massachusetts state EMS #E0922508 April 2022
- BLS CPR certification
- Football (Soccer) Coaching February 2019 – Present
  Northern Irish Football Association
- European Computer Driver's License June 2014 – Present

Southborough Police Department
32 Cordaville Road
Southborough, Massachusetts 01772
508-485-2121 Fax 508-485-4634

Ryan M. Newell
Chief of Police

Sean P. McCarthy
Lieutenant

To: Honorable Select Board

From: Chief Ryan M. Newell

Subject: Appointment of Student Officer Cole Trainor

Date: May 17, 2024

Dear Select Board Members:

Please consider my request to appoint Mr. Cole Trainor as a Student Officer with the Town of Southborough, effective May 21, 2024. Mr. Trainor is a resident of Westborough, MA, and is currently working as an area manager for "Boating in Boston, GSI". He has also completed a five (5) month internship at the Westborough Police Department. He attained his Bachelor's Degree from Framingham State University, and graduated from the 20th CMCPA 372.5 hour Reserve Intermittent Academy in 2020. He is also a certified Lifeguard and has qualified in Firearms through the MPTC.

Mr. Trainor's compensation will be seven hundred dollars per week (Local 167 Contract), until his MPTC Police Academy graduation, when he will transition to "Probationary Officer".

Please feel free to contact me with any questions or concerns you may have.

Thank you.

Respectfully,

Ryan M. Newell
Chief of Police
Southborough Police Department
32 Cordaville Road
Southborough, MA. 01772
Tel: (508) 485-2121 FAX: (508) 480-0161

COLE TRAINOR

Highly motivated employee with desire to take on new challenges. Strong work ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills. Seeking a role in which integrity and commitment to safety will provide community enrichment and continuous public safety.

EXPERIENCE

JANUARY-MAY 2019

INTERN, WESTBOROUGH POLICE DPT.

-Observed routine patrol operations with officers to gain experience and understanding of police procedures.
-Provided administrative support to police officers, including filing paperwork and preparing reports.
-Attended court hearings to observe proceedings related to criminal cases.

SEPTEMBER 2019 – PRESENT

AREA MANAGER, BOATING IN BOSTON, GSI

-Manages multiple recreational rental venues in Massachusetts
-Hires about 75 employees annually
-Oversees all training and ensures proper certification
-Develop and implement youth and adult programing
-Look for and drive community outreach opportunities and public relationships
-Oversee all operational needs and safety protocols

EDUCATION

JUNE 2019

BACHALORS OF CRIMINOLOGY, FRAMINGHAM STATE UNIVERSITY

Graduated as a member of the Criminal Justice Honor Society. Graduated with a Minor in Psychology.

CERTIFICATIONS

20th CMCPA 372.5- Hour Reserve Intermittent Academy, 2020
MPTC Fire-Arms Qualification 2020
Massachusetts Class A- LTC
RedCross Lifeguard Certification
RedCross First Aid/CPR/AED Instructor
American Canoe Association/U.S Sailing Association Certified Instructor

Legal Notice of

POLE HEARING

Town of Southborough

The Southborough Select Board shall hold a public hearing on Tuesday, May 21, 2024, at 7:00 p.m. in the McAuliffe Hearing Room at the Southborough Town House, 17 Common Street, Southborough, MA, to consider a petition by Mass. Electric Company (National Grid) to install a pole on Southville Road at the intersection of Parkerville Road. The meeting may also be listened to or viewed by the public through a link located at: https://ma-southborough.civicplus.com/674/Virtual-Meetings

Southborough Select Board

Questions contact – Cameron Vaillancourt #508-298-1511

PETITION FOR POLE AND WIRE LOCATIONS

To the Board of Selectmen
Of Southborough, Massachusetts

Massachusetts Electric Company d/b/a NATIONAL GRID requests permission to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and across the following public way:

Southville Road - Install one SO Pole on Southville Road. Beginning at a point approximately 32 feet South-West of the centerline of the intersection of Southville Road and Parkerville Road. Installation of one Pole 21-84 on the South side of the road.

Location approximately as shown on plan attached.

Wherefore it prays that after due notice and hearing as provided by law, it be granted a location for and permission to erect and maintain poles and wires, together with such sustaining and protecting fixtures as it may find necessary, said poles to be erected substantially in accordance with the plan filed herewith marked – Southville Road - Southborough, Massachusetts.

No.# 30756531

Also, for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

Your petitioner agrees to reserve space for one cross-arm at a suitable point on each of said poles for the fire, police, telephone, and telegraph signal wires belonging to the municipality and used by it exclusively for municipal purposes.

Massachusetts Electric Company d/b/a
NATIONAL GRID Helton Lopes
BY _____
Engineering Department

March 27, 2024

NG Copy

ORDER FOR POLE AND WIRE LOCATIONS

In the Town of Southborough, Massachusetts

Notice having been given and public hearing held, as provided by law,
IT IS HEREBY ORDERED: that Massachusetts Electric Company d/b/a NATIONAL GRID and be and it is hereby granted a location for and permission to erect and maintain poles and wires to be placed thereon, together with such sustaining and protecting fixtures as said Company may deem necessary, in the public way or ways hereinafter referred to, as requested in petition of said Company dated the 27th day of March, 2024.

All construction under this order shall be in accordance with the following conditions:

Poles shall be of sound timber, and reasonable straight, and shall be set substantially at the points indicated upon the plan marked – Southville Road - Southborough, Massachusetts.

No.# 30756531

Filed with this order:

There may be attached to said poles such wires, cables, and fixtures as needed in their business and all of said wires and cables shall be placed at a height of not less than twenty (20) feet from the ground.

The following are the public ways or part of ways along which the poles above referred to may be erected, and the number of poles which may be erected thereon under this order:

Southville Road - Install one SO Pole on Southville Road. Beginning at a point approximately 32 feet South-West of the centerline of the intersection of Southville Road and Parkerville Road. Installation of one Pole 21-84 on the South side of the road.

I hereby certify that the foregoing order was adopted at a meeting of the of the City/Town of , Massachusetts held on the day of 20 .

City/Town Clerk.

Massachusetts 20 .

Received and entered in the records of location orders of the City/Town of
Book Page

Attest:
City/Town Clerk

I hereby certify that on 20 , at o'clock, M
at a public hearing was held on the petition of Massachusetts Electric Company d/b/a NATIONAL GRID for permission to erect the poles, wires, and fixtures described in the order herewith recorded, and that we mailed at least seven days before said hearing a written notice of the time and place of said hearing to each of the owners of real estate (as determined by the last preceding assessment for taxation) along the ways or parts of ways upon which the Company is permitted to erect Poles, wires, and fixtures under said order. And that thereupon said order was duly adopted.

City/Town Clerk.

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.....
Board or Council of Town or City, Massachusetts

CERTIFICATE

I hereby certify that the foregoing is a true copy of the location order and certificate of hearing with notice adopted by the of the City/Town of Massachusetts, on the day of 20 and recorded with the records of location orders of the said City, Book , and Page . This certified copy is made under the provisions of Chapter 166 of General Laws and any additions thereto or amendments thereof.

Attest:
City/Town Clerk

Town Copy

ORDER FOR POLE AND WIRE LOCATIONS

In the Town of Southborough, Massachusetts

Notice having been given and public hearing held, as provided by law,
IT IS HEREBY ORDERED: that Massachusetts Electric Company d/b/a NATIONAL GRID and be and it is hereby granted a location for and permission to erect and maintain poles and wires to be placed thereon, together with such sustaining and protecting fixtures as said Company may deem necessary, in the public way or ways hereinafter referred to, as requested in petition of said Company dated the 27th day of March, 2024.

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City/Town Clerk.

Massachusetts 20 .

Received and entered in the records of location orders of the City/Town of
Book Page

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City/Town Clerk

I hereby certify that on 20 , at o'clock, M
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Massachusetts Electric Company d/b/a NATIONAL GRID for permission to erect the poles, wires, and fixtures described in the order herewith recorded, and that we mailed at least seven days before said hearing a written notice of the time and place of said hearing to each of the owners of real estate (as determined by the last preceding assessment for taxation) along the ways or parts of ways upon which the Company is permitted to erect Poles, wires, and fixtures under said order. And that thereupon said order was duly adopted.

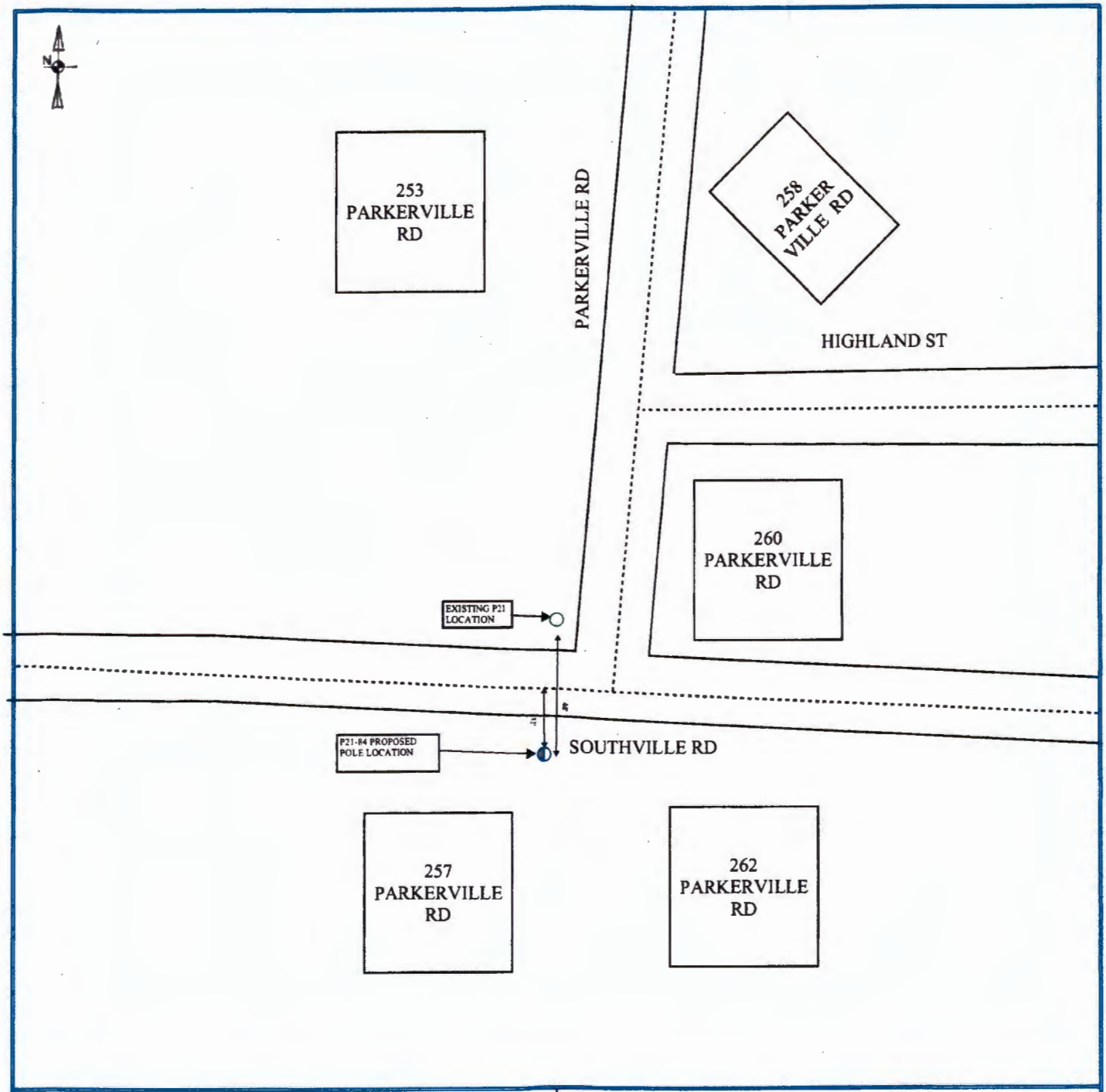
City/Town Clerk.

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Board or Council of Town or City, Massachusetts

CERTIFICATE

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Attest:
City/Town Clerk



JOINT OWNED POLE PETITION

Proposed NGRID Pole Locations	Existing J.O. Anchor
Existing NGRID Pole Locations	Proposed J.O. Anchor
Proposed S.O. Pole Locations	Existing J.O. Push Brace Pole
Existing J.O. Pole Locations	Proposed J.O. Push Brace Pole
Existing Telephone Co. Pole Locations	
Existing NGRID Pole Location To Be Made J.O.	
Existing Pole Locations To Be Removed	

DISTANCES ARE APPROXIMATE

nationalgrid

And

Verizon New England, Inc.

Date: 05/15/2023

Plan Number: 30756531

To Accompany Petition Dated:

To The: Town **Of** Southborough

For Proposed: **Pole:** P21-84 **Location:** Southville Road

Date Of Original Grant:

Town of Southborough, MA

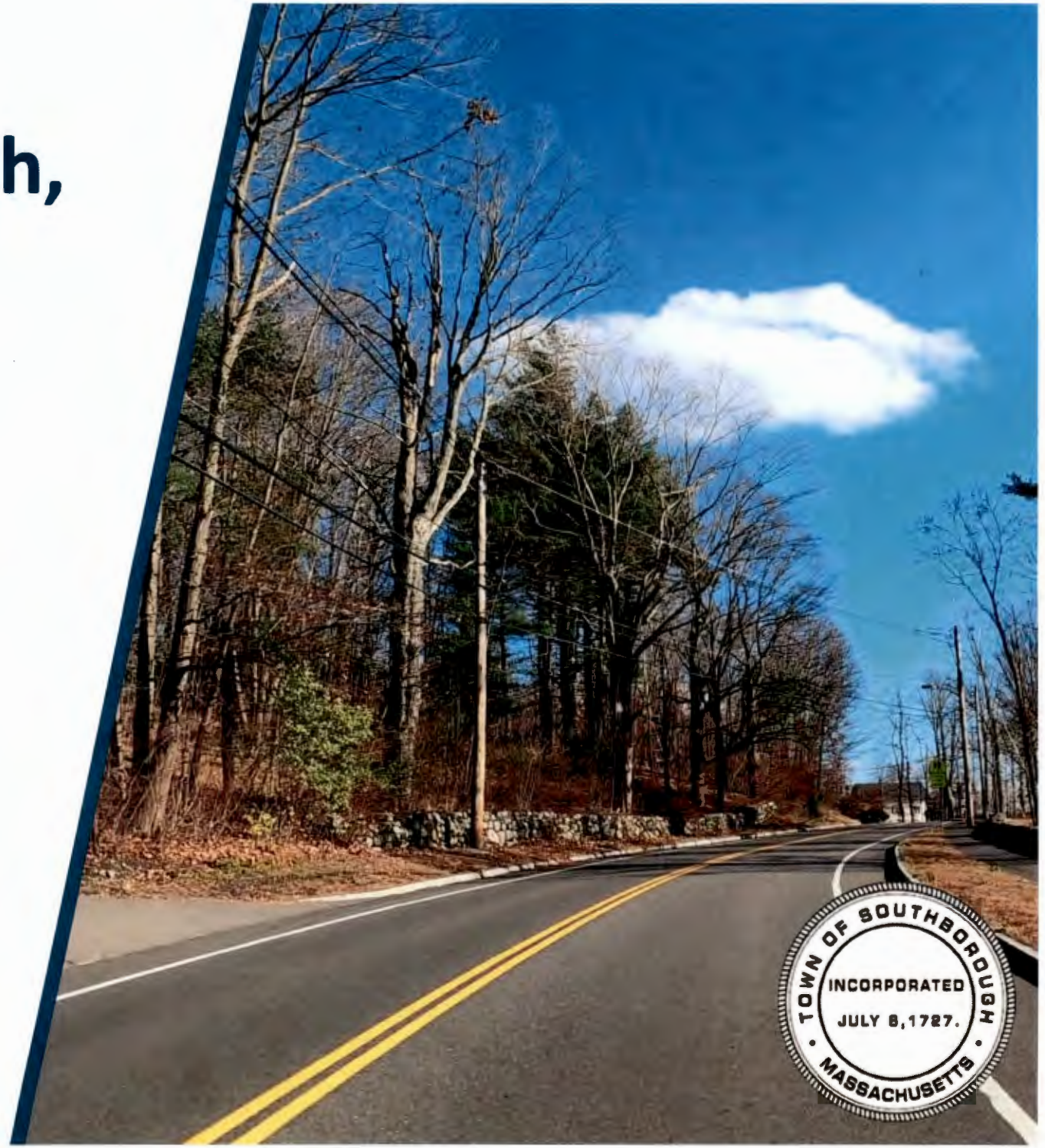
Pavement Management Program

DRAFT

Status Summary

May 21, 2024

BETA



Benefits of Pavement Management



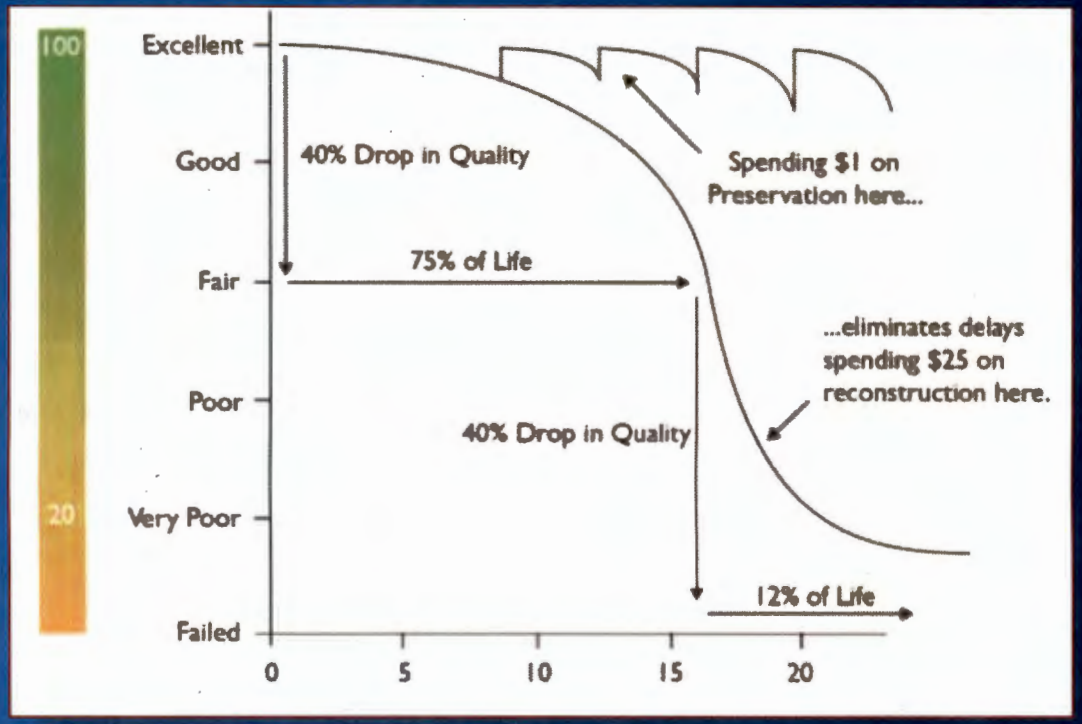
- Protects a community's investment by maximizing the life span of the roadway network
- Provides the ability to plan-ahead and predict budgetary needs (minimize costs while maximizing value)
- Apply the appropriate treatment at the correct location and time
- ***Provides foundation for decision making***

Proactive vs. Reactive

BETA

Program Goals & Objectives

- ✓ Conduct Pavement Condition Assessment
- ✓ Understand Roadway Conditions & Needs
- ✓ Evaluate Repair Strategies & Benefits
- ✓ Establish Estimated Backlog of Improvements
- ✓ ***Develop Prioritized Plan***



CIP Tool

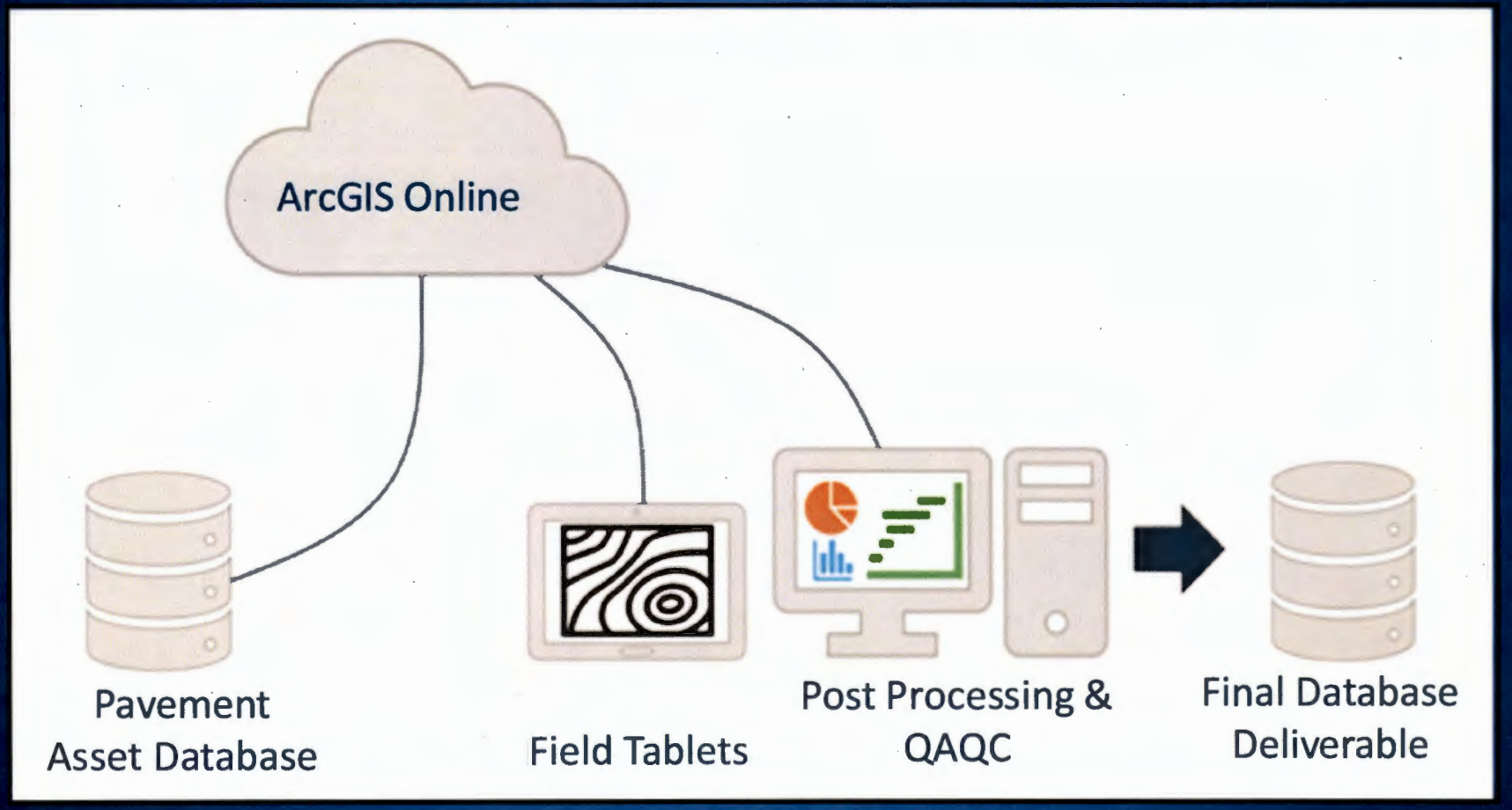
BETA

Five-Step Project Approach

1. System Configuration & GIS Mapping
2. Roadway Assessment Program
3. Data Analysis & Forecasting
4. Capital Planning & Prioritization
5. System Maintenance & Tracking

System Configuration & Mapping

GIS Centric Approach



Pavement Inspection Program

Automated Approach (LiDAR)

- LiDAR sensor mounted to the top of a vehicle. As roads are driven, a 3D digital map is developed and captures features within a 50' radius of the sensor to develop a point cloud.
- Imagery is captured in 10 to 20 foot intervals.
- Industry standard 0-100 condition score is assigned to each roadway segment.
- Repeatable and consistent data across the network
- Inspections Completed December of 2022



BETA

Roadway Assessment Program

Automated Data Capture & Processing

1

Roads Scored at 10 to 20 foot intervals with corresponding image file attached



Main St-01 *Main St-02* *Main St-03*

2

Roads Scored at Street Segment Level (Intersection to Intersection)



Main St-01 *Main St-02* *Main St-03*

3

Road Scored for Entire Street



Main Street (End to End)

Automated Data Analysis: Overall > Segment > Point

BETA

System Configuration & Mapping

Roadway Profile

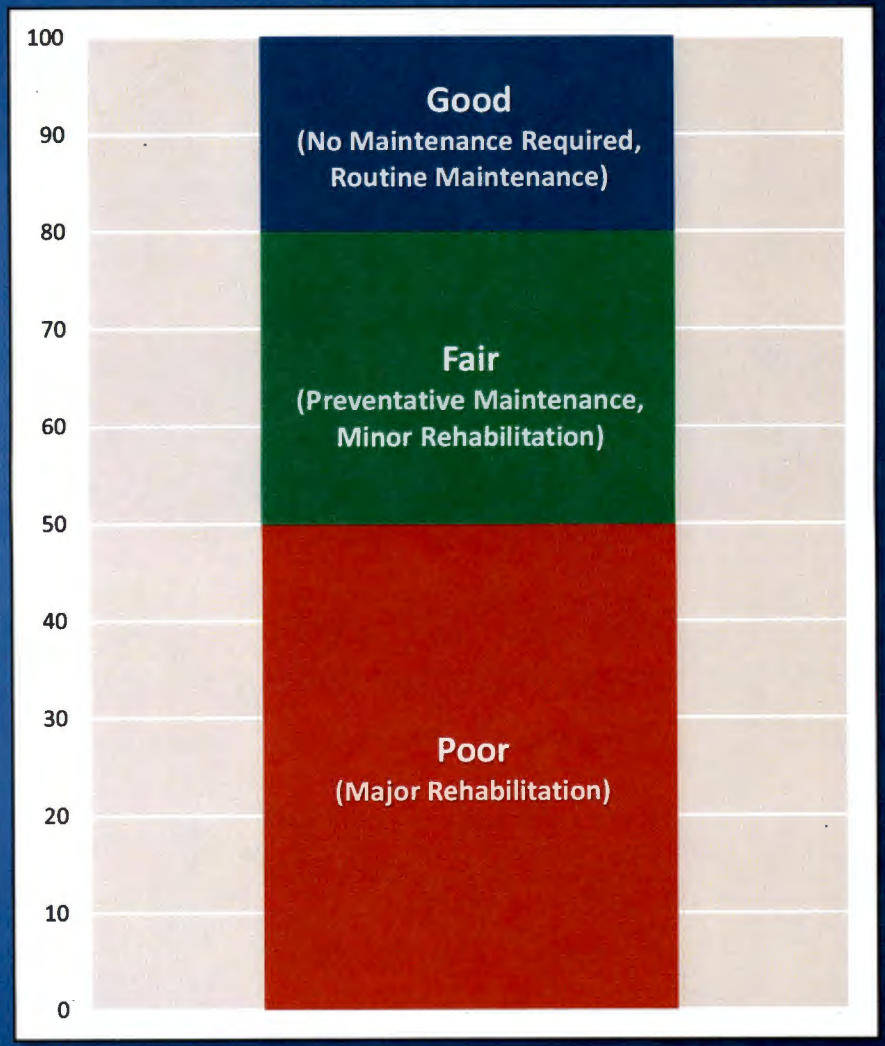
Roadway Type	Miles
Town Accepted	Asphalt: 72.48 Gravel: 0.02
Town Unaccepted	Asphalt: 9.11
Private	Asphalt: 1.77
State	Asphalt: 21.12
Unknown	Total: 4.40
Total	**108.90**

Paved Roadways Inspected By BETA

BETA

Repair Bands & Conditions

- No Maintenance Required
- Routine Maintenance
  - Crack Sealing
  - Fog Seal
- Preventative Maintenance
  - Chip Seal
  - Microsurface
  - Bonded Wearing Course
- Minor Rehabilitation
  - Mill and Overlay (1.5-2")
  - Shim and Overlay
  - Hot In-Place Recycling
- Major Rehabilitation
  - 3+" Mill & Overlay
  - Cold In-Place Recycling (CIR)
  - Reclamation
  - Reconstruction



BETA

Roadway RSR – Representative Examples



RSR: 98
Common Street

No Maintenance Required

BETA

TOWN OF SOUTHBOROUGH INCORPORATED JULY 6, 1727 MASSACHUSETTS

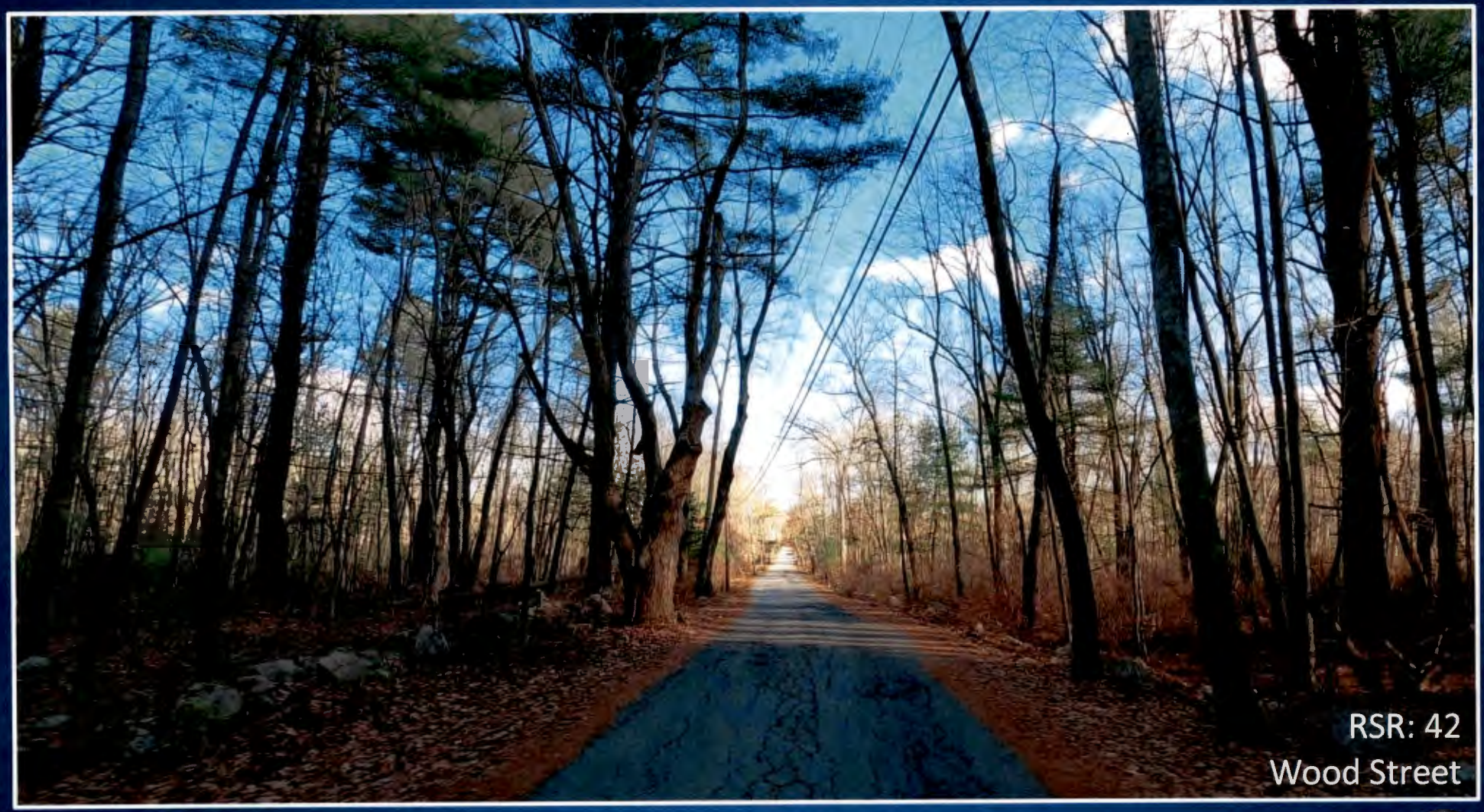
Roadway RSR – Representative Examples



Preventative Maintenance

BETA

Roadway RSR – Representative Examples



Major Rehabilitation

Existing Conditions Analysis

Estimated Roadway Improvement Costs (Accepted Roads)

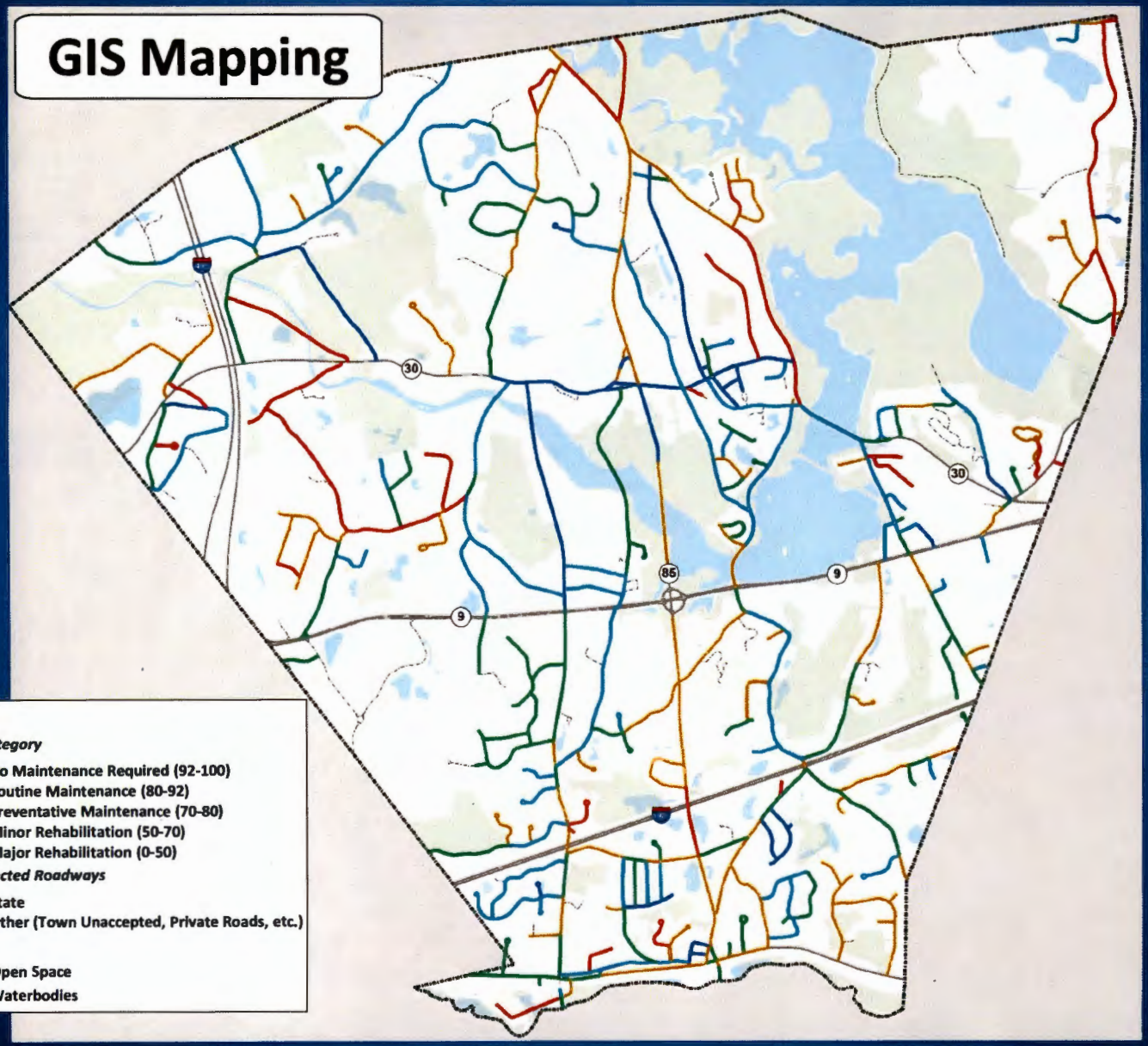
Repair Method	*RSR Range*	*Average Unit Cost ($/SY)*	*Length (Miles)*	*Square Yards*	*Percent Repair*	*Estimated Cost*
Major Rehabilitation	0-50	$48.00	9.66	129,534.37	13.33%	$6,217,649.72
Minor Rehabilitation	50-70	$19.20	19.86	286,022.64	27.41%	$5,491,634.65
Preventative Maintenance	70-80	$9.60	16.77	246,967.68	23.13%	$2,370,889.74
Routine Maintenance	80-92	$0.75	18.75	258,050.60	25.88%	$193,537.95
Defer Maintenance	92-100	$0.00	7.43	107,103.31	10.25%	$0.00
Total			**72.48**	**1,027,678.60**	**100%**	***$14,273,712.06**

Network Rating = 72.40

*Based on curb-to-curb improvements only, does not include sidewalk, curb ramp or utility improvements. Estimated costs as shown are for planning purposes only and do not reflect fluctuations in liquid asphalt or other pavement mix components

BETA

Existing Conditions Analysis



BETA

TOWN OF SOUTHBOROUGH INCORPORATED JULY 8, 1727 MASSACHUSETTS

ManageMyRoads Platform

Town of Southborough, MA

ManageMyRoads by BETA

BETA

Est. Cost of Improvements
$14.27M

Centerline Miles
72.48

Square Yards
1.03M

Roadway Repair Categories (Miles)





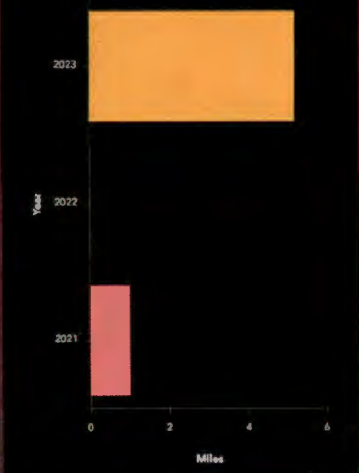
Street Segments Sorted Alphabetically

Street Name	Street Segment	From Street	To Street	Length	Miles	Width	Repair Method	RSR	Benefit Value	Square Yards	Cost	Pavement T
ACRE BRIDGE ROAD	ACRE BRIDGE RD	MARLBORO RD	MARLBOROUGH CL	2,059.62	0.39	23.00	Major Rehabilitation	29	32.55	5,263.48	252,647.10	Asphalt
ADAMS CIRCLE	ADAMS CIR	CONSTITUTION DR	CUL DE SAC	272.87	0.05	32.00	Minor Rehabilitation	63	1.18	1,414.71	27,162.43	Asphalt
ALEXANDRA CIRCLE	ALEXANDRA CIR	PARKERVILLE RD	CUL DE SAC	881.06	0.17	25.00	Routine Maintenance	80	4.82	2,658.42	1,993.81	Asphalt
ANDREWS WAY	ANDREWS WAY	FISHER RD	CUL DE SAC	739.26	0.14	24.00	Minor Rehabilitation	69	1.09	3,020.61	57,995.63	Asphalt
ANGELICA LANE	ANGELICA LN	PINE HILL RD	CUL DE SAC	818.63	0.16	19.00	No Maintenance Required	92		1,728.21	0.00	Asphalt
ASAREE DRIVE	ASAREE DR	OAK HILL RD	CUL DE SAC	651.41	0.12	20.00	Minor Rehabilitation	66	1.13	2,216.81	42,562.66	Asphalt
ASHLEY ROAD	ASHLEY RD	CUL DE SAC	CUL DE SAC	814.08	0.15	33.00	Preventative Maintenance	71	0.99	3,272.57	31,416.68	Asphalt
ATWOOD STREET	ATWOOD ST-01	HIGHLAND ST	MOORE RD	1,660.17	0.31	19.00	Preventative Maintenance	75	4.67	3,504.80	33,646.04	Asphalt
ATWOOD STREET	ATWOOD ST-02	MOORE RD	RICHARDS RD	1,255.11	0.24	19.00	Routine Maintenance	81	23.81	2,649.67	1,987.25	Asphalt
AUSTIN KELLY LANE	AUSTIN KELLY LN	BOSTON RD	CUL DE SAC	825.84	0.16	20.00	Preventative Maintenance	70	1.00	1,835.20	17,617.95	Asphalt

Alphabetical | RSR | CBV

Road Network Rating
72.40
Last Updated: 12/15/2023

Roadway Repair History (By Year & Miles)



ManageMyRoads Web Links:

Pavement Resource Center

BETA Group, INC.

BETA

TOWN OF SOUTHBOROUGH INCORPORATED JULY 8, 1727 MASSACHUSETTS

ManageMyRoads Platform

Town of Southborough, MA

ManageMyRoads by BETA

BETA

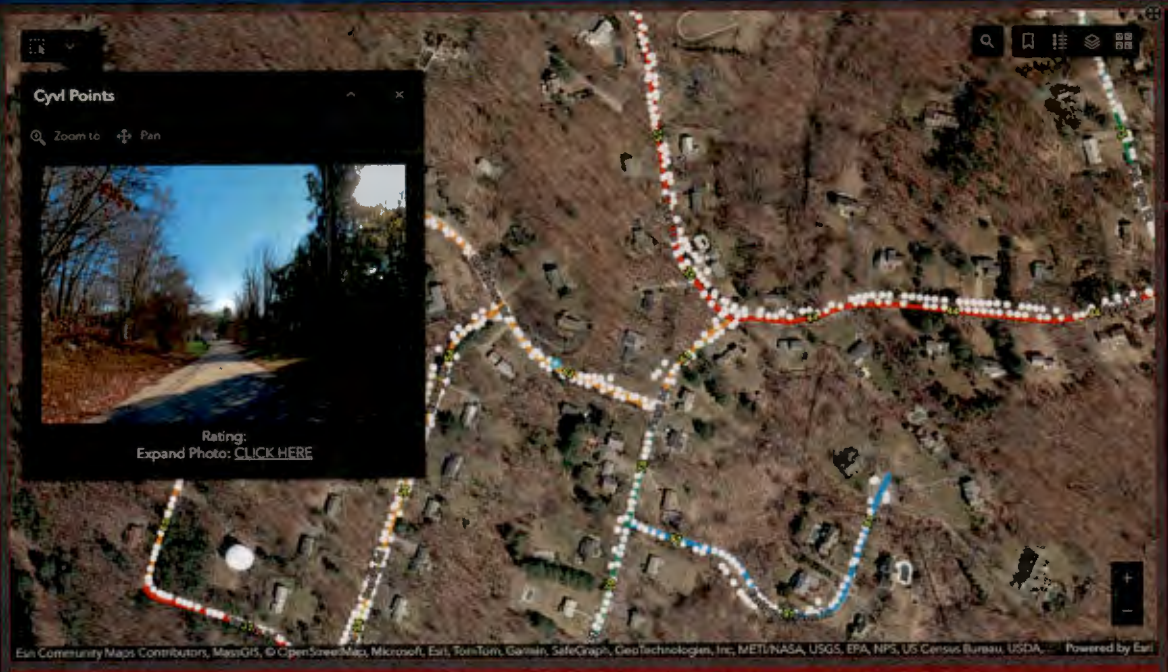
Est. Cost of Improvements
$14.27M

Centerline Miles
72.48

Square Yards
1.03M

Roadway Repair Categories (Miles)





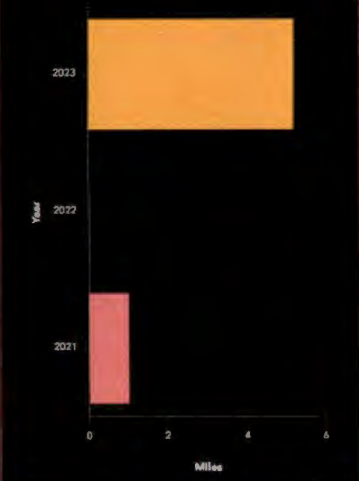
Street Segments Sorted Alphabetically

Street Name	Street Segment	From Street	To Street	Length	Miles	Width	Repair Method	RSR	Benefit Value	Square Yards	Cost
BANTRY ROAD	BANTRY RD-01	BLACKTHORN DR	BANTRY RD-03	1,247.51	0.24	25.00	Minor Rehabilitation	54	6.85	3,465.31	66,533.93
BANTRY ROAD	BANTRY RD-02	BANTRY RD-03	TARA RD	660.76	0.13	25.00	Major Rehabilitation	31	6.13	1,835.46	88,101.85
BLACKTHORN DRIVE	BLACKTHORN DR-01	FLAGG RD	BANTRY RD	560.03	0.11	23.00	Minor Rehabilitation	62	6.01	1,431.19	27,478.92
BLACKTHORN DRIVE	BLACKTHORN DR-02	BANTRY RD	TARA RD	828.54	0.16	23.00	Minor Rehabilitation	63	5.92	2,117.39	40,653.82
BLACKTHORN DRIVE	BLACKTHORN DR-03	TARA RD	CUL DE SAC	362.52	0.07	23.00	Minor Rehabilitation	54	1.37	1,613.44	30,977.99
EASTBROOK FARM LANE	EASTBROOK FARM LN	FLAGG RD	CUL DE SAC	1,104.99	0.21	20.00	Routine Maintenance	91	4.26	3,213.56	2,410.17
FLAGG ROAD	FLAGG RD-01	TURNPIKE RD	EASTBROOK FARM LN	2,332.57	0.44	21.00	Preventative Maintenance	79	22.23	5,442.66	52,249.57
FLAGG ROAD	FLAGG RD-02	EASTBROOK FARM LN	BLACKTHORN DR	340.18	0.06	21.00	Preventative Maintenance	78	22.51	793.75	7,619.97
FLAGG ROAD	FLAGG RD-03	BLACKTHORN DR	LOVERS LN	348.02	0.07	21.00	Minor Rehabilitation	61	30.52	812.05	15,591.45
FLAGG ROAD	FLAGG RD-04	LOVERS LN	RED GATE LN	1,290.76	0.24	21.00	Major Rehabilitation	44	22.16	3,011.77	144,564.85

Alphabetical | RSR | CBV

Road Network Rating
72.40
Last Updated: 12/15/2023

Roadway Repair History (By Year & Miles)



ManageMyRoads Web Links

Pavement Portal | Pavement Resource Center | BETA Group, INC.

BETA

TOWN OF SOUTHBOROUGH INCORPORATED JULY 5, 1727 MASSACHUSETTS

Data Analysis & Forecasting

Roadway Forecast Model
Southborough, MA

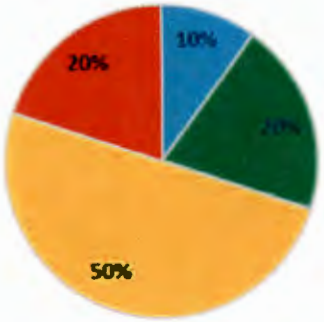
ManageMyRoads by BETA

Community Profile

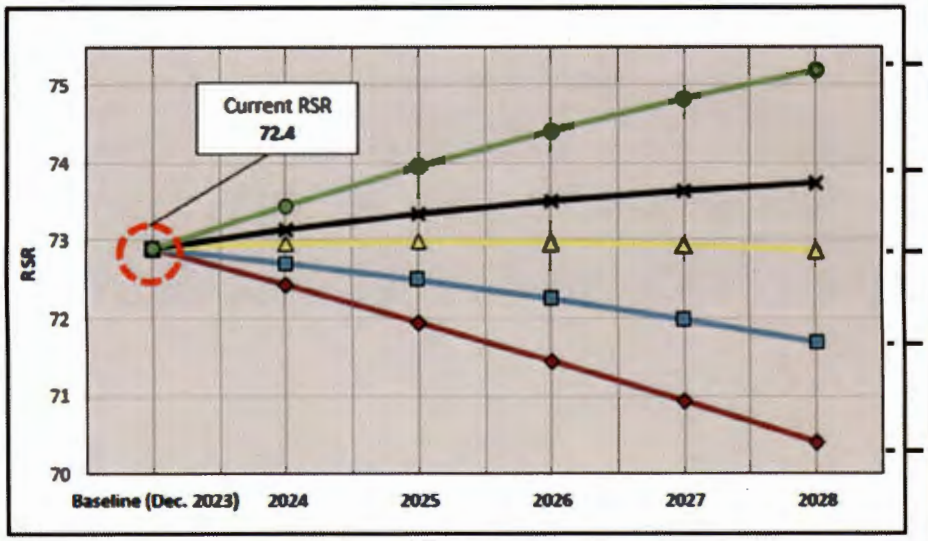
Road Miles = 72.48

Chapter 90 = $428,722k

Funding Distribution by Repair Type



- Routine Maintenance
- Preventative Maintenance
- Minor Rehabilitation
- Major Rehabilitation



Funding Scenarios

Scenario 1*	$428,722
Scenario 2	$650,000
Scenario 3	$850,000
Scenario 4	$1,000,000
Scenario 5	$1,250,000

Estimated Amount Per Year

- $1.25M
- $1.00M
- $850K
- $650K
- $428K*

*Denotes Chapter 90 Funding

*Based on curb-to-curb improvements only, does not include sidewalk, curb ramp or utility improvements. Estimated costs as shown are for planning purposes only and do not reflect fluctuations in liquid asphalt or other pavement mix components

BETA

Capital Planning & Prioritization

Data Analysis Factors



Cost Benefit Value (CBV)
Roadway Functional Classification
Roadway Condition (Good, Fair, Poor)
Repair Costs
Life Improvement

Other Considerations
Sidewalks & Curb Ramps
Sub-Surface Utilities (Gas, Water, Sewer)

BETA

Tracking Roadway Improvements

2023 Summary by Repair Type (Miles)	
Mill and Pave 1.5”	3.30
New Construction	0.07
Reclaim and Pave 4”	1.82
Total	5.19

2023 Roadway Improvement Projects

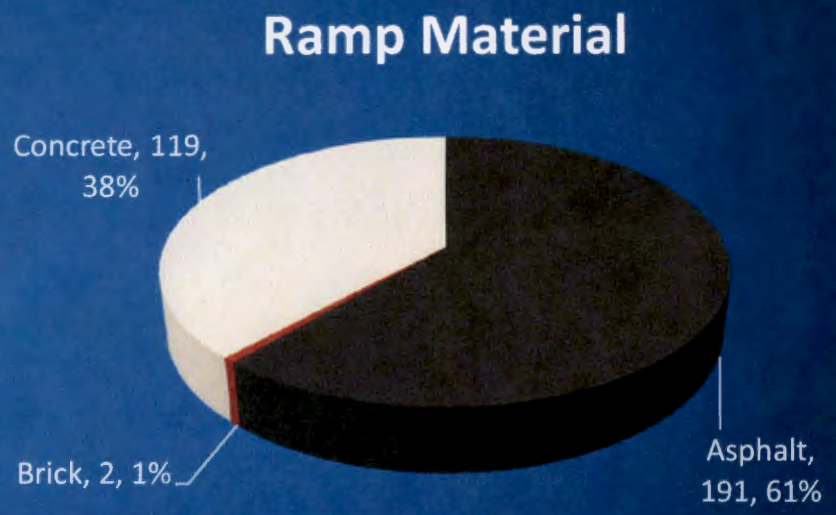
BROOKSIDE RD	TED LN	DEAD END	Reclaim and Pave 4"	20.81
CAROLYN TERR	WOODLAND RD	TED LN	Reclaim and Pave 4"	59.81
CHESTNUT HILL RD-01	MAIN ST	DRIVEWAY #10	Reclaim and Pave 4"	43.81
CHESTNUT HILL RD-02	DRIVEWAY #10	DAIRY FARM LN	Reclaim and Pave 4"	40.81
CHESTNUT HILL RD-03	DAIRY FARM LN	NORTHBORO RD	Reclaim and Pave 4"	86.81
CORDAVILLE RD 1-01	MAIN ST	CEMETERY ENT.	Mill and Pave 1.5"	71.81
CORDAVILLE RD 1-02	CEMETERY ENT.	CEMETERY ENT.	Mill and Pave 1.5"	67.81
COTTAGE ST	CORDAVILLE RD	PARKER ST	Mill and Pave 1.5"	33.81
EAST MAIN ST-03	WINCHESTER ST	WALKER ST	Mill and Pave 1.5"	56.81
EAST MAIN ST-04	WALKER ST	OVERLOOK DR	Mill and Pave 1.5"	49.81
EAST MAIN ST-05	OVERLOOK DR	THAYER LN	Mill and Pave 1.5"	57.81
EAST MAIN ST-06	THAYER LN	FRAMINGHAM RD	Mill and Pave 1.5"	53.81
HAMMOND ST	PARKER ST	CORDAVILLE RD	Mill and Pave 1.5"	22.81
HARRIS DR-01	ATWOOD ST	LEONARD DR	Reclaim and Pave 4"	41.81
HARRIS DR-02	LEONARD DR	BRYDEN RD	Reclaim and Pave 4"	44.81
HARRIS DR-03	BRYDEN RD	MOULTON RD	Reclaim and Pave 4"	51.81
HARRIS DR-04	MOULTON RD	CUL DE SAC	Reclaim and Pave 4"	46.81
HOWES COURT	NEWTON ST	LYMAN ST	Mill and Pave 1.5"	76.78
NEWTON ST-02	HOWES CT	UMASS MED BLDG	Mill and Pave 1.5"	62.78
NEWTON ST-03	UMASS MED BLDG	CROSS ST	Mill and Pave 1.5"	65.78
NEWTON ST-04	CROSS ST	FRAMINGHAM RD	Mill and Pave 1.5"	67.78
PARKER ST-01	SOUTHVILLE RD	HIGHLAND ST	Mill and Pave 1.5"	62.81
PARKER ST-02	HIGHLAND ST	COTTAGE ST	Mill and Pave 1.5"	48.81
PARKER ST-03	COTTAGE ST	HAMMOND ST	Mill and Pave 1.5"	50.81
PARKERVILLE RD-01	MAIN ST	SCHOOL ENTRANCE	Mill and Pave 1.5"	47.81
PARKERVILLE RD-02	SCHOOL ENTRANCE	GENERAL HENRY KNOX RD	Mill and Pave 1.5"	51.81
PARKERVILLE RD-03	GENERAL HENRY KNOX RD	JOHN MATTHEWS RD	Mill and Pave 1.5"	29.81
PARKERVILLE RD-04	JOHN MATTHEWS RD	CLIFFORD ST	Mill and Pave 1.5"	53.81
PARKERVILLE RD-05	CLIFFORD ST	TURNPIKE RD	Mill and Pave 1.5"	44.81
SAINT MARKS ST-02	MARLBORO RD	ST MARKS CIR	New Construction	
SAINT MARKS ST-03.1	ST MARKS CIR	DRIVEWAY #17	New Construction	
TED LN-01	WOODLAND RD	BROOKSIDE RD	Reclaim and Pave 4"	57.81
TED LN-02	BROOKSIDE RD	CAROLYN TERR	Reclaim and Pave 4"	55.81
TED LN-03	CAROLYN TERR	CUL DE SAC	Reclaim and Pave 4"	47.81
UPLAND RD	WALKER ST	WINCHESTER ST	Mill and Pave 1.5"	58.81
WALKER ST-01	EAST MAIN ST	UPLAND RD	Mill and Pave 1.5"	22.81
WALKER ST-02	UPLAND RD	DEAD END	Mill and Pave 1.5"	38.81
WINCHESTER ST-01	EAST MAIN ST	UPLAND RD	Reclaim and Pave 4"	34.81
WINCHESTER ST-02	UPLAND RD	BOSTON RD	Reclaim and Pave 4"	50.81

BETA

TOWN OF SOUTHBOROUGH INCORPORATED JULY 6, 1727 MASSACHUSETTS

Curb Ramp Inventory & Assessment

Ramp Condition by Count	
Good	142
Fair	136
Poor	34
Total	312



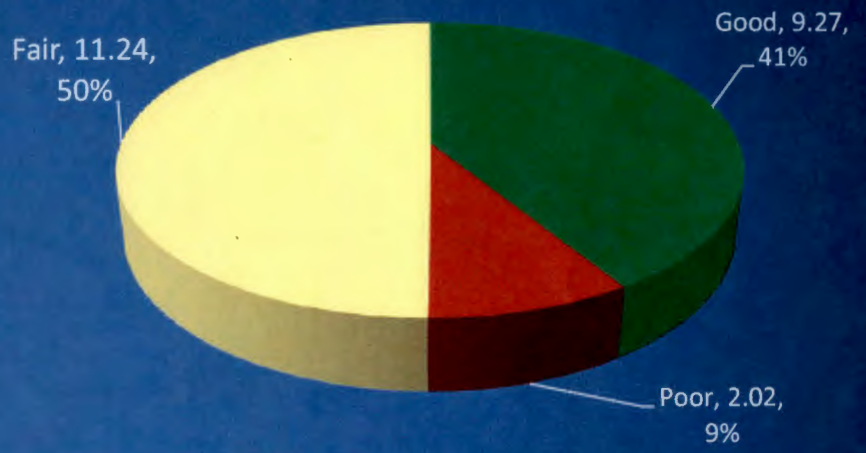
BETA

Sidewalk Inventory & Assessment

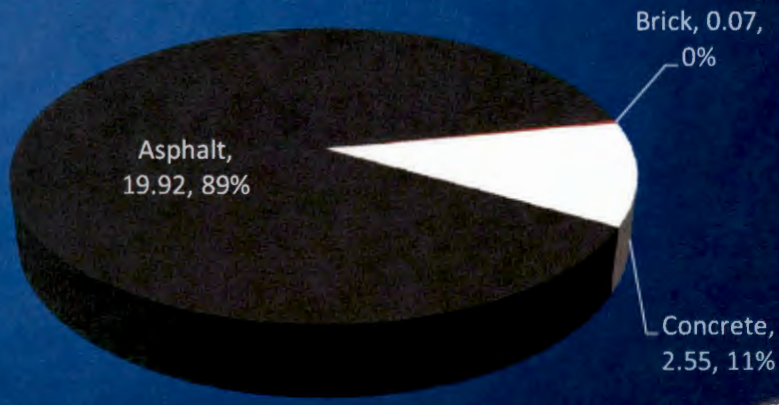
Sidewalk Condition by Material (Miles)	
Asphalt	Good: 7.10 Fair: 10.80 Poor: 2.02
Brick	Good: 0.07
Concrete	Good: 2.11 Fair: 0.44
Total Miles	**22.54**

* 0.46 miles of Sidewalk Gaps also identified and located

Sidewalk Condition (Miles)



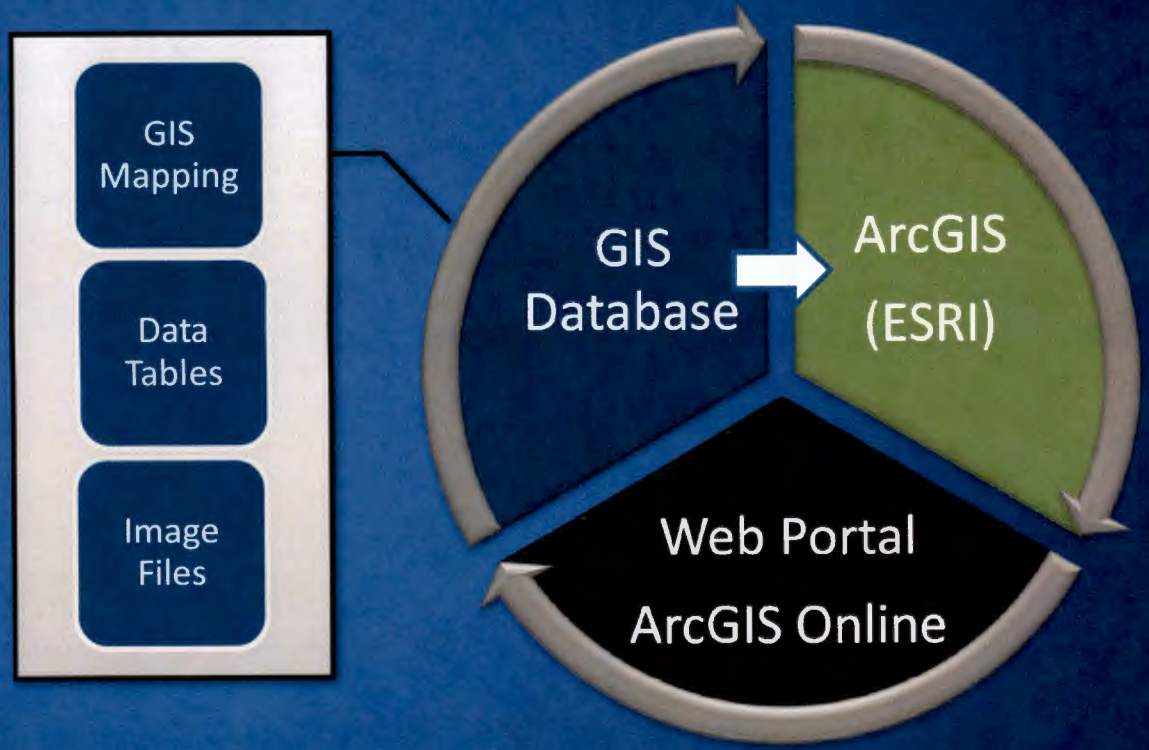
Sidewalk Material (Miles)



BETA

System Maintenance

- Update data as improvements are completed
- Monitor and update actual costs
- Re-assess roadways every 3-4 years
- **System Maintenance**



ManageMyRoads Platform

BETA

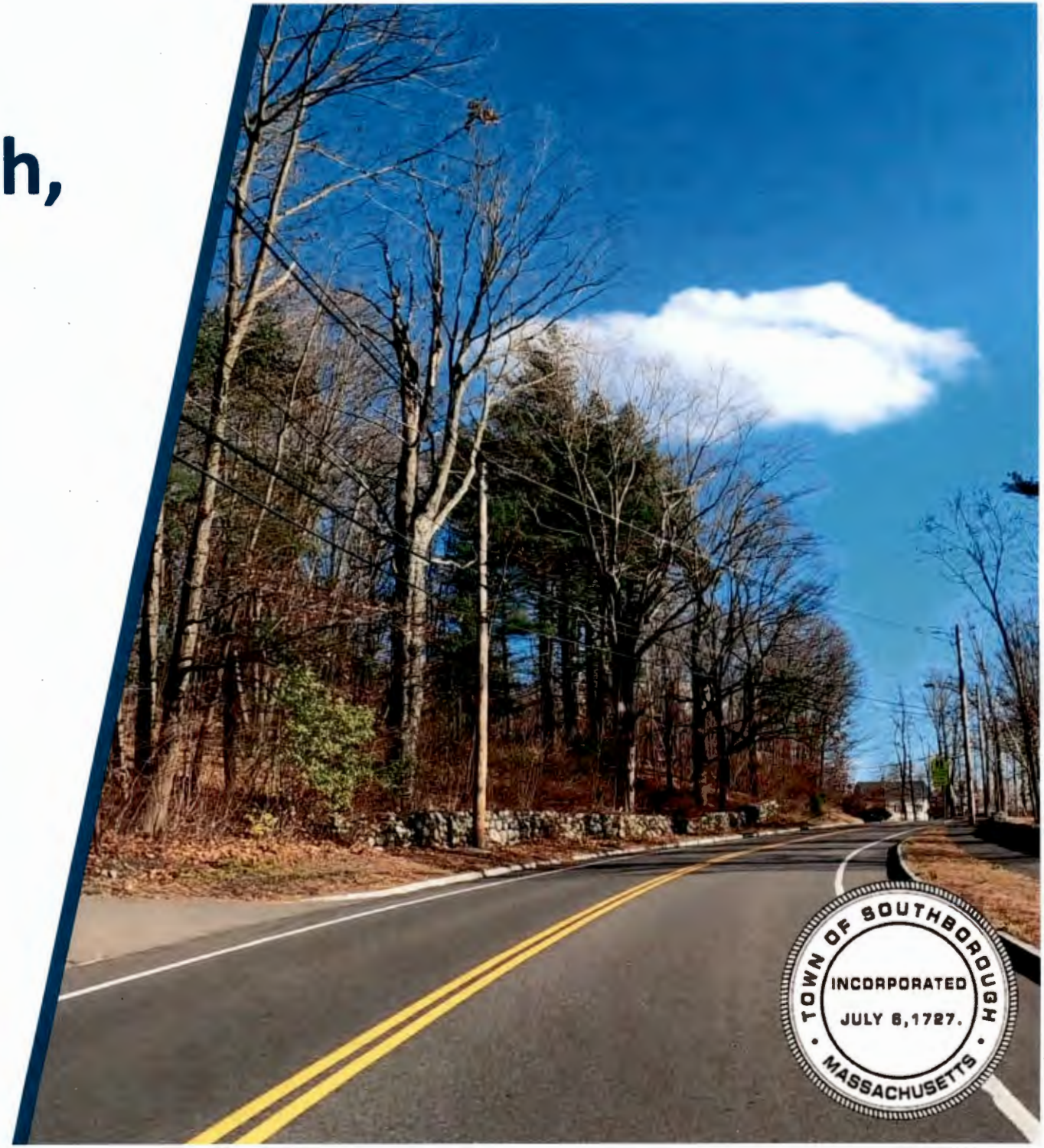
Town of Southborough, MA

Pavement Management Program

Thank you

May 21, 2024

BETA



Town of Southborough, Massachusetts

Pavement Management Program

DRAFT REPORT

Date: December 15, 2023
Date of Inspections: Fall 2023

BETA
IMPROVING COMMUNITIES TOGETHER

Town of Southborough, Massachusetts

Pavement Management Program

Table of Contents

DRAFT

Pavement Management Summary

1. **Repair Categories and Backlog Reports**
   - Roadway Status Summary
   - Roadway Repair Categories and Banding
   - Estimated Roadway Improvement Costs - Accepted
   - Estimated Roadway Improvement Costs - Functional Classification

2. **Road Surface Rating (RSR) Summary Reports**
   - Sorted Alphabetically
   - Sorted by Road Surface Rating (RSR)
   - Sorted by Functional Classification

3. **RSR Detailed Report**
   - Roadway Repairs with Segment Level Description
   - Locally Maintained State Numbered Highways

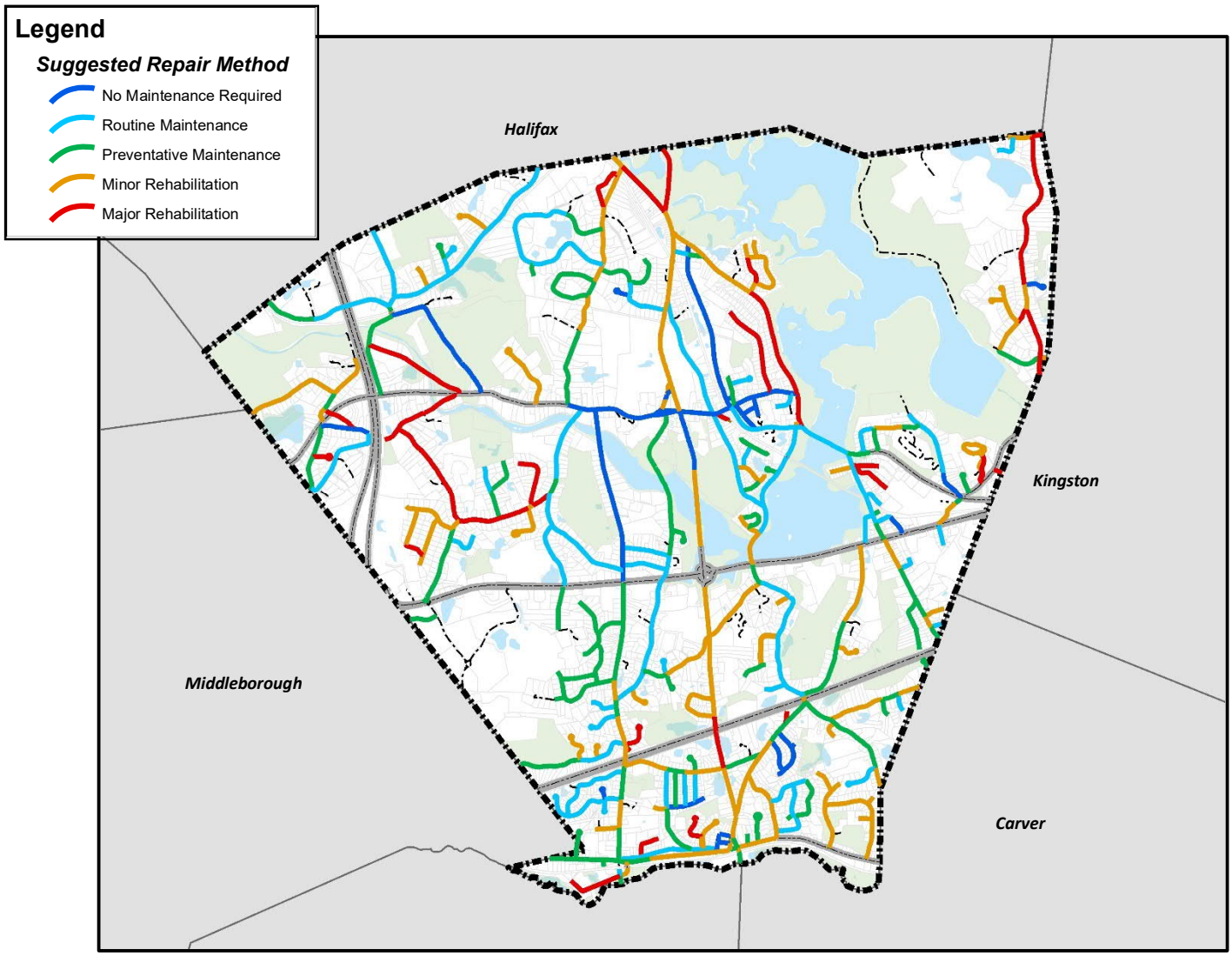
4. **Cost Benefit Value (CBV) Reports**
   - CBV Analysis: Roadway Sorted by CBV with Cumulative Total
   - CBV Analysis Reports:
     - Major Rehabilitation
     - Minor Rehabilitation
     - Preventative Maintenance
     - Routine Maintenance

Large Scale Map (see attached)
Road Surface Ratings and Repair Categories Map (24”x36”)

Pavement Management Summary

DRAFT

Date: December 15, 2023
Date of Inspections: Winter 2022



Town of Southborough, Massachusetts

BETA
IMPROVING COMMUNITIES TOGETHER

Introduction

Background

The Town of Southborough retained BETA Group, Inc. (BETA) in the Fall of 2022 to develop a Pavement Management Program (PMP) for its Town Accepted roadways. This comprehensive study was undertaken with the goal of establishing an extensive database of roadway surface conditions in order to assist in the development of a prioritized list of improvements. The PMP is a planning tool intended to provide the foundation to manage the Town's roadway resources in conjunction with local institutional knowledge. Ultimately, these efforts will assist in the development of a dynamic Capital Improvement Plan for the Town's roadway network.

The Town is committed to maintaining the PMP and improving its roadway network. This will be achieved by preserving and maintaining the existing infrastructure to the greatest extent possible.

Pavement Management Approach

Pavement management is based on the theory of predicting roadway deterioration over time. This theory allows pavement managers to perform timely maintenance to the roadway system, extending the roadway's life in order to avoid more costly and extensive structural repairs. A key aspect of pavement management, as illustrated by the Pavement Deterioration Curve, is the recognition that roadways deteriorate in an accelerated fashion at particular times in the roadway lifecycle. Understanding this concept allows opportune decisions that yield the most cost-effective results.

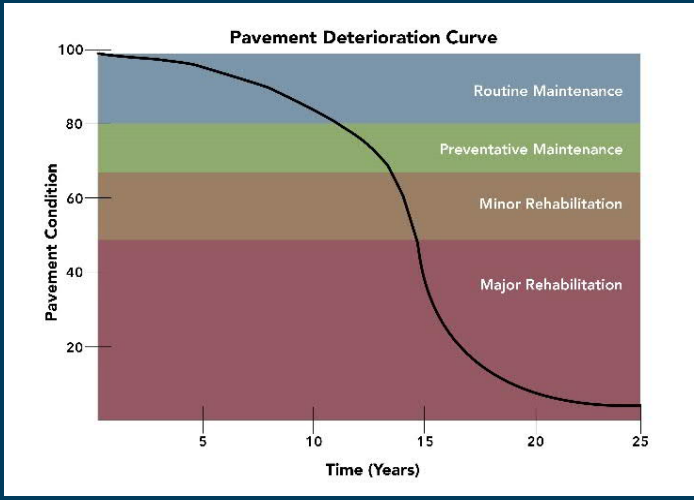
Implementing a PMP involves identification of the road network, evaluation of its surface conditions, and specification of its maintenance practices and associated repair costs. Roadway condition data is compiled to facilitate the calculation of a **Road Surface Rating (RSR)** for each street segment. This range includes a possible low value of 0 for a road characterized by a high severity of distress, and a possible maximum value of 100 for a road with no visible defects. Ultimately, the RSR value allows each roadway segment to be placed into a planning level repair category.

Roadway Survey

The roadway survey in Southborough, consisting of paved, Town Accepted roadways, was completed in December 2022. A total of **72.48 centerline miles** were inspected, serving as the basis for this report. The required field inspections were performed autonomously utilizing a lidar sensor mounted on a vehicle. As the vehicle traveled each roadway, a 3D digital point cloud was developed and all roadway assets within a 50' radius of the lidar sensor were scanned and populated. As part of the data collection, images were captured, georeferenced and timestamped every 20' section of roadway. Upon completion of the field data collection, proprietary algorithms and Ai machine learning technology were run to identify pavement surface distresses such as cracks, potholes, seals, patches, and pavement oxidation to generate RSRs at the segment level. BETA then conducted a thorough review to ensure the quality of the data for analysis and reporting.

Please note: Paving Improvements completed in 2023 have been updated in the PMP and are reflected in this report

Pavement Deterioration Curve



Summary of Findings

Upon completion of the roadway survey in 2022, the **overall RSR for Southborough's accepted public roadway network was 70.86**. After implementing the 2023 roadway improvements, the current RSR is projected at **72.4**, a roughly 1.5 point increase from the baseline inspection. The overall RSR represents a benchmark for performance measuring of the Town's pavement management program moving forward. If the overall RSR were to drop in the years to come, this would be a sign that the program needs to be adjusted or funding for the program may need to be increased.

As part of the pavement management process, repair strategies and associated unit costs were defined (as shown below) to develop the Town's Backlog Summary. This analysis summarizes the mileage of roadway that fall within each suggested repair category as well as the estimated cost based to complete the recommended maintenance or repair. **The current backlog summary for the Town's public roadway network is approximately $14.3 Million based on current market trends.** This budgetary dollar figure represents a snapshot of the funding it would take to perform all outstanding maintenance for the Town's road network within the next year. While this is not typically feasible, this analysis acts as another benchmark for the magnitude of work necessary at the time of inspections.

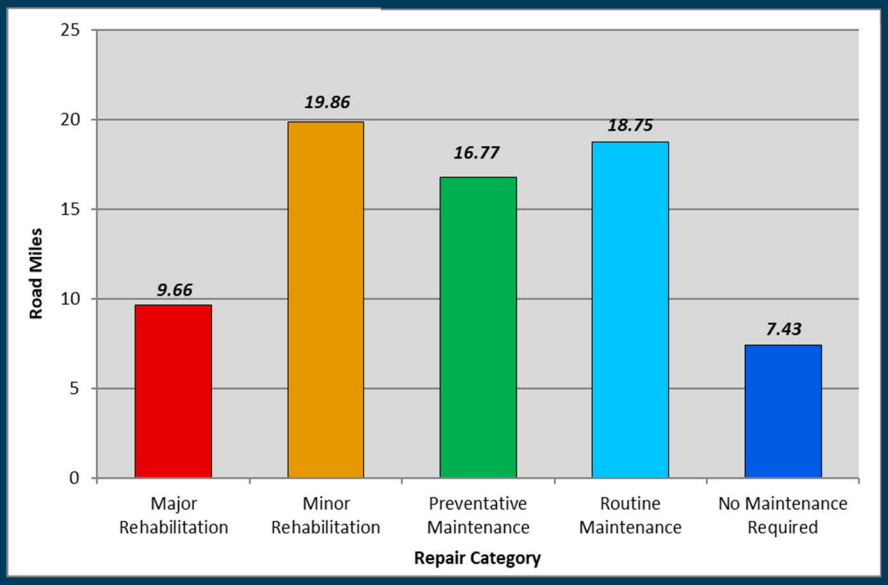
72.40

CURRENT TOWN NETWORK ROADWAY SURFACE RATING (RSR) (December 2023 Update)

Repair Method	RSR Range	Unit Price (sy)*
Major Rehabilitation	0-50	$48.00
Minor Rehabilitation	50-70	$19.20
Preventative Maintenance	70-80	$9.60
Routine Maintenance	80-92	$0.75
No Maintenance Required	92-100	$0.00

**Please Note: Unit pricing accounts for curb to curb improvements only; Does not include any drainage, sidewalk, ADA, gravel subbase or utility improvements.*

RSR Breakdown by Mileage



Backlog Summary

Repair Method	Length (Miles)	Square Yards	Percent Repair	Estimated Cost
Major Rehabilitation	9.66	129,534	13.33%	$6,217,650
Minor Rehabilitation	19.86	286,023	27.41%	$5,491,635
Preventative Maintenance	16.77	246,968	23.13%	$2,370,890
Routine Maintenance	18.75	258,051	25.88%	$193,538
No Maintenance Required	7.43	107,103	10.25%	$0
Total	**72.48**	**1,027,679**	**100%**	**$14,273,712**
AVERAGE RSR by Segment:	**72.40**			

Capital Planning & Concluding Remarks

A series of Cost Benefit Value (CBV) analyses were generated to serve as a tool to prioritize potential roadway projects for inclusion in a multi-year Capital Improvement Plan (CIP). The development of a CIP will assist the Town in improving its network rating over time.

A 5-year forecast model was run to demonstrate how the network-level RSR for paved roadways would fluctuate over time under different funding scenarios. The model suggests that the Town secure approximately $850 Thousand annually to maintain the current rating. However, if the Town were to secure roughly $1.25M annually, the Network RSR is projected to approach 75 in 5 years. Conversely, spending the Ch. 90 allotment of $428 Thousand solely on road improvements would likely cause the Network RSR to degrade to 70 RSR. The current model accounts for 3% annual inflation

The PMP provides decision makers with a picture of existing roadway conditions, a cost estimate to protect those paved roadways in good condition, and a recommended strategy to meet the Town's goals and objectives.

Program Maintenance

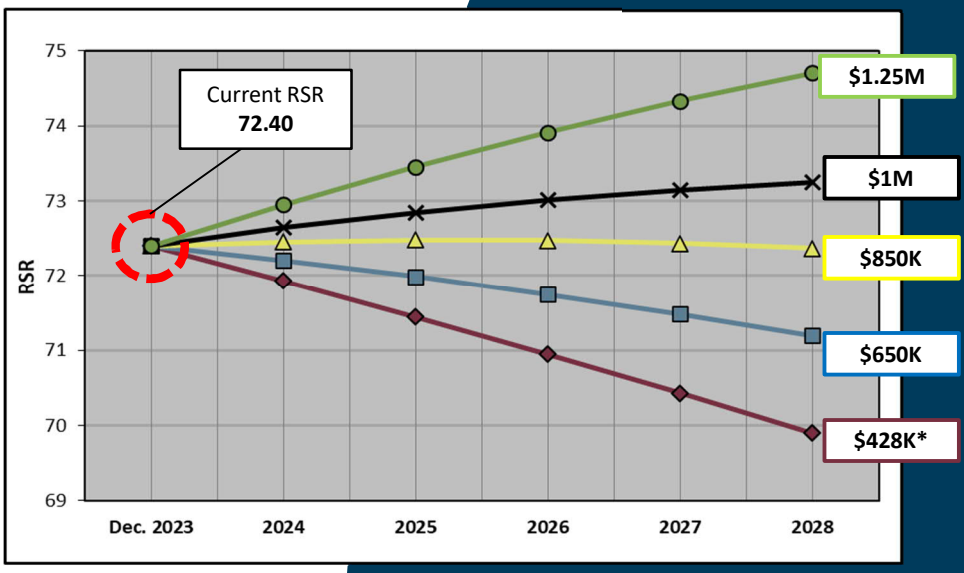
To best manage and update the Town's PMP database, the following practices are suggested:

- When utilizing pavement data to aid in capital planning, other assets such as sidewalks, utilities, etc. should be considered on a case to case basis
- Post all annual roadway improvements into the database. Both the pavement condition rating and repair history information should be entered.
- Add any new roadway network descriptions to the database as soon as the Town accepts the roadways.
- Update repair method unit costs annually to provide accurate work plan forecasts.
- Review developments in pavement technology that might offer a more cost-effective alternative to pavement maintenance or rehabilitation over the pavement's life cycle.
- Re-inspect the roadway network every 3-4 years to keep the system and imagery current

The Pavement Management Program will serve as a valuable instrument to the Town and facilitate a progressive approach to managing roadway infrastructure.

Forecast Model

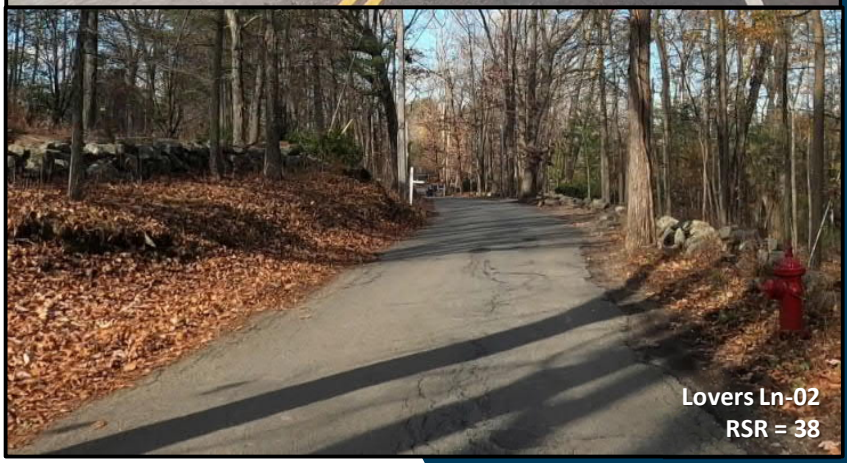
Projected RSR By Year



*Denotes FY24 Ch. 90 Allotment

Representative Photographs





BETA
IMPROVING COMMUNITIES TOGETHER

TOWN OF SOUTHBOROUGH INCORPORATED JULY 6,1727 MASSACHUSETTS

Southborough, MA

Roadway Status Summary

Roadway Type		Length (Miles)
Status: Accepted		
	Total:	**72.50**
Status: Private		
	Total:	**1.77**
Status: State		
	Total:	**21.12**
Status: Unaccepted		
	Total:	**9.11**
Status: Unknown		
	Total:	**4.40**
	Total:	**108.90**

FY 2024 Chapter 90 Accepted Road Miles - 70.67

Southborough, MA

Roadway Repair Categories and Banding

Repair Method	Banding Low Range	Banding High Range	Unit Cost Sq.Yrd.
Major Rehabilitation			
Major Rehabilitation	0	50	$48.00
Reconstruction			$60.00
Full Depth Reclamation (FDR) - 5" HMA			$48.00
Full Depth Reclamation (FDR) - 5" HMA (No Structures)			$45.60
Full Depth Reclamation (FDR) - 4" HMA			$40.80
Full Depth Reclamation (FDR) - 4" HMA (No Structures)			$38.40
Partial Depth Reclamation (PDR)			$26.40
Minor Rehabilitation			
Minor Rehabilitation	50	70	$19.20
Mill and Overlay - 2.5"+			$21.60
Cold-In-Place Recycling - 1.5" HMA			$21.60
Cold-In-Place Recycling - 1.5" HMA (No Structures)			$19.20
Mill and Overlay - 2"			$16.80
Mill and Overlay - 1.5"			$14.40
Hot-In-Place Recycling - 1" Top (Micro)			$13.80
Shim and Overlay (HMA)			$14.40
Shim and Microsurface			$12.00
Ultra Thin Bonded Wearing Course			$10.80
Preventative Maintenance			
Preventative Maintenance	70	80	$9.60
Thin Overlay (HMA)			$9.60
Cape Seal			$7.50
Double Chip Seal			$6.00
Rubber Asphalt Chip (20%)			$6.00
Microsurface - Double (w/Fiber)			$6.30
Microsurface - Single Lift			$3.90
Routine Maintenance			
Routine Maintenance	80	92	$0.75
Fog Seal			$1.80
Crack Seal			$0.60
Defer Maintenance			
No Maintenance Required	92	100	$0.00

Southborough, MA

Estimated Roadway Improvement Costs - Accepted

Repair Method	Length (Miles)	Square Yards	Percent Repair	Estimated Cost
Major Rehabilitation	9.66	129,534.37	13.33%	$6,217,649.72
Minor Rehabilitation	19.86	286,022.64	27.41%	$5,491,634.65
Preventative Maintenance	16.77	246,967.68	23.13%	$2,370,889.74
Routine Maintenance	18.75	258,050.60	25.88%	$193,537.95
No Maintenance Required	7.43	107,103.31	10.25%	$0.00
Total:	**72.48**	**1,027,678.60**	**100.00%**	**$14,273,712.06**

Average RSR By Segment:	72.40

***RSR - Road Surface Rating (0-100)**

Please Note: Unit pricing accounts for curb to curb improvements only; Does not include any drainage, sidewalk, ADA, gravel subbase or utility improvements.

Southborough, MA

Estimated Roadway Improvement Costs Sorted By Functional Classification

Repair Method	Length (Miles)	Square Yards	Estimated Cost		
Minor Arterial	**AR**				
Major Rehabilitation	1.58	31,790.96	$1,525,966.01		
Minor Rehabilitation	4.64	77,579.84	$1,489,533.01		
Preventative Maintenance	2.50	47,376.26	$454,812.14		
Routine Maintenance	1.76	33,122.89	$24,842.17		
No Maintenance Required	2.40	42,270.02	$0.00		
Totals for Class:	**12.88**	**232,139.97**	**$3,495,153.32**	**Avg. RSR By Segment:**	**72.30**
Major Collector	**CO**				
Major Rehabilitation	2.39	27,542.84	$1,322,056.45		
Minor Rehabilitation	2.74	36,276.32	$696,505.30		
Preventative Maintenance	3.01	40,388.03	$387,725.06		
Routine Maintenance	5.60	69,627.41	$52,220.56		
No Maintenance Required	1.06	14,270.22	$0.00		
Totals for Class:	**14.79**	**188,104.82**	**$2,458,507.37**	**Avg. RSR By Segment:**	**73.70**
Local Thru	**LO**				
Major Rehabilitation	1.40	13,941.58	$669,196.04		
Minor Rehabilitation	3.77	43,726.04	$839,539.90		
Preventative Maintenance	3.88	47,241.34	$453,516.82		
Routine Maintenance	3.96	50,481.80	$37,861.35		
No Maintenance Required	1.25	13,911.59	$0.00		
Totals for Class:	**14.25**	**169,302.34**	**$2,000,114.11**	**Avg. RSR By Segment:**	**74.45**
Local	**LO**				
Major Rehabilitation	1.67	19,348.83	$928,743.68		
Minor Rehabilitation	4.98	68,257.42	$1,310,542.54		
Preventative Maintenance	3.85	57,850.47	$555,364.52		
Routine Maintenance	4.81	66,601.88	$49,951.41		
No Maintenance Required	2.15	28,046.40	$0.00		
Totals for Class:	**17.47**	**240,105.00**	**$2,844,602.15**	**Avg. RSR By Segment:**	**73.18**
Local Cul De Sac/Dead End	**LO/CS/DE**				
Major Rehabilitation	2.62	36,910.16	$1,771,687.55		
Minor Rehabilitation	3.73	60,183.02	$1,155,513.90		
Preventative Maintenance	3.54	54,111.58	$519,471.19		
Routine Maintenance	2.63	38,216.63	$28,662.47		
No Maintenance Required	0.57	8,605.08	$0.00		
Totals for Class:	**13.09**	**198,026.47**	**$3,475,335.11**	**Avg. RSR By Segment:**	**68.56**
Totals:	**72.48**	**1,027,678.60**	**$14,273,712.06**	**Avg. RSR By Segment:**	**72.40**

KEY:

AR - Arterial
CO - Collector
LO - Local
LO/CS/DE - Cul De Sac/Dead End

Please Note: Unit pricing accounts for curb to curb improvements only; Does not include any drainage, sidewalk, ADA, gravel subbase or utility improvements.

Southborough, MA

Roadway Summary with Composite RSR - Sorted Alphabetically

Comp. RSR
Composite Road Surface Rating (0-100) for Entire Road

Functional Class Key
AR - Arterial *LO - Local*
CO - Collector *LO/CS/DE - Cul De Sac/Dead End*

Name	Length (Miles)	Length (Feet)	Avg. Width	Sq. Yards	Comp. RSR	Overall Repair	Estimated Cost*	Functional Class
ACRE BRIDGE ROAD	0.39	2,059.62	23	5,263.48	29.76	Major Rehabilitation	$252,647.10	CO
ADAMS CIRCLE	0.05	272.87	32	1,414.71	63.76	Minor Rehabilitation	$27,162.43	LO/CS/DE
ALEXANDRA CIRCLE	0.17	881.06	25	2,658.42	80.76	Routine Maintenance	$1,993.81	LO/CS/DE
ANDREWS WAY	0.14	739.26	24	3,020.61	69.76	Minor Rehabilitation	$57,995.63	LO/CS/DE
ANGELICA LANE	0.16	818.63	19	1,728.21	92.76	No Maintenance Required	$0.00	LO/CS/DE
ASAREE DRIVE	0.12	651.41	20	2,216.81	66.76	Minor Rehabilitation	$42,562.66	LO/CS/DE
ASHLEY ROAD	0.15	814.08	33	3,272.57	71.76	Preventative Maintenance	$31,416.68	LO/CS/DE
ATWOOD STREET	0.55	2,915.27	19	6,154.47	78.34	Preventative Maintenance	$59,082.86	LO
AUSTIN KELLY LANE	0.16	825.84	20	1,835.20	70.76	Preventative Maintenance	$17,617.95	LO/CS/DE
BANFILL LANE	0.06	330.38	24	881.00	77.76	Preventative Maintenance	$8,457.64	LO
BANTRY ROAD	0.43	2,252.07	25	6,872.43	50.22	Minor Rehabilitation	$131,950.65	LO
BARN LANE	0.22	1,179.66	24	3,145.77	82.49	Routine Maintenance	$2,359.33	LO
BEECHWOOD LANE	0.10	509.92	22	1,246.46	92.76	No Maintenance Required	$0.00	LO/CS/DE
BIGELOW ROAD	0.58	3,036.26	19	6,409.89	56.19	Minor Rehabilitation	$123,069.93	LO
BIRCHWOOD DRIVE	0.18	926.18	26	2,675.64	54.06	Minor Rehabilitation	$51,372.37	LO
BLACKTHORN DRIVE	0.33	1,751.09	23	5,162.02	60.67	Minor Rehabilitation	$99,110.73	LO
BLENDON WOODS DRIVE	0.23	1,213.65	26	3,506.11	73.76	Preventative Maintenance	$33,658.67	LO/CS/DE
BOSTON ROAD	0.95	5,039.59	27	15,035.49	82.39	Routine Maintenance	$11,276.61	AR
BOSWELL LANE	0.13	660.60	21	1,541.40	74.76	Preventative Maintenance	$14,797.46	LO/CS/DE
BREAKNECK HILL ROAD	1.04	5,496.28	20	12,024.35	86.80	Routine Maintenance	$9,018.26	CO
BRIDGE STREET	0.10	526.28	18	1,052.57	55.44	Minor Rehabilitation	$20,209.28	LO
BRIGHAM STREET	0.22	1,164.00	13	1,681.33	34.76	Major Rehabilitation	$80,703.89	LO
BROOK LANE	0.12	651.43	20	1,447.63	90.76	Routine Maintenance	$1,085.72	LO/CS/DE
BROOKSIDE ROAD	0.03	151.09	31	520.42	98.75	No Maintenance Required	$0.00	LO/CS/DE
BRYDEN ROAD	0.20	1,075.25	25	2,986.80	82.76	Routine Maintenance	$2,240.10	LO
BURNETT ROAD	0.55	2,893.08	18	5,786.16	89.89	Routine Maintenance	$4,339.62	LO
CANDLEWOOD LANE	0.10	521.09	22	1,273.78	90.76	Routine Maintenance	$955.33	LO/CS/DE
CAROLYN TERRACE	0.20	1,061.92	26	3,067.76	98.75	No Maintenance Required	$0.00	LO
CENTRAL STREET	0.57	3,000.80	44	14,670.60	83.52	Routine Maintenance	$11,002.95	AR
CHERRY STREET	0.10	512.10	21	1,194.89	85.76	Routine Maintenance	$896.17	LO
CHESTNUT HILL ROAD	0.83	4,357.28	18	8,811.56	99.08	No Maintenance Required	$0.00	LO
CLEMMONS STREET	0.28	1,500.29	20	3,333.98	73.76	Preventative Maintenance	$32,006.19	LO
CLIFFORD STREET	0.52	2,748.38	19	5,802.14	82.76	Routine Maintenance	$4,351.61	CO
COMMON STREET	0.15	800.34	25	2,223.15	96.37	No Maintenance Required	$0.00	LO
CONSTITUTION DRIVE	0.61	3,218.31	26	9,297.35	58.41	Minor Rehabilitation	$178,509.16	LO
CORDAVILLE ROAD 1	2.36	12,453.59	25	35,744.99	65.52	Minor Rehabilitation	$686,303.84	AR

***Please Note: Unit pricing accounts for curb to curb improvements only; Does not include any drainage, sidewalk, ADA, gravel subbase or utility improvements.**

Southborough, MA

Roadway Summary with Composite RSR - Sorted Alphabetically

Comp. RSR
Composite Road Surface Rating (0-100) for Entire Road

Functional Class Key
AR - Arterial *LO - Local*
CO - Collector *LO/CS/DE - Cul De Sac/Dead End*

Name	Length (Miles)	Length (Feet)	Avg. Width	Sq. Yards	Comp. RSR	Overall Repair	Estimated Cost*	Functional Class
CORDAVILLE ROAD 2	0.08	420.73	25	1,168.70	63.15	Minor Rehabilitation	$22,439.04	LO
COTTAGE STREET	0.08	406.60	19	858.37	99.08	No Maintenance Required	$0.00	LO
COUNTRY LANE	0.16	831.37	20	1,847.49	34.76	Major Rehabilitation	$88,679.56	LO/CS/DE
CRESTVIEW DRIVE	0.22	1,159.40	25	3,220.57	70.76	Preventative Maintenance	$30,917.43	LO
CROSS STREET	0.18	939.10	16	2,336.18	77.16	Preventative Maintenance	$22,427.34	LO
DARLENE DRIVE	0.49	2,606.68	32	9,268.21	79.58	Preventative Maintenance	$88,974.81	LO
DAVIS ROAD	0.54	2,833.59	15	4,621.68	57.76	Minor Rehabilitation	$88,736.23	LO
DEERFOOT ROAD	1.43	7,565.33	20	16,830.43	82.09	Routine Maintenance	$12,622.82	CO
EAST MAIN STREET	0.45	2,372.21	24	5,635.32	98.84	No Maintenance Required	$0.00	AR
EASTBROOK FARM LANE	0.21	1,104.99	20	3,213.56	91.76	Routine Maintenance	$2,410.17	LO/CS/DE
EDGEWOOD ROAD	0.54	2,829.94	19	5,974.31	70.81	Preventative Maintenance	$57,353.37	LO
FAIRVIEW DRIVE	0.52	2,721.15	31	10,068.57	77.18	Preventative Maintenance	$96,658.26	LO
FAY COURT	0.09	486.54	19	1,022.27	79.72	Preventative Maintenance	$9,813.79	LO/CS/DE
FIDDLENECK LANE	0.20	1,046.48	20	2,325.51	76.76	Preventative Maintenance	$22,324.85	LO/CS/DE
FISHER ROAD	1.22	6,444.03	28	20,048.09	85.23	Routine Maintenance	$15,036.07	CO
FITZGERALD LANE	0.21	1,123.23	24	2,995.28	21.76	Major Rehabilitation	$143,773.61	LO/CS/DE
FLAGG ROAD	1.18	6,246.10	21	14,574.24	61.94	Minor Rehabilitation	$279,825.47	CO
FOLEY DRIVE	0.20	1,079.08	24	4,105.34	77.98	Preventative Maintenance	$39,411.30	LO/CS/DE
FOXHILL DRIVE	0.22	1,143.88	24	3,050.35	87.76	Routine Maintenance	$2,287.76	LO/CS/DE
FRAMINGHAM ROAD	1.49	7,855.55	34	30,120.50	51.21	Minor Rehabilitation	$578,313.66	AR
GARRISON LANE	0.11	556.76	26	2,286.65	83.76	Routine Maintenance	$1,714.99	LO/CS/DE
GENERAL HENRY KNOX ROAD	0.29	1,505.90	25	4,183.06	80.76	Routine Maintenance	$3,137.30	LO
GILMORE ROAD	0.69	3,650.34	16	6,489.49	78.38	Preventative Maintenance	$62,299.12	LO
GLENWOOD ROAD	0.08	424.35	26	2,000.19	78.76	Preventative Maintenance	$19,201.78	LO/CS/DE
GRANUAILE ROAD	0.30	1,560.25	22	3,813.95	93.83	No Maintenance Required	$0.00	LO
GROVE STREET	0.05	251.52	26	726.61	77.76	Preventative Maintenance	$6,975.47	LO/CS/DE
HAMMOND STREET	0.07	385.23	15	642.05	99.08	No Maintenance Required	$0.00	LO
HARRINGTON COURT	0.03	138.48	30	461.59	90.76	Routine Maintenance	$346.19	LO
HARRIS DRIVE	0.24	1,257.66	24	3,939.50	99.08	No Maintenance Required	$0.00	LO
HEATHER LANE	0.26	1,379.80	29	4,446.04	84.07	Routine Maintenance	$3,334.53	LO
HICKORY ROAD	0.23	1,213.54	20	3,375.69	79.76	Preventative Maintenance	$32,406.59	LO/CS/DE
HIDDEN MEADOW LANE	0.16	843.42	20	1,874.28	67.76	Minor Rehabilitation	$35,986.10	LO/CS/DE
HIGH RIDGE ROAD	0.21	1,105.36	28	3,438.90	75.76	Preventative Maintenance	$33,013.45	LO
HIGH STREET	0.41	2,173.62	19	4,575.20	76.22	Preventative Maintenance	$43,921.92	LO
HIGHLAND STREET	0.60	3,168.95	19	6,690.00	87.31	Routine Maintenance	$5,017.50	LO
HILLSIDE AVENUE	0.16	842.53	15	1,404.21	85.76	Routine Maintenance	$1,053.16	LO/CS/DE

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Southborough, MA

Roadway Summary with Composite RSR - Sorted Alphabetically

Comp. RSR
Composite Road Surface Rating (0-100) for Entire Road

Functional Class Key
AR - Arterial *LO - Local*
CO - Collector *LO/CS/DE - Cul De Sac/Dead End*

Name	Length (Miles)	Length (Feet)	Avg. Width	Sq. Yards	Comp. RSR	Overall Repair	Estimated Cost*	Functional Class
HILLTOP DRIVE	0.07	346.44	25	962.35	81.76	Routine Maintenance	$721.76	LO/CS/DE
HOWES COURT	0.04	213.06	17	402.45	98.84	No Maintenance Required	$0.00	LO
HUBLEY LANE	0.20	1,055.57	20	2,345.71	41.76	Major Rehabilitation	$112,594.05	LO/CS/DE
INDEPENDENCE DRIVE	0.08	424.72	26	1,907.45	52.76	Minor Rehabilitation	$36,623.13	LO/CS/DE
JERICHO HILL ROAD	0.49	2,602.33	24	6,209.15	86.76	Routine Maintenance	$4,656.86	CO
JOHN MATTHEWS ROAD	0.27	1,435.83	25	3,988.43	86.76	Routine Maintenance	$2,991.32	LO
JOHN STREET	0.24	1,268.55	27	3,805.65	40.76	Major Rehabilitation	$182,671.13	LO/CS/DE
JOHNSON ROAD	0.32	1,669.11	24	4,450.95	78.76	Preventative Maintenance	$42,729.13	AR
JOSLIN LANE	0.27	1,441.67	26	4,164.83	66.09	Minor Rehabilitation	$79,964.74	LO
KALLANDER DRIVE	0.14	744.78	24	1,986.09	70.76	Preventative Maintenance	$19,066.46	LO
KIDDER LANE	0.17	873.58	22	2,135.43	64.76	Minor Rehabilitation	$41,000.21	LO/CS/DE
KILLAM FARM LANE	0.13	706.38	21	1,648.21	77.76	Preventative Maintenance	$15,822.81	LO/CS/DE
LATISQUAMA ROAD	0.67	3,540.37	19	7,474.12	90.76	Routine Maintenance	$5,605.59	CO
LEARNED STREET	0.13	674.35	18	1,551.00	82.76	Routine Maintenance	$1,163.25	LO/CS/DE
LEDGE HILL ROAD	0.56	2,960.93	26	8,553.79	83.88	Routine Maintenance	$6,415.34	LO
LEONARD DRIVE	0.22	1,138.80	22	2,783.73	79.76	Preventative Maintenance	$26,723.77	LO
LIBERTY DRIVE	0.44	2,303.64	26	7,175.19	55.74	Minor Rehabilitation	$137,763.71	LO
LOVERS LANE	0.71	3,766.54	14	5,859.06	37.13	Major Rehabilitation	$281,234.95	LO
LYMAN STREET	0.18	947.56	33	3,667.65	73.61	Preventative Maintenance	$35,209.45	LO
LYNBROOK ROAD	0.52	2,745.70	19	5,965.12	45.34	Major Rehabilitation	$286,325.82	LO
MACNEILL DRIVE	0.18	951.50	24	3,026.25	67.68	Minor Rehabilitation	$58,104.04	LO
MAIN STREET	0.98	5,166.72	24	13,584.00	95.80	No Maintenance Required	$0.00	AR
MAPLE STREET	0.11	570.31	20	1,624.57	86.76	Routine Maintenance	$1,218.43	LO/CS/DE
MAPLECREST DRIVE	0.32	1,682.94	28	5,594.44	52.15	Minor Rehabilitation	$107,413.28	LO
MARLBORO ROAD	1.69	8,912.69	30	30,077.97	58.53	Minor Rehabilitation	$577,496.96	AR
MEADOW LANE	0.54	2,873.38	21	6,425.81	74.75	Preventative Maintenance	$61,687.82	LO
METACOMET LANE	0.11	580.25	20	1,289.46	58.76	Minor Rehabilitation	$24,757.54	LO/CS/DE
METCALF LANE	0.17	897.82	25	3,109.36	87.76	Routine Maintenance	$2,332.02	LO/CS/DE
MICHAEL CIRCLE	0.05	246.28	28	1,291.95	77.76	Preventative Maintenance	$12,402.73	LO/CS/DE
MIDDLE ROAD	1.89	9,961.35	24	26,563.59	80.31	Routine Maintenance	$19,922.69	LO
MITCHELL STREET	0.16	850.10	24	2,266.92	42.42	Major Rehabilitation	$108,812.36	LO
MOORE ROAD	0.08	445.76	22	1,669.87	56.76	Minor Rehabilitation	$32,061.57	LO/CS/DE
MOULTON ROAD	0.18	954.51	25	2,651.41	81.76	Routine Maintenance	$1,988.56	LO
MOUNT VICKERY ROAD	0.97	5,097.79	20	11,328.43	67.82	Minor Rehabilitation	$217,505.83	LO
NATHAN STONE ROAD	0.24	1,271.77	20	2,826.15	87.76	Routine Maintenance	$2,119.61	LO/CS/DE
NEW YORK AVENUE	0.05	279.68	34	1,056.56	49.76	Major Rehabilitation	$50,715.03	LO

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Southborough, MA

Roadway Summary with Composite RSR - Sorted Alphabetically

Comp. RSR
Composite Road Surface Rating (0-100) for Entire Road

Functional Class Key
AR - Arterial *LO - Local*
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Name	Length (Miles)	Length (Feet)	Avg. Width	Sq. Yards	Comp. RSR	Overall Repair	Estimated Cost*	Functional Class
NEWTON STREET	1.03	5,435.77	36	21,743.08	98.78	No Maintenance Required	$0.00	AR
NICHOLS STREET	0.30	1,590.52	21	3,521.56	60.02	Minor Rehabilitation	$67,614.00	LO
NIPMUC LANE	0.13	668.42	24	1,782.46	82.76	Routine Maintenance	$1,336.84	LO/CS/DE
NORTH STREET	0.07	356.67	18	713.34	73.76	Preventative Maintenance	$6,848.10	LO/CS/DE
NORTHBORO ROAD	1.72	9,059.64	33	28,021.07	67.77	Minor Rehabilitation	$538,004.56	LO
OAK HILL ROAD	0.67	3,558.82	26	10,311.64	68.91	Minor Rehabilitation	$197,983.44	AR
OLAND LANE	0.22	1,155.84	20	2,568.52	65.76	Minor Rehabilitation	$49,315.65	LO/CS/DE
OLD BREAKNECK HILL ROAD	0.08	400.96	12	534.62	47.76	Major Rehabilitation	$25,661.56	LO/CS/DE
ORCHARD ROAD	0.32	1,693.14	24	4,515.04	58.76	Minor Rehabilitation	$86,688.78	LO/CS/DE
OREGON ROAD	0.77	4,040.57	19	8,640.05	69.31	Minor Rehabilitation	$165,889.04	LO
OVERLOOK DRIVE	0.57	3,013.07	32	11,312.51	49.76	Major Rehabilitation	$543,000.43	LO/CS/DE
PARK STREET	0.08	424.44	22	1,037.51	25.76	Major Rehabilitation	$49,800.38	LO
PARKER STREET	0.11	572.54	23	1,463.16	99.08	No Maintenance Required	$0.00	LO
PARKERVILLE ROAD	2.74	14,471.59	22	35,982.17	82.89	Routine Maintenance	$26,986.63	CO
PARMENTER ROAD	0.21	1,123.60	21	2,621.73	46.57	Major Rehabilitation	$125,843.09	CO
PARTRIDGE HILL ROAD	0.16	863.58	25	3,008.18	65.72	Minor Rehabilitation	$57,757.00	LO
PEARL STREET	0.18	962.34	17	1,817.76	49.76	Major Rehabilitation	$87,252.54	LO/CS/DE
PEGGY DRIVE	0.14	743.79	21	1,735.51	87.76	Routine Maintenance	$1,301.63	LO
PINE HILL ROAD	1.50	7,940.77	18	15,881.55	44.26	Major Rehabilitation	$762,314.34	CO
PINECONE LANE	0.40	2,114.58	24	5,638.87	51.59	Minor Rehabilitation	$108,266.32	LO
PLEASANT STREET	0.12	659.29	22	1,611.59	93.76	No Maintenance Required	$0.00	LO
POWDER MILL LANE	0.10	545.36	26	2,280.52	70.76	Preventative Maintenance	$21,893.00	LO/CS/DE
PRENTISS STREET	0.15	781.66	17	1,796.00	62.76	Minor Rehabilitation	$34,483.28	LO/CS/DE
PRESIDENTIAL DRIVE	1.43	7,529.44	26	21,751.72	80.36	Routine Maintenance	$16,313.79	LO
RED GATE LANE	0.33	1,740.85	24	5,225.48	78.87	Preventative Maintenance	$50,164.64	LO
RESERVOIR DRIVE	0.14	732.85	24	2,548.52	68.76	Minor Rehabilitation	$48,931.60	LO/CS/DE
RICHARDS ROAD	0.86	4,530.58	24	11,870.10	69.89	Minor Rehabilitation	$227,905.99	CO
RICHARDS ROAD #2	0.03	178.44	14	277.58	49.46	Major Rehabilitation	$13,323.85	LO/CS/DE
RIVER STREET	0.16	827.08	39	3,584.03	71.29	Preventative Maintenance	$34,406.71	AR
ROCK POINT ROAD	0.39	2,075.32	27	6,225.96	61.76	Minor Rehabilitation	$119,538.41	LO
SADIE HUTT LANE	0.54	2,865.50	24	7,641.33	79.76	Preventative Maintenance	$73,356.78	LO
SAINT MARKS STREET	0.21	1,110.14	22	2,713.69	69.89	Minor Rehabilitation	$52,102.79	LO
SARSEN STONE WAY	0.24	1,249.13	26	4,384.41	78.76	Preventative Maintenance	$42,090.30	LO/CS/DE
SCHIPPER FARM LANE	0.23	1,215.09	20	2,700.21	64.76	Minor Rehabilitation	$51,843.99	LO/CS/DE
SCHOOL STREET	0.74	3,911.19	21	9,126.12	89.86	Routine Maintenance	$6,844.59	LO
SEARS ROAD	1.52	8,018.38	20	17,818.62	69.80	Minor Rehabilitation	$342,117.50	LO

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Southborough, MA

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Comp. RSR
Composite Road Surface Rating (0-100) for Entire Road

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Name	Length (Miles)	Length (Feet)	Avg. Width	Sq. Yards	Comp. RSR	Overall Repair	Estimated Cost*	Functional Class
SKYLAR DRIVE	0.35	1,845.42	24	5,299.98	76.11	Preventative Maintenance	$50,879.80	LO
SOUTHVILLE ROAD	1.38	7,293.70	34	28,421.32	70.27	Preventative Maintenance	$272,844.63	AR
SOUTHWOOD DRIVE	0.55	2,882.26	24	7,686.02	90.58	Routine Maintenance	$5,764.51	LO
STOCKWELL LANE	0.31	1,618.41	21	3,880.70	67.20	Minor Rehabilitation	$74,509.47	LO
STOWE ROAD	0.28	1,499.30	17	2,832.00	30.76	Major Rehabilitation	$135,936.14	LO
STRAWBERRY HILL ROAD	0.36	1,917.01	24	5,744.50	48.76	Major Rehabilitation	$275,736.17	LO/CS/DE
STUB TOE LANE	0.16	831.00	20	1,846.66	75.76	Preventative Maintenance	$17,727.97	LO/CS/DE
SUMMIT ROAD	0.26	1,351.39	25	3,753.85	72.76	Preventative Maintenance	$36,036.99	LO
SUNRISE DRIVE	0.13	678.61	20	2,299.83	86.76	Routine Maintenance	$1,724.87	LO/CS/DE
TARA ROAD	0.22	1,177.48	25	3,270.77	65.76	Minor Rehabilitation	$62,798.82	LO
TED LANE	0.33	1,738.91	24	5,297.71	98.75	No Maintenance Required	$0.00	LO
THAYER LANE	0.15	783.36	21	2,286.66	87.51	Routine Maintenance	$1,714.99	LO
UPLAND ROAD	0.09	497.08	21	1,159.85	99.08	No Maintenance Required	$0.00	LO
VALADE COURT	0.04	219.70	10	244.12	76.76	Preventative Maintenance	$2,343.52	LO/CS/DE
VALE TERRACE	0.21	1,100.69	22	2,690.57	80.76	Routine Maintenance	$2,017.92	LO
VALLEY ROAD	0.63	3,307.63	16	5,880.23	92.07	No Maintenance Required	$0.00	LO
VICKERY HILL LANE	0.12	635.34	20	1,411.88	82.76	Routine Maintenance	$1,058.91	LO/CS/DE
VIEW HILL ROAD	0.09	481.49	19	1,016.48	54.76	Minor Rehabilitation	$19,516.48	LO/CS/DE
VINE STREET	0.08	398.77	13	576.00	71.76	Preventative Maintenance	$5,529.61	LO/CS/DE
WALKER STREET	0.12	647.50	18	1,294.99	99.08	No Maintenance Required	$0.00	LO
WALNUT DRIVE	0.32	1,698.04	17	3,713.69	72.76	Preventative Maintenance	$35,651.45	LO/CS/DE
WARD ROAD	0.47	2,484.10	22	6,072.24	65.30	Minor Rehabilitation	$116,587.00	LO
WASHINGTON STREET	0.17	889.14	29	2,865.01	76.76	Preventative Maintenance	$27,504.06	AR
WATERVIEW TERRACE	0.10	546.34	24	2,159.68	63.76	Minor Rehabilitation	$41,465.93	LO/CS/DE
WAVENEY ROAD	0.04	195.95	20	435.44	67.76	Minor Rehabilitation	$8,360.48	LO
WELLS LANE	0.11	584.75	20	2,030.76	65.76	Minor Rehabilitation	$38,990.66	LO/CS/DE
WENTWORTH DRIVE	0.15	781.84	26	2,858.96	64.76	Minor Rehabilitation	$54,891.97	LO/CS/DE
WHISTLER LANE	0.24	1,260.65	26	4,432.93	70.76	Preventative Maintenance	$42,556.13	LO/CS/DE
WHITE BAGLEY ROAD	0.91	4,831.10	18	9,423.41	80.18	Routine Maintenance	$7,067.55	CO
WHITE BAGLEY ROAD EXTENSION	0.03	162.47	15	270.78	66.76	Minor Rehabilitation	$5,199.00	LO/CS/DE
WILDWOOD DRIVE	0.50	2,631.53	28	8,186.97	86.53	Routine Maintenance	$6,140.23	LO
WILLIAM COLLEARY LANE	0.10	525.89	22	1,285.51	74.76	Preventative Maintenance	$12,340.88	LO/CS/DE
WILLIAM ONTHANK LANE	0.73	3,828.24	20	9,289.93	51.59	Minor Rehabilitation	$178,366.61	LO
WILLOW STREET	0.22	1,157.46	32	4,115.42	70.43	Preventative Maintenance	$39,508.05	LO
WINCHESTER STREET	0.19	1,016.85	25	2,824.59	99.08	No Maintenance Required	$0.00	LO
WINTER STREET	0.20	1,048.35	18	2,096.70	86.76	Routine Maintenance	$1,572.53	LO

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Southborough, MA

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Name	Length (Miles)	Length (Feet)	Avg. Width	Sq. Yards	Comp. RSR	Overall Repair	Estimated Cost*	Functional Class
WITHERBEE LANE	0.12	619.86	22	1,515.22	53.76	Minor Rehabilitation	$29,092.18	LO/CS/DE
WOOD STREET	0.34	1,781.99	16	3,167.99	39.76	Major Rehabilitation	$152,063.51	LO/CS/DE
WOODBURY ROAD	0.45	2,359.12	16	4,194.00	58.54	Minor Rehabilitation	$80,524.77	LO
WOODLAND ROAD	1.87	9,864.01	24	26,708.44	66.77	Minor Rehabilitation	$512,802.07	CO
WYETH CIRCLE	0.12	658.56	24	1,756.15	92.76	No Maintenance Required	$0.00	LO/CS/DE
WYNDEMERE DRIVE	0.46	2,408.81	26	6,958.78	58.76	Minor Rehabilitation	$133,608.51	LO/CS/DE

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Southborough, MA

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Composite Road Surface Rating (0-100) for Entire Road

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Name	Length (Miles)	Length (Feet)	Avg. Width	Sq. Yards	Comp. RSR	Overall Repair	Estimated Cost*	Functional Class
FITZGERALD LANE	0.21	1,123.23	24	2,995.28	**21.76**	Major Rehabilitation	$143,773.61	LO/CS/DE
PARK STREET	0.08	424.44	22	1,037.51	**25.76**	Major Rehabilitation	$49,800.38	LO
ACRE BRIDGE ROAD	0.39	2,059.62	23	5,263.48	**29.76**	Major Rehabilitation	$252,647.10	CO
STOWE ROAD	0.28	1,499.30	17	2,832.00	**30.76**	Major Rehabilitation	$135,936.14	LO
BRIGHAM STREET	0.22	1,164.00	13	1,681.33	**34.76**	Major Rehabilitation	$80,703.89	LO
COUNTRY LANE	0.16	831.37	20	1,847.49	**34.76**	Major Rehabilitation	$88,679.56	LO/CS/DE
LOVERS LANE	0.71	3,766.54	14	5,859.06	**37.13**	Major Rehabilitation	$281,234.95	LO
WOOD STREET	0.34	1,781.99	16	3,167.99	**39.76**	Major Rehabilitation	$152,063.51	LO/CS/DE
JOHN STREET	0.24	1,268.55	27	3,805.65	**40.76**	Major Rehabilitation	$182,671.13	LO/CS/DE
HUBLEY LANE	0.20	1,055.57	20	2,345.71	**41.76**	Major Rehabilitation	$112,594.05	LO/CS/DE
MITCHELL STREET	0.16	850.10	24	2,266.92	**42.42**	Major Rehabilitation	$108,812.36	LO
PINE HILL ROAD	1.50	7,940.77	18	15,881.55	**44.26**	Major Rehabilitation	$762,314.34	CO
LYNBROOK ROAD	0.52	2,745.70	19	5,965.12	**45.34**	Major Rehabilitation	$286,325.82	LO
PARMENTER ROAD	0.21	1,123.60	21	2,621.73	**46.57**	Major Rehabilitation	$125,843.09	CO
OLD BREAKNECK HILL ROAD	0.08	400.96	12	534.62	**47.76**	Major Rehabilitation	$25,661.56	LO/CS/DE
STRAWBERRY HILL ROAD	0.36	1,917.01	24	5,744.50	**48.76**	Major Rehabilitation	$275,736.17	LO/CS/DE
RICHARDS ROAD #2	0.03	178.44	14	277.58	**49.46**	Major Rehabilitation	$13,323.85	LO/CS/DE
NEW YORK AVENUE	0.05	279.68	34	1,056.56	**49.76**	Major Rehabilitation	$50,715.03	LO
PEARL STREET	0.18	962.34	17	1,817.76	**49.76**	Major Rehabilitation	$87,252.54	LO/CS/DE
OVERLOOK DRIVE	0.57	3,013.07	32	11,312.51	**49.76**	Major Rehabilitation	$543,000.43	LO/CS/DE
BANTRY ROAD	0.43	2,252.07	25	6,872.43	**50.22**	Minor Rehabilitation	$131,950.65	LO
FRAMINGHAM ROAD	1.49	7,855.55	34	30,120.50	**51.21**	Minor Rehabilitation	$578,313.66	AR
PINECONE LANE	0.40	2,114.58	24	5,638.87	**51.59**	Minor Rehabilitation	$108,266.32	LO
WILLIAM ONTHANK LANE	0.73	3,828.24	20	9,289.93	**51.59**	Minor Rehabilitation	$178,366.61	LO
MAPLECREST DRIVE	0.32	1,682.94	28	5,594.44	**52.15**	Minor Rehabilitation	$107,413.28	LO
INDEPENDENCE DRIVE	0.08	424.72	26	1,907.45	**52.76**	Minor Rehabilitation	$36,623.13	LO/CS/DE
WITHERBEE LANE	0.12	619.86	22	1,515.22	**53.76**	Minor Rehabilitation	$29,092.18	LO/CS/DE
BIRCHWOOD DRIVE	0.18	926.18	26	2,675.64	**54.06**	Minor Rehabilitation	$51,372.37	LO
VIEW HILL ROAD	0.09	481.49	19	1,016.48	**54.76**	Minor Rehabilitation	$19,516.48	LO/CS/DE
BRIDGE STREET	0.10	526.28	18	1,052.57	**55.44**	Minor Rehabilitation	$20,209.28	LO
LIBERTY DRIVE	0.44	2,303.64	26	7,175.19	**55.74**	Minor Rehabilitation	$137,763.71	LO
BIGELOW ROAD	0.58	3,036.26	19	6,409.89	**56.19**	Minor Rehabilitation	$123,069.93	LO
MOORE ROAD	0.08	445.76	22	1,669.87	**56.76**	Minor Rehabilitation	$32,061.57	LO/CS/DE
DAVIS ROAD	0.54	2,833.59	15	4,621.68	**57.76**	Minor Rehabilitation	$88,736.23	LO
CONSTITUTION DRIVE	0.61	3,218.31	26	9,297.35	**58.41**	Minor Rehabilitation	$178,509.16	LO
MARLBORO ROAD	1.69	8,912.69	30	30,077.97	**58.53**	Minor Rehabilitation	$577,496.96	AR

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Southborough, MA

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Name	Length (Miles)	Length (Feet)	Avg. Width	Sq. Yards	Comp. RSR	Overall Repair	Estimated Cost*	Functional Class
WOODBURY ROAD	0.45	2,359.12	16	4,194.00	**58.54**	Minor Rehabilitation	$80,524.77	LO
WYNDEMERE DRIVE	0.46	2,408.81	26	6,958.78	**58.76**	Minor Rehabilitation	$133,608.51	LO/CS/DE
ORCHARD ROAD	0.32	1,693.14	24	4,515.04	**58.76**	Minor Rehabilitation	$86,688.78	LO/CS/DE
METACOMET LANE	0.11	580.25	20	1,289.46	**58.76**	Minor Rehabilitation	$24,757.54	LO/CS/DE
NICHOLS STREET	0.30	1,590.52	21	3,521.56	**60.02**	Minor Rehabilitation	$67,614.00	LO
BLACKTHORN DRIVE	0.33	1,751.09	23	5,162.02	**60.67**	Minor Rehabilitation	$99,110.73	LO
ROCK POINT ROAD	0.39	2,075.32	27	6,225.96	**61.76**	Minor Rehabilitation	$119,538.41	LO
FLAGG ROAD	1.18	6,246.10	21	14,574.24	**61.94**	Minor Rehabilitation	$279,825.47	CO
PRENTISS STREET	0.15	781.66	17	1,796.00	**62.76**	Minor Rehabilitation	$34,483.28	LO/CS/DE
CORDAVILLE ROAD 2	0.08	420.73	25	1,168.70	**63.15**	Minor Rehabilitation	$22,439.04	LO
WATERVIEW TERRACE	0.10	546.34	24	2,159.68	**63.76**	Minor Rehabilitation	$41,465.93	LO/CS/DE
ADAMS CIRCLE	0.05	272.87	32	1,414.71	**63.76**	Minor Rehabilitation	$27,162.43	LO/CS/DE
KIDDER LANE	0.17	873.58	22	2,135.43	**64.76**	Minor Rehabilitation	$41,000.21	LO/CS/DE
SCHIPPER FARM LANE	0.23	1,215.09	20	2,700.21	**64.76**	Minor Rehabilitation	$51,843.99	LO/CS/DE
WENTWORTH DRIVE	0.15	781.84	26	2,858.96	**64.76**	Minor Rehabilitation	$54,891.97	LO/CS/DE
WARD ROAD	0.47	2,484.10	22	6,072.24	**65.30**	Minor Rehabilitation	$116,587.00	LO
CORDAVILLE ROAD 1	2.36	12,453.59	25	35,744.99	**65.52**	Minor Rehabilitation	$686,303.84	AR
PARTRIDGE HILL ROAD	0.16	863.58	25	3,008.18	**65.72**	Minor Rehabilitation	$57,757.00	LO
OLAND LANE	0.22	1,155.84	20	2,568.52	**65.76**	Minor Rehabilitation	$49,315.65	LO/CS/DE
TARA ROAD	0.22	1,177.48	25	3,270.77	**65.76**	Minor Rehabilitation	$62,798.82	LO
WELLS LANE	0.11	584.75	20	2,030.76	**65.76**	Minor Rehabilitation	$38,990.66	LO/CS/DE
JOSLIN LANE	0.27	1,441.67	26	4,164.83	**66.09**	Minor Rehabilitation	$79,964.74	LO
ASAREE DRIVE	0.12	651.41	20	2,216.81	**66.76**	Minor Rehabilitation	$42,562.66	LO/CS/DE
WHITE BAGLEY ROAD EXTENSION	0.03	162.47	15	270.78	**66.76**	Minor Rehabilitation	$5,199.00	LO/CS/DE
WOODLAND ROAD	1.87	9,864.01	24	26,708.44	**66.77**	Minor Rehabilitation	$512,802.07	CO
STOCKWELL LANE	0.31	1,618.41	21	3,880.70	**67.20**	Minor Rehabilitation	$74,509.47	LO
MACNEILL DRIVE	0.18	951.50	24	3,026.25	**67.68**	Minor Rehabilitation	$58,104.04	LO
HIDDEN MEADOW LANE	0.16	843.42	20	1,874.28	**67.76**	Minor Rehabilitation	$35,986.10	LO/CS/DE
WAVENEY ROAD	0.04	195.95	20	435.44	**67.76**	Minor Rehabilitation	$8,360.48	LO
NORTHBORO ROAD	1.72	9,059.64	33	28,021.07	**67.77**	Minor Rehabilitation	$538,004.56	LO
MOUNT VICKERY ROAD	0.97	5,097.79	20	11,328.43	**67.82**	Minor Rehabilitation	$217,505.83	LO
RESERVOIR DRIVE	0.14	732.85	24	2,548.52	**68.76**	Minor Rehabilitation	$48,931.60	LO/CS/DE
OAK HILL ROAD	0.67	3,558.82	26	10,311.64	**68.91**	Minor Rehabilitation	$197,983.44	AR
OREGON ROAD	0.77	4,040.57	19	8,640.05	**69.31**	Minor Rehabilitation	$165,889.04	LO
ANDREWS WAY	0.14	739.26	24	3,020.61	**69.76**	Minor Rehabilitation	$57,995.63	LO/CS/DE
SEARS ROAD	1.52	8,018.38	20	17,818.62	**69.80**	Minor Rehabilitation	$342,117.50	LO

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Southborough, MA

Roadway Summary with Composite RSR - Sorted by Composite RSR

Comp. RSR
Composite Road Surface Rating (0-100) for Entire Road

Functional Class Key
AR - Arterial *LO - Local*
CO - Collector *LO/CS/DE - Cul De Sac/Dead End*

Name	Length (Miles)	Length (Feet)	Avg. Width	Sq. Yards	Comp. RSR	Overall Repair	Estimated Cost*	Functional Class
SAINT MARKS STREET	0.21	1,110.14	22	2,713.69	**69.89**	Minor Rehabilitation	$52,102.79	LO
RICHARDS ROAD	0.86	4,530.58	24	11,870.10	**69.89**	Minor Rehabilitation	$227,905.99	CO
SOUTHVILLE ROAD	1.38	7,293.70	34	28,421.32	**70.27**	Preventative Maintenance	$272,844.63	AR
WILLOW STREET	0.22	1,157.46	32	4,115.42	**70.43**	Preventative Maintenance	$39,508.05	LO
AUSTIN KELLY LANE	0.16	825.84	20	1,835.20	**70.76**	Preventative Maintenance	$17,617.95	LO/CS/DE
CRESTVIEW DRIVE	0.22	1,159.40	25	3,220.57	**70.76**	Preventative Maintenance	$30,917.43	LO
KALLANDER DRIVE	0.14	744.78	24	1,986.09	**70.76**	Preventative Maintenance	$19,066.46	LO
POWDER MILL LANE	0.10	545.36	26	2,280.52	**70.76**	Preventative Maintenance	$21,893.00	LO/CS/DE
WHISTLER LANE	0.24	1,260.65	26	4,432.93	**70.76**	Preventative Maintenance	$42,556.13	LO/CS/DE
EDGEWOOD ROAD	0.54	2,829.94	19	5,974.31	**70.81**	Preventative Maintenance	$57,353.37	LO
RIVER STREET	0.16	827.08	39	3,584.03	**71.29**	Preventative Maintenance	$34,406.71	AR
ASHLEY ROAD	0.15	814.08	33	3,272.57	**71.76**	Preventative Maintenance	$31,416.68	LO/CS/DE
VINE STREET	0.08	398.77	13	576.00	**71.76**	Preventative Maintenance	$5,529.61	LO/CS/DE
SUMMIT ROAD	0.26	1,351.39	25	3,753.85	**72.76**	Preventative Maintenance	$36,036.99	LO
WALNUT DRIVE	0.32	1,698.04	17	3,713.69	**72.76**	Preventative Maintenance	$35,651.45	LO/CS/DE
LYMAN STREET	0.18	947.56	33	3,667.65	**73.61**	Preventative Maintenance	$35,209.45	LO
BLENDON WOODS DRIVE	0.23	1,213.65	26	3,506.11	**73.76**	Preventative Maintenance	$33,658.67	LO/CS/DE
CLEMMONS STREET	0.28	1,500.29	20	3,333.98	**73.76**	Preventative Maintenance	$32,006.19	LO
NORTH STREET	0.07	356.67	18	713.34	**73.76**	Preventative Maintenance	$6,848.10	LO/CS/DE
MEADOW LANE	0.54	2,873.38	21	6,425.81	**74.75**	Preventative Maintenance	$61,687.82	LO
BOSWELL LANE	0.13	660.60	21	1,541.40	**74.76**	Preventative Maintenance	$14,797.46	LO/CS/DE
WILLIAM COLLEARY LANE	0.10	525.89	22	1,285.51	**74.76**	Preventative Maintenance	$12,340.88	LO/CS/DE
HIGH RIDGE ROAD	0.21	1,105.36	28	3,438.90	**75.76**	Preventative Maintenance	$33,013.45	LO
STUB TOE LANE	0.16	831.00	20	1,846.66	**75.76**	Preventative Maintenance	$17,727.97	LO/CS/DE
SKYLAR DRIVE	0.35	1,845.42	24	5,299.98	**76.11**	Preventative Maintenance	$50,879.80	LO
HIGH STREET	0.41	2,173.62	19	4,575.20	**76.22**	Preventative Maintenance	$43,921.92	LO
FIDDLENECK LANE	0.20	1,046.48	20	2,325.51	**76.76**	Preventative Maintenance	$22,324.85	LO/CS/DE
VALADE COURT	0.04	219.70	10	244.12	**76.76**	Preventative Maintenance	$2,343.52	LO/CS/DE
WASHINGTON STREET	0.17	889.14	29	2,865.01	**76.76**	Preventative Maintenance	$27,504.06	AR
CROSS STREET	0.18	939.10	16	2,336.18	**77.16**	Preventative Maintenance	$22,427.34	LO
FAIRVIEW DRIVE	0.52	2,721.15	31	10,068.57	**77.18**	Preventative Maintenance	$96,658.26	LO
BANFILL LANE	0.06	330.38	24	881.00	**77.76**	Preventative Maintenance	$8,457.64	LO
GROVE STREET	0.05	251.52	26	726.61	**77.76**	Preventative Maintenance	$6,975.47	LO/CS/DE
KILLAM FARM LANE	0.13	706.38	21	1,648.21	**77.76**	Preventative Maintenance	$15,822.81	LO/CS/DE
MICHAEL CIRCLE	0.05	246.28	28	1,291.95	**77.76**	Preventative Maintenance	$12,402.73	LO/CS/DE
FOLEY DRIVE	0.20	1,079.08	24	4,105.34	**77.98**	Preventative Maintenance	$39,411.30	LO/CS/DE

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Southborough, MA

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Comp. RSR
Composite Road Surface Rating (0-100) for Entire Road

Functional Class Key
AR - Arterial *LO - Local*
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Name	Length (Miles)	Length (Feet)	Avg. Width	Sq. Yards	Comp. RSR	Overall Repair	Estimated Cost*	Functional Class
ATWOOD STREET	0.55	2,915.27	19	6,154.47	**78.34**	Preventative Maintenance	$59,082.86	LO
GILMORE ROAD	0.69	3,650.34	16	6,489.49	**78.38**	Preventative Maintenance	$62,299.12	LO
GLENWOOD ROAD	0.08	424.35	26	2,000.19	**78.76**	Preventative Maintenance	$19,201.78	LO/CS/DE
JOHNSON ROAD	0.32	1,669.11	24	4,450.95	**78.76**	Preventative Maintenance	$42,729.13	AR
SARSEN STONE WAY	0.24	1,249.13	26	4,384.41	**78.76**	Preventative Maintenance	$42,090.30	LO/CS/DE
RED GATE LANE	0.33	1,740.85	24	5,225.48	**78.87**	Preventative Maintenance	$50,164.64	LO
DARLENE DRIVE	0.49	2,606.68	32	9,268.21	**79.58**	Preventative Maintenance	$88,974.81	LO
FAY COURT	0.09	486.54	19	1,022.27	**79.72**	Preventative Maintenance	$9,813.79	LO/CS/DE
HICKORY ROAD	0.23	1,213.54	20	3,375.69	**79.76**	Preventative Maintenance	$32,406.59	LO/CS/DE
LEONARD DRIVE	0.22	1,138.80	22	2,783.73	**79.76**	Preventative Maintenance	$26,723.77	LO
SADIE HUTT LANE	0.54	2,865.50	24	7,641.33	**79.76**	Preventative Maintenance	$73,356.78	LO
WHITE BAGLEY ROAD	0.91	4,831.10	18	9,423.41	**80.18**	Routine Maintenance	$7,067.55	CO
MIDDLE ROAD	1.89	9,961.35	24	26,563.59	**80.31**	Routine Maintenance	$19,922.69	LO
PRESIDENTIAL DRIVE	1.43	7,529.44	26	21,751.72	**80.36**	Routine Maintenance	$16,313.79	LO
ALEXANDRA CIRCLE	0.17	881.06	25	2,658.42	**80.76**	Routine Maintenance	$1,993.81	LO/CS/DE
GENERAL HENRY KNOX ROAD	0.29	1,505.90	25	4,183.06	**80.76**	Routine Maintenance	$3,137.30	LO
VALE TERRACE	0.21	1,100.69	22	2,690.57	**80.76**	Routine Maintenance	$2,017.92	LO
HILLTOP DRIVE	0.07	346.44	25	962.35	**81.76**	Routine Maintenance	$721.76	LO/CS/DE
MOULTON ROAD	0.18	954.51	25	2,651.41	**81.76**	Routine Maintenance	$1,988.56	LO
DEERFOOT ROAD	1.43	7,565.33	20	16,830.43	**82.09**	Routine Maintenance	$12,622.82	CO
BOSTON ROAD	0.95	5,039.59	27	15,035.49	**82.39**	Routine Maintenance	$11,276.61	AR
BARN LANE	0.22	1,179.66	24	3,145.77	**82.49**	Routine Maintenance	$2,359.33	LO
BRYDEN ROAD	0.20	1,075.25	25	2,986.80	**82.76**	Routine Maintenance	$2,240.10	LO
CLIFFORD STREET	0.52	2,748.38	19	5,802.14	**82.76**	Routine Maintenance	$4,351.61	CO
LEARNED STREET	0.13	674.35	18	1,551.00	**82.76**	Routine Maintenance	$1,163.25	LO/CS/DE
NIPMUC LANE	0.13	668.42	24	1,782.46	**82.76**	Routine Maintenance	$1,336.84	LO/CS/DE
VICKERY HILL LANE	0.12	635.34	20	1,411.88	**82.76**	Routine Maintenance	$1,058.91	LO/CS/DE
PARKERVILLE ROAD	2.74	14,471.59	22	35,982.17	**82.89**	Routine Maintenance	$26,986.63	CO
CENTRAL STREET	0.57	3,000.80	44	14,670.60	**83.52**	Routine Maintenance	$11,002.95	AR
GARRISON LANE	0.11	556.76	26	2,286.65	**83.76**	Routine Maintenance	$1,714.99	LO/CS/DE
LEDGE HILL ROAD	0.56	2,960.93	26	8,553.79	**83.88**	Routine Maintenance	$6,415.34	LO
HEATHER LANE	0.26	1,379.80	29	4,446.04	**84.07**	Routine Maintenance	$3,334.53	LO
FISHER ROAD	1.22	6,444.03	28	20,048.09	**85.23**	Routine Maintenance	$15,036.07	CO
CHERRY STREET	0.10	512.10	21	1,194.89	**85.76**	Routine Maintenance	$896.17	LO
HILLSIDE AVENUE	0.16	842.53	15	1,404.21	**85.76**	Routine Maintenance	$1,053.16	LO/CS/DE
WILDWOOD DRIVE	0.50	2,631.53	28	8,186.97	**86.53**	Routine Maintenance	$6,140.23	LO

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Southborough, MA

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AR - Arterial *LO - Local*
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Name	Length (Miles)	Length (Feet)	Avg. Width	Sq. Yards	Comp. RSR	Overall Repair	Estimated Cost*	Functional Class
JERICHO HILL ROAD	0.49	2,602.33	24	6,209.15	**86.76**	Routine Maintenance	$4,656.86	CO
JOHN MATTHEWS ROAD	0.27	1,435.83	25	3,988.43	**86.76**	Routine Maintenance	$2,991.32	LO
MAPLE STREET	0.11	570.31	20	1,624.57	**86.76**	Routine Maintenance	$1,218.43	LO/CS/DE
SUNRISE DRIVE	0.13	678.61	20	2,299.83	**86.76**	Routine Maintenance	$1,724.87	LO/CS/DE
WINTER STREET	0.20	1,048.35	18	2,096.70	**86.76**	Routine Maintenance	$1,572.53	LO
BREAKNECK HILL ROAD	1.04	5,496.28	20	12,024.35	**86.80**	Routine Maintenance	$9,018.26	CO
HIGHLAND STREET	0.60	3,168.95	19	6,690.00	**87.31**	Routine Maintenance	$5,017.50	LO
THAYER LANE	0.15	783.36	21	2,286.66	**87.51**	Routine Maintenance	$1,714.99	LO
FOXHILL DRIVE	0.22	1,143.88	24	3,050.35	**87.76**	Routine Maintenance	$2,287.76	LO/CS/DE
METCALF LANE	0.17	897.82	25	3,109.36	**87.76**	Routine Maintenance	$2,332.02	LO/CS/DE
NATHAN STONE ROAD	0.24	1,271.77	20	2,826.15	**87.76**	Routine Maintenance	$2,119.61	LO/CS/DE
PEGGY DRIVE	0.14	743.79	21	1,735.51	**87.76**	Routine Maintenance	$1,301.63	LO
SCHOOL STREET	0.74	3,911.19	21	9,126.12	**89.86**	Routine Maintenance	$6,844.59	LO
BURNETT ROAD	0.55	2,893.08	18	5,786.16	**89.89**	Routine Maintenance	$4,339.62	LO
SOUTHWOOD DRIVE	0.55	2,882.26	24	7,686.02	**90.58**	Routine Maintenance	$5,764.51	LO
BROOK LANE	0.12	651.43	20	1,447.63	**90.76**	Routine Maintenance	$1,085.72	LO/CS/DE
CANDLEWOOD LANE	0.10	521.09	22	1,273.78	**90.76**	Routine Maintenance	$955.33	LO/CS/DE
HARRINGTON COURT	0.03	138.48	30	461.59	**90.76**	Routine Maintenance	$346.19	LO
LATISQUAMA ROAD	0.67	3,540.37	19	7,474.12	**90.76**	Routine Maintenance	$5,605.59	CO
EASTBROOK FARM LANE	0.21	1,104.99	20	3,213.56	**91.76**	Routine Maintenance	$2,410.17	LO/CS/DE
VALLEY ROAD	0.63	3,307.63	16	5,880.23	**92.07**	No Maintenance Required	$0.00	LO
ANGELICA LANE	0.16	818.63	19	1,728.21	**92.76**	No Maintenance Required	$0.00	LO/CS/DE
BEECHWOOD LANE	0.10	509.92	22	1,246.46	**92.76**	No Maintenance Required	$0.00	LO/CS/DE
WYETH CIRCLE	0.12	658.56	24	1,756.15	**92.76**	No Maintenance Required	$0.00	LO/CS/DE
PLEASANT STREET	0.12	659.29	22	1,611.59	**93.76**	No Maintenance Required	$0.00	LO
GRANUAILE ROAD	0.30	1,560.25	22	3,813.95	**93.83**	No Maintenance Required	$0.00	LO
MAIN STREET	0.98	5,166.72	24	13,584.00	**95.80**	No Maintenance Required	$0.00	AR
COMMON STREET	0.15	800.34	25	2,223.15	**96.37**	No Maintenance Required	$0.00	LO
BROOKSIDE ROAD	0.03	151.09	31	520.42	**98.75**	No Maintenance Required	$0.00	LO/CS/DE
CAROLYN TERRACE	0.20	1,061.92	26	3,067.76	**98.75**	No Maintenance Required	$0.00	LO
TED LANE	0.33	1,738.91	24	5,297.71	**98.75**	No Maintenance Required	$0.00	LO
NEWTON STREET	1.03	5,435.77	36	21,743.08	**98.78**	No Maintenance Required	$0.00	AR
EAST MAIN STREET	0.45	2,372.21	24	5,635.32	**98.84**	No Maintenance Required	$0.00	AR
HOWES COURT	0.04	213.06	17	402.45	**98.84**	No Maintenance Required	$0.00	LO
CHESTNUT HILL ROAD	0.83	4,357.28	18	8,811.56	**99.08**	No Maintenance Required	$0.00	LO
COTTAGE STREET	0.08	406.60	19	858.37	**99.08**	No Maintenance Required	$0.00	LO

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Southborough, MA

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Name	Length (Miles)	Length (Feet)	Avg. Width	Sq. Yards	Comp. RSR	Overall Repair	Estimated Cost*	Functional Class
HAMMOND STREET	0.07	385.23	15	642.05	**99.08**	No Maintenance Required	$0.00	LO
HARRIS DRIVE	0.24	1,257.66	24	3,939.50	**99.08**	No Maintenance Required	$0.00	LO
PARKER STREET	0.11	572.54	23	1,463.16	**99.08**	No Maintenance Required	$0.00	LO
UPLAND ROAD	0.09	497.08	21	1,159.85	**99.08**	No Maintenance Required	$0.00	LO
WALKER STREET	0.12	647.50	18	1,294.99	**99.08**	No Maintenance Required	$0.00	LO
WINCHESTER STREET	0.19	1,016.85	25	2,824.59	**99.08**	No Maintenance Required	$0.00	LO

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Southborough, MA

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Functional Class Key
AR - Arterial *LO - Local*
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Name	Length (Miles)	Length (Feet)	Avg. Width	Sq. Yards	Comp. RSR	Overall Repair	Estimated Cost	Functional Class
FRAMINGHAM ROAD	1.49	7,855.55	34	30,120.50	**51.21**	Minor Rehabilitation	$578,313.66	**AR**
MARLBORO ROAD	1.69	8,912.69	30	30,077.97	**58.53**	Minor Rehabilitation	$577,496.96	**AR**
CORDAVILLE ROAD 1	2.36	12,453.59	25	35,744.99	**65.52**	Minor Rehabilitation	$686,303.84	**AR**
NORTHBORO ROAD	1.09	5,731.56	33	20,995.11	**67.77**	Minor Rehabilitation	$538,004.56	**AR**
OAK HILL ROAD	0.67	3,558.82	26	10,311.64	**68.91**	Minor Rehabilitation	$197,983.44	**AR**
SOUTHVILLE ROAD	1.38	7,293.70	34	28,421.32	**70.27**	Preventative Maintenance	$272,844.63	**AR**
RIVER STREET	0.16	827.08	39	3,584.03	**71.29**	Preventative Maintenance	$34,406.71	**AR**
WASHINGTON STREET	0.17	889.14	29	2,865.01	**76.76**	Preventative Maintenance	$27,504.06	**AR**
JOHNSON ROAD	0.32	1,669.11	24	4,450.95	**78.76**	Preventative Maintenance	$42,729.13	**AR**
BOSTON ROAD	0.95	5,039.59	27	15,035.49	**82.39**	Routine Maintenance	$11,276.61	**AR**
CENTRAL STREET	0.57	3,000.80	44	14,670.60	**83.52**	Routine Maintenance	$11,002.95	**AR**
MAIN STREET	0.98	5,166.72	24	13,584.00	**95.80**	No Maintenance Required	$0.00	**AR**
NEWTON STREET	1.03	5,435.77	36	21,743.08	**98.78**	No Maintenance Required	$0.00	**AR**
EAST MAIN STREET	0.03	150.55	24	535.29	**98.84**	No Maintenance Required	$0.00	**AR**
ACRE BRIDGE ROAD	0.39	2,059.62	23	5,263.48	**29.76**	Major Rehabilitation	$252,647.10	**CO**
PINE HILL ROAD	1.50	7,940.77	18	15,881.55	**44.26**	Major Rehabilitation	$762,314.34	**CO**
PARMENTER ROAD	0.21	1,123.60	21	2,621.73	**46.57**	Major Rehabilitation	$125,843.09	**CO**
FLAGG ROAD	1.18	6,246.10	21	14,574.24	**61.94**	Minor Rehabilitation	$279,825.47	**CO**
WOODLAND ROAD	1.87	9,864.01	24	26,708.44	**66.77**	Minor Rehabilitation	$512,802.07	**CO**
RICHARDS ROAD	0.86	4,530.58	24	11,870.10	**69.89**	Minor Rehabilitation	$227,905.99	**CO**
WHITE BAGLEY ROAD	0.91	4,831.10	18	9,423.41	**80.18**	Routine Maintenance	$7,067.55	**CO**
DEERFOOT ROAD	1.17	6,184.31	20	14,221.84	**82.09**	Routine Maintenance	$12,622.82	**CO**
CLIFFORD STREET	0.52	2,748.38	19	5,802.14	**82.76**	Routine Maintenance	$4,351.61	**CO**
PARKERVILLE ROAD	2.74	14,471.59	22	35,982.17	**82.89**	Routine Maintenance	$26,986.63	**CO**
FISHER ROAD	1.22	6,444.03	28	20,048.09	**85.23**	Routine Maintenance	$15,036.07	**CO**
JERICHO HILL ROAD	0.49	2,602.33	24	6,209.15	**86.76**	Routine Maintenance	$4,656.86	**CO**
BREAKNECK HILL ROAD	1.04	5,496.28	20	12,024.35	**86.80**	Routine Maintenance	$9,018.26	**CO**
LATISQUAMA ROAD	0.67	3,540.37	19	7,474.12	**90.76**	Routine Maintenance	$5,605.59	**CO**
PARK STREET	0.08	424.44	22	1,037.51	**25.76**	Major Rehabilitation	$49,800.38	**LO**
STOWE ROAD	0.28	1,499.30	17	2,832.00	**30.76**	Major Rehabilitation	$135,936.14	**LO**
BRIGHAM STREET	0.22	1,164.00	13	1,681.33	**34.76**	Major Rehabilitation	$80,703.89	**LO**
LOVERS LANE	0.71	3,766.54	14	5,859.06	**37.13**	Major Rehabilitation	$281,234.95	**LO**
MITCHELL STREET	0.03	162.69	24	433.83	**42.42**	Major Rehabilitation	$108,812.36	**LO**
LYNBROOK ROAD	0.40	2,131.72	19	4,737.15	**45.34**	Major Rehabilitation	$286,325.82	**LO**
NEW YORK AVENUE	0.05	279.68	34	1,056.56	**49.76**	Major Rehabilitation	$50,715.03	**LO**
BANTRY ROAD	0.36	1,908.28	25	5,300.76	**50.22**	Minor Rehabilitation	$131,950.65	**LO**

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Southborough, MA

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Comp. RSR
Composite Road Surface Rating (0-100) for Entire Road

Functional Class Key
AR - Arterial *LO - Local*
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Name	Length (Miles)	Length (Feet)	Avg. Width	Sq. Yards	Comp. RSR	Overall Repair	Estimated Cost	Functional Class
PINECONE LANE	0.40	2,114.58	24	5,638.87	**51.59**	Minor Rehabilitation	$108,266.32	**LO**
WILLIAM ONTHANK LANE	0.73	3,828.24	20	9,289.93	**51.59**	Minor Rehabilitation	$178,366.61	**LO**
MAPLECREST DRIVE	0.24	1,241.45	28	3,793.95	**52.15**	Minor Rehabilitation	$107,413.28	**LO**
BIRCHWOOD DRIVE	0.18	926.18	26	2,675.64	**54.06**	Minor Rehabilitation	$51,372.37	**LO**
BRIDGE STREET	0.10	526.28	18	1,052.57	**55.44**	Minor Rehabilitation	$20,209.28	**LO**
LIBERTY DRIVE	0.37	1,928.77	26	5,572.00	**55.74**	Minor Rehabilitation	$137,763.71	**LO**
BIGELOW ROAD	0.58	3,036.26	19	6,409.89	**56.19**	Minor Rehabilitation	$123,069.93	**LO**
DAVIS ROAD	0.54	2,833.59	15	4,621.68	**57.76**	Minor Rehabilitation	$88,736.23	**LO**
CONSTITUTION DRIVE	0.61	3,218.31	26	9,297.35	**58.41**	Minor Rehabilitation	$178,509.16	**LO**
WOODBURY ROAD	0.45	2,359.12	16	4,194.00	**58.54**	Minor Rehabilitation	$80,524.77	**LO**
NICHOLS STREET	0.30	1,590.52	21	3,521.56	**60.02**	Minor Rehabilitation	$67,614.00	**LO**
BLACKTHORN DRIVE	0.26	1,388.57	23	3,548.58	**60.67**	Minor Rehabilitation	$99,110.73	**LO**
ROCK POINT ROAD	0.39	2,075.32	27	6,225.96	**61.76**	Minor Rehabilitation	$119,538.41	**LO**
CORDAVILLE ROAD 2	0.08	420.73	25	1,168.70	**63.15**	Minor Rehabilitation	$22,439.04	**LO**
WARD ROAD	0.47	2,484.10	22	6,072.24	**65.30**	Minor Rehabilitation	$116,587.00	**LO**
PARTRIDGE HILL ROAD	0.08	423.69	25	1,176.92	**65.72**	Minor Rehabilitation	$57,757.00	**LO**
TARA ROAD	0.22	1,177.48	25	3,270.77	**65.76**	Minor Rehabilitation	$62,798.82	**LO**
JOSLIN LANE	0.16	839.98	26	2,426.61	**66.09**	Minor Rehabilitation	$79,964.74	**LO**
STOCKWELL LANE	0.15	783.12	21	1,653.25	**67.20**	Minor Rehabilitation	$74,509.47	**LO**
MACNEILL DRIVE	0.12	636.19	24	1,696.51	**67.68**	Minor Rehabilitation	$58,104.04	**LO**
WAVENEY ROAD	0.04	195.95	20	435.44	**67.76**	Minor Rehabilitation	$8,360.48	**LO**
NORTHBORO ROAD	0.63	3,328.09	33	7,025.96	**67.77**	Minor Rehabilitation	$538,004.56	**LO**
MOUNT VICKERY ROAD	0.97	5,097.79	20	11,328.43	**67.82**	Minor Rehabilitation	$217,505.83	**LO**
OREGON ROAD	0.77	4,040.57	19	8,640.05	**69.31**	Minor Rehabilitation	$165,889.04	**LO**
SEARS ROAD	1.52	8,018.38	20	17,818.62	**69.80**	Minor Rehabilitation	$342,117.50	**LO**
SAINT MARKS STREET	0.21	1,110.14	22	2,713.69	**69.89**	Minor Rehabilitation	$52,102.79	**LO**
WILLOW STREET	0.22	1,157.46	32	4,115.42	**70.43**	Preventative Maintenance	$39,508.05	**LO**
CRESTVIEW DRIVE	0.22	1,159.40	25	3,220.57	**70.76**	Preventative Maintenance	$30,917.43	**LO**
KALLANDER DRIVE	0.14	744.78	24	1,986.09	**70.76**	Preventative Maintenance	$19,066.46	**LO**
EDGEWOOD ROAD	0.54	2,829.94	19	5,974.31	**70.81**	Preventative Maintenance	$57,353.37	**LO**
SUMMIT ROAD	0.26	1,351.39	25	3,753.85	**72.76**	Preventative Maintenance	$36,036.99	**LO**
LYMAN STREET	0.13	683.63	33	2,506.64	**73.61**	Preventative Maintenance	$35,209.45	**LO**
CLEMMONS STREET	0.28	1,500.29	20	3,333.98	**73.76**	Preventative Maintenance	$32,006.19	**LO**
MEADOW LANE	0.54	2,873.38	21	6,425.81	**74.75**	Preventative Maintenance	$61,687.82	**LO**
HIGH RIDGE ROAD	0.21	1,105.36	28	3,438.90	**75.76**	Preventative Maintenance	$33,013.45	**LO**
SKYLAR DRIVE	0.24	1,269.10	24	3,384.28	**76.11**	Preventative Maintenance	$50,879.80	**LO**

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Name	Length (Miles)	Length (Feet)	Avg. Width	Sq. Yards	Comp. RSR	Overall Repair	Estimated Cost	Functional Class
HIGH STREET	0.41	2,173.62	19	4,575.20	**76.22**	Preventative Maintenance	$43,921.92	**LO**
CROSS STREET	0.18	939.10	16	2,336.18	**77.16**	Preventative Maintenance	$22,427.34	**LO**
FAIRVIEW DRIVE	0.47	2,457.42	31	8,464.46	**77.18**	Preventative Maintenance	$96,658.26	**LO**
BANFILL LANE	0.06	330.38	24	881.00	**77.76**	Preventative Maintenance	$8,457.64	**LO**
ATWOOD STREET	0.55	2,915.27	19	6,154.47	**78.34**	Preventative Maintenance	$59,082.86	**LO**
GILMORE ROAD	0.69	3,650.34	16	6,489.49	**78.38**	Preventative Maintenance	$62,299.12	**LO**
RED GATE LANE	0.18	944.43	24	2,518.47	**78.87**	Preventative Maintenance	$50,164.64	**LO**
DARLENE DRIVE	0.49	2,606.68	32	9,268.21	**79.58**	Preventative Maintenance	$88,974.81	**LO**
FAY COURT	0.05	265.15	19	530.31	**79.72**	Preventative Maintenance	$9,813.79	**LO**
LEONARD DRIVE	0.22	1,138.80	22	2,783.73	**79.76**	Preventative Maintenance	$26,723.77	**LO**
SADIE HUTT LANE	0.54	2,865.50	24	7,641.33	**79.76**	Preventative Maintenance	$73,356.78	**LO**
MIDDLE ROAD	1.89	9,961.35	24	26,563.59	**80.31**	Routine Maintenance	$19,922.69	**LO**
PRESIDENTIAL DRIVE	1.43	7,529.44	26	21,751.72	**80.36**	Routine Maintenance	$16,313.79	**LO**
GENERAL HENRY KNOX ROAD	0.29	1,505.90	25	4,183.06	**80.76**	Routine Maintenance	$3,137.30	**LO**
VALE TERRACE	0.21	1,100.69	22	2,690.57	**80.76**	Routine Maintenance	$2,017.92	**LO**
MOULTON ROAD	0.18	954.51	25	2,651.41	**81.76**	Routine Maintenance	$1,988.56	**LO**
BARN LANE	0.10	536.08	24	1,429.56	**82.49**	Routine Maintenance	$2,359.33	**LO**
BRYDEN ROAD	0.20	1,075.25	25	2,986.80	**82.76**	Routine Maintenance	$2,240.10	**LO**
LEDGE HILL ROAD	0.56	2,960.93	26	8,553.79	**83.88**	Routine Maintenance	$6,415.34	**LO**
HEATHER LANE	0.26	1,379.80	29	4,446.04	**84.07**	Routine Maintenance	$3,334.53	**LO**
CHERRY STREET	0.10	512.10	21	1,194.89	**85.76**	Routine Maintenance	$896.17	**LO**
WILDWOOD DRIVE	0.50	2,631.53	28	8,186.97	**86.53**	Routine Maintenance	$6,140.23	**LO**
JOHN MATTHEWS ROAD	0.27	1,435.83	25	3,988.43	**86.76**	Routine Maintenance	$2,991.32	**LO**
WINTER STREET	0.20	1,048.35	18	2,096.70	**86.76**	Routine Maintenance	$1,572.53	**LO**
HIGHLAND STREET	0.60	3,168.95	19	6,690.00	**87.31**	Routine Maintenance	$5,017.50	**LO**
THAYER LANE	0.06	342.51	21	799.20	**87.51**	Routine Maintenance	$1,714.99	**LO**
PEGGY DRIVE	0.14	743.79	21	1,735.51	**87.76**	Routine Maintenance	$1,301.63	**LO**
SCHOOL STREET	0.74	3,911.19	21	9,126.12	**89.86**	Routine Maintenance	$6,844.59	**LO**
BURNETT ROAD	0.55	2,893.08	18	5,786.16	**89.89**	Routine Maintenance	$4,339.62	**LO**
SOUTHWOOD DRIVE	0.36	1,896.75	24	5,058.01	**90.58**	Routine Maintenance	$5,764.51	**LO**
HARRINGTON COURT	0.03	138.48	30	461.59	**90.76**	Routine Maintenance	$346.19	**LO**
VALLEY ROAD	0.63	3,307.63	16	5,880.23	**92.07**	No Maintenance Required	$0.00	**LO**
PLEASANT STREET	0.12	659.29	22	1,611.59	**93.76**	No Maintenance Required	$0.00	**LO**
GRANUAILE ROAD	0.30	1,560.25	22	3,813.95	**93.83**	No Maintenance Required	$0.00	**LO**
COMMON STREET	0.15	800.34	25	2,223.15	**96.37**	No Maintenance Required	$0.00	**LO**
CAROLYN TERRACE	0.20	1,061.92	26	3,067.76	**98.75**	No Maintenance Required	$0.00	**LO**

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Name	Length (Miles)	Length (Feet)	Avg. Width	Sq. Yards	Comp. RSR	Overall Repair	Estimated Cost	Functional Class
TED LANE	0.29	1,514.97	24	4,039.93	**98.75**	No Maintenance Required	$0.00	**LO**
EAST MAIN STREET	0.42	2,221.66	24	5,100.03	**98.84**	No Maintenance Required	$0.00	**LO**
HOWES COURT	0.04	213.06	17	402.45	**98.84**	No Maintenance Required	$0.00	**LO**
CHESTNUT HILL ROAD	0.83	4,357.28	18	8,811.56	**99.08**	No Maintenance Required	$0.00	**LO**
COTTAGE STREET	0.08	406.60	19	858.37	**99.08**	No Maintenance Required	$0.00	**LO**
HAMMOND STREET	0.07	385.23	15	642.05	**99.08**	No Maintenance Required	$0.00	**LO**
HARRIS DRIVE	0.18	932.58	24	2,486.87	**99.08**	No Maintenance Required	$0.00	**LO**
PARKER STREET	0.11	572.54	23	1,463.16	**99.08**	No Maintenance Required	$0.00	**LO**
UPLAND ROAD	0.09	497.08	21	1,159.85	**99.08**	No Maintenance Required	$0.00	**LO**
WALKER STREET	0.06	325.79	18	651.59	**99.08**	No Maintenance Required	$0.00	**LO**
WINCHESTER STREET	0.19	1,016.85	25	2,824.59	**99.08**	No Maintenance Required	$0.00	**LO**
FITZGERALD LANE	0.21	1,123.23	24	2,995.28	**21.76**	Major Rehabilitation	$143,773.61	**LO/CS/DE**
COUNTRY LANE	0.16	831.37	20	1,847.49	**34.76**	Major Rehabilitation	$88,679.56	**LO/CS/DE**
WOOD STREET	0.34	1,781.99	16	3,167.99	**39.76**	Major Rehabilitation	$152,063.51	**LO/CS/DE**
JOHN STREET	0.24	1,268.55	27	3,805.65	**40.76**	Major Rehabilitation	$182,671.13	**LO/CS/DE**
HUBLEY LANE	0.20	1,055.57	20	2,345.71	**41.76**	Major Rehabilitation	$112,594.05	**LO/CS/DE**
MITCHELL STREET	0.13	687.41	24	1,833.09	**42.42**	Major Rehabilitation	$108,812.36	**LO/CS/DE**
LYNBROOK ROAD	0.12	613.99	19	1,227.97	**45.34**	Major Rehabilitation	$286,325.82	**LO/CS/DE**
OLD BREAKNECK HILL ROAD	0.08	400.96	12	534.62	**47.76**	Major Rehabilitation	$25,661.56	**LO/CS/DE**
STRAWBERRY HILL ROAD	0.36	1,917.01	24	5,744.50	**48.76**	Major Rehabilitation	$275,736.17	**LO/CS/DE**
RICHARDS ROAD #2	0.03	178.44	14	277.58	**49.46**	Major Rehabilitation	$13,323.85	**LO/CS/DE**
PEARL STREET	0.18	962.34	17	1,817.76	**49.76**	Major Rehabilitation	$87,252.54	**LO/CS/DE**
OVERLOOK DRIVE	0.57	3,013.07	32	11,312.51	**49.76**	Major Rehabilitation	$543,000.43	**LO/CS/DE**
BANTRY ROAD	0.07	343.80	25	1,571.67	**50.22**	Minor Rehabilitation	$131,950.65	**LO/CS/DE**
MAPLECREST DRIVE	0.08	441.49	28	1,800.49	**52.15**	Minor Rehabilitation	$107,413.28	**LO/CS/DE**
INDEPENDENCE DRIVE	0.08	424.72	26	1,907.45	**52.76**	Minor Rehabilitation	$36,623.13	**LO/CS/DE**
WITHERBEE LANE	0.12	619.86	22	1,515.22	**53.76**	Minor Rehabilitation	$29,092.18	**LO/CS/DE**
VIEW HILL ROAD	0.09	481.49	19	1,016.48	**54.76**	Minor Rehabilitation	$19,516.48	**LO/CS/DE**
LIBERTY DRIVE	0.07	374.87	26	1,603.19	**55.74**	Minor Rehabilitation	$137,763.71	**LO/CS/DE**
MOORE ROAD	0.08	445.76	22	1,669.87	**56.76**	Minor Rehabilitation	$32,061.57	**LO/CS/DE**
WYNDEMERE DRIVE	0.46	2,408.81	26	6,958.78	**58.76**	Minor Rehabilitation	$133,608.51	**LO/CS/DE**
ORCHARD ROAD	0.32	1,693.14	24	4,515.04	**58.76**	Minor Rehabilitation	$86,688.78	**LO/CS/DE**
METACOMET LANE	0.11	580.25	20	1,289.46	**58.76**	Minor Rehabilitation	$24,757.54	**LO/CS/DE**
BLACKTHORN DRIVE	0.07	362.52	23	1,613.44	**60.67**	Minor Rehabilitation	$99,110.73	**LO/CS/DE**
PRENTISS STREET	0.15	781.66	17	1,796.00	**62.76**	Minor Rehabilitation	$34,483.28	**LO/CS/DE**
WATERVIEW TERRACE	0.10	546.34	24	2,159.68	**63.76**	Minor Rehabilitation	$41,465.93	**LO/CS/DE**

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Name	Length (Miles)	Length (Feet)	Avg. Width	Sq. Yards	Comp. RSR	Overall Repair	Estimated Cost	Functional Class
ADAMS CIRCLE	0.05	272.87	32	1,414.71	**63.76**	Minor Rehabilitation	$27,162.43	**LO/CS/DE**
KIDDER LANE	0.17	873.58	22	2,135.43	**64.76**	Minor Rehabilitation	$41,000.21	**LO/CS/DE**
SCHIPPER FARM LANE	0.23	1,215.09	20	2,700.21	**64.76**	Minor Rehabilitation	$51,843.99	**LO/CS/DE**
WENTWORTH DRIVE	0.15	781.84	26	2,858.96	**64.76**	Minor Rehabilitation	$54,891.97	**LO/CS/DE**
PARTRIDGE HILL ROAD	0.08	439.89	25	1,831.26	**65.72**	Minor Rehabilitation	$57,757.00	**LO/CS/DE**
OLAND LANE	0.22	1,155.84	20	2,568.52	**65.76**	Minor Rehabilitation	$49,315.65	**LO/CS/DE**
WELLS LANE	0.11	584.75	20	2,030.76	**65.76**	Minor Rehabilitation	$38,990.66	**LO/CS/DE**
JOSLIN LANE	0.11	601.69	26	1,738.22	**66.09**	Minor Rehabilitation	$79,964.74	**LO/CS/DE**
ASAREE DRIVE	0.12	651.41	20	2,216.81	**66.76**	Minor Rehabilitation	$42,562.66	**LO/CS/DE**
WHITE BAGLEY ROAD EXTENSION	0.03	162.47	15	270.78	**66.76**	Minor Rehabilitation	$5,199.00	**LO/CS/DE**
STOCKWELL LANE	0.16	835.29	21	2,227.45	**67.20**	Minor Rehabilitation	$74,509.47	**LO/CS/DE**
MACNEILL DRIVE	0.06	315.31	24	1,329.74	**67.68**	Minor Rehabilitation	$58,104.04	**LO/CS/DE**
HIDDEN MEADOW LANE	0.16	843.42	20	1,874.28	**67.76**	Minor Rehabilitation	$35,986.10	**LO/CS/DE**
RESERVOIR DRIVE	0.14	732.85	24	2,548.52	**68.76**	Minor Rehabilitation	$48,931.60	**LO/CS/DE**
ANDREWS WAY	0.14	739.26	24	3,020.61	**69.76**	Minor Rehabilitation	$57,995.63	**LO/CS/DE**
AUSTIN KELLY LANE	0.16	825.84	20	1,835.20	**70.76**	Preventative Maintenance	$17,617.95	**LO/CS/DE**
POWDER MILL LANE	0.10	545.36	26	2,280.52	**70.76**	Preventative Maintenance	$21,893.00	**LO/CS/DE**
WHISTLER LANE	0.24	1,260.65	26	4,432.93	**70.76**	Preventative Maintenance	$42,556.13	**LO/CS/DE**
ASHLEY ROAD	0.15	814.08	33	3,272.57	**71.76**	Preventative Maintenance	$31,416.68	**LO/CS/DE**
VINE STREET	0.08	398.77	13	576.00	**71.76**	Preventative Maintenance	$5,529.61	**LO/CS/DE**
WALNUT DRIVE	0.32	1,698.04	17	3,713.69	**72.76**	Preventative Maintenance	$35,651.45	**LO/CS/DE**
LYMAN STREET	0.05	263.93	33	1,161.01	**73.61**	Preventative Maintenance	$35,209.45	**LO/CS/DE**
BLENDON WOODS DRIVE	0.23	1,213.65	26	3,506.11	**73.76**	Preventative Maintenance	$33,658.67	**LO/CS/DE**
NORTH STREET	0.07	356.67	18	713.34	**73.76**	Preventative Maintenance	$6,848.10	**LO/CS/DE**
BOSWELL LANE	0.13	660.60	21	1,541.40	**74.76**	Preventative Maintenance	$14,797.46	**LO/CS/DE**
WILLIAM COLLEARY LANE	0.10	525.89	22	1,285.51	**74.76**	Preventative Maintenance	$12,340.88	**LO/CS/DE**
STUB TOE LANE	0.16	831.00	20	1,846.66	**75.76**	Preventative Maintenance	$17,727.97	**LO/CS/DE**
SKYLAR DRIVE	0.11	576.32	24	1,915.70	**76.11**	Preventative Maintenance	$50,879.80	**LO/CS/DE**
FIDDLENECK LANE	0.20	1,046.48	20	2,325.51	**76.76**	Preventative Maintenance	$22,324.85	**LO/CS/DE**
VALADE COURT	0.04	219.70	10	244.12	**76.76**	Preventative Maintenance	$2,343.52	**LO/CS/DE**
FAIRVIEW DRIVE	0.05	263.73	31	1,604.11	**77.18**	Preventative Maintenance	$96,658.26	**LO/CS/DE**
GROVE STREET	0.05	251.52	26	726.61	**77.76**	Preventative Maintenance	$6,975.47	**LO/CS/DE**
KILLAM FARM LANE	0.13	706.38	21	1,648.21	**77.76**	Preventative Maintenance	$15,822.81	**LO/CS/DE**
MICHAEL CIRCLE	0.05	246.28	28	1,291.95	**77.76**	Preventative Maintenance	$12,402.73	**LO/CS/DE**
FOLEY DRIVE	0.20	1,079.08	24	4,105.34	**77.98**	Preventative Maintenance	$39,411.30	**LO/CS/DE**
GLENWOOD ROAD	0.08	424.35	26	2,000.19	**78.76**	Preventative Maintenance	$19,201.78	**LO/CS/DE**

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Name	Length (Miles)	Length (Feet)	Avg. Width	Sq. Yards	Comp. RSR	Overall Repair	Estimated Cost	Functional Class
SARSEN STONE WAY	0.24	1,249.13	26	4,384.41	**78.76**	Preventative Maintenance	$42,090.30	**LO/CS/DE**
RED GATE LANE	0.15	796.43	24	2,707.01	**78.87**	Preventative Maintenance	$50,164.64	**LO/CS/DE**
FAY COURT	0.04	221.38	19	491.96	**79.72**	Preventative Maintenance	$9,813.79	**LO/CS/DE**
HICKORY ROAD	0.23	1,213.54	20	3,375.69	**79.76**	Preventative Maintenance	$32,406.59	**LO/CS/DE**
ALEXANDRA CIRCLE	0.17	881.06	25	2,658.42	**80.76**	Routine Maintenance	$1,993.81	**LO/CS/DE**
HILLTOP DRIVE	0.07	346.44	25	962.35	**81.76**	Routine Maintenance	$721.76	**LO/CS/DE**
DEERFOOT ROAD	0.26	1,381.02	20	2,608.58	**82.09**	Routine Maintenance	$12,622.82	**LO/CS/DE**
BARN LANE	0.12	643.58	24	1,716.22	**82.49**	Routine Maintenance	$2,359.33	**LO/CS/DE**
LEARNED STREET	0.13	674.35	18	1,551.00	**82.76**	Routine Maintenance	$1,163.25	**LO/CS/DE**
NIPMUC LANE	0.13	668.42	24	1,782.46	**82.76**	Routine Maintenance	$1,336.84	**LO/CS/DE**
VICKERY HILL LANE	0.12	635.34	20	1,411.88	**82.76**	Routine Maintenance	$1,058.91	**LO/CS/DE**
GARRISON LANE	0.11	556.76	26	2,286.65	**83.76**	Routine Maintenance	$1,714.99	**LO/CS/DE**
HILLSIDE AVENUE	0.16	842.53	15	1,404.21	**85.76**	Routine Maintenance	$1,053.16	**LO/CS/DE**
MAPLE STREET	0.11	570.31	20	1,624.57	**86.76**	Routine Maintenance	$1,218.43	**LO/CS/DE**
SUNRISE DRIVE	0.13	678.61	20	2,299.83	**86.76**	Routine Maintenance	$1,724.87	**LO/CS/DE**
THAYER LANE	0.08	440.85	21	1,487.46	**87.51**	Routine Maintenance	$1,714.99	**LO/CS/DE**
FOXHILL DRIVE	0.22	1,143.88	24	3,050.35	**87.76**	Routine Maintenance	$2,287.76	**LO/CS/DE**
METCALF LANE	0.17	897.82	25	3,109.36	**87.76**	Routine Maintenance	$2,332.02	**LO/CS/DE**
NATHAN STONE ROAD	0.24	1,271.77	20	2,826.15	**87.76**	Routine Maintenance	$2,119.61	**LO/CS/DE**
SOUTHWOOD DRIVE	0.19	985.50	24	2,628.00	**90.58**	Routine Maintenance	$5,764.51	**LO/CS/DE**
BROOK LANE	0.12	651.43	20	1,447.63	**90.76**	Routine Maintenance	$1,085.72	**LO/CS/DE**
CANDLEWOOD LANE	0.10	521.09	22	1,273.78	**90.76**	Routine Maintenance	$955.33	**LO/CS/DE**
EASTBROOK FARM LANE	0.21	1,104.99	20	3,213.56	**91.76**	Routine Maintenance	$2,410.17	**LO/CS/DE**
ANGELICA LANE	0.16	818.63	19	1,728.21	**92.76**	No Maintenance Required	$0.00	**LO/CS/DE**
BEECHWOOD LANE	0.10	509.92	22	1,246.46	**92.76**	No Maintenance Required	$0.00	**LO/CS/DE**
WYETH CIRCLE	0.12	658.56	24	1,756.15	**92.76**	No Maintenance Required	$0.00	**LO/CS/DE**
BROOKSIDE ROAD	0.03	151.09	31	520.42	**98.75**	No Maintenance Required	$0.00	**LO/CS/DE**
TED LANE	0.04	223.93	24	1,257.78	**98.75**	No Maintenance Required	$0.00	**LO/CS/DE**
HARRIS DRIVE	0.06	325.09	24	1,452.63	**99.08**	No Maintenance Required	$0.00	**LO/CS/DE**
WALKER STREET	0.06	321.70	18	643.41	**99.08**	No Maintenance Required	$0.00	**LO/CS/DE**

***Please Note: Unit pricing accounts for curb to curb improvements only; Does not include any drainage, sidewalk, ADA, gravel subbase or utility improvements.**

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*RSR - Road Surface Rating (0-100)

Roadway Repairs with Segment Level Description

Name	From	To	Width	Length (Feet)	Square Yards	RSR	Repair	Repair Cost
ACRE BRIDGE ROAD	**0.39** Miles							
ACRE BRIDGE RD	MARLBORO RD	MARLBOROUGH CL	23	2,059.62	5,263.48	29.76	Major Rehabilitation	$252,647.10
			23 Avg.	**2,059.62**	**5,263.48**	**29.76**	**Major Rehabilitation**	**$252,647.10**
ADAMS CIRCLE	**0.05** Miles							
ADAMS CIR	CONSTITUTION DR	CUL DE SAC	32	272.87	1,414.71	63.76	Minor Rehabilitation	$27,162.43
			32 Avg.	**272.87**	**1,414.71**	**63.76**	**Minor Rehabilitation**	**$27,162.43**
ALEXANDRA CIRCLE	**0.17** Miles							
ALEXANDRA CIR	PARKERVILLE RD	CUL DE SAC	25	881.06	2,658.42	80.76	Routine Maintenance	$1,993.81
			25 Avg.	**881.06**	**2,658.42**	**80.76**	**Routine Maintenance**	**$1,993.81**
ANDREWS WAY	**0.14** Miles							
ANDREWS WAY	FISHER RD	CUL DE SAC	24	739.26	3,020.61	69.76	Minor Rehabilitation	$57,995.63
			24 Avg.	**739.26**	**3,020.61**	**69.76**	**Minor Rehabilitation**	**$57,995.63**
ANGELICA LANE	**0.16** Miles							
ANGELICA LN	PINE HILL RD	CUL DE SAC	19	818.63	1,728.21	92.76	No Maintenance Required	$0.00
			19 Avg.	**818.63**	**1,728.21**	**92.76**	**No Maintenance Required**	**$0.00**
ASAREE DRIVE	**0.12** Miles							
ASAREE DR	OAK HILL RD	CUL DE SAC	20	651.41	2,216.81	66.76	Minor Rehabilitation	$42,562.66
			20 Avg.	**651.41**	**2,216.81**	**66.76**	**Minor Rehabilitation**	**$42,562.66**
ASHLEY ROAD	**0.15** Miles							
ASHLEY RD	CUL DE SAC	CUL DE SAC	33	814.08	3,272.57	71.76	Preventative Maintenance	$31,416.68
			33 Avg.	**814.08**	**3,272.57**	**71.76**	**Preventative Maintenance**	**$31,416.68**
ATWOOD STREET	**0.55** Miles							
ATWOOD ST-01	HIGHLAND ST	MOORE RD	19	1,660.17	3,504.80	75.76	Preventative Maintenance	$33,646.04
ATWOOD ST-02	MOORE RD	RICHARDS RD	19	1,255.11	2,649.67	81.76	Routine Maintenance	$1,987.25
			19 Avg.	**2,915.27**	**6,154.47**	**78.34**	**Preventative Maintenance**	**$59,082.86**
AUSTIN KELLY LANE	**0.16** Miles							
AUSTIN KELLY LN	BOSTON RD	CUL DE SAC	20	825.84	1,835.20	70.76	Preventative Maintenance	$17,617.95
			20 Avg.	**825.84**	**1,835.20**	**70.76**	**Preventative Maintenance**	**$17,617.95**
BANFILL LANE	**0.06** Miles							
BANFILL LN	FAIRVIEW DR	DRIVEWAY #6	24	330.38	881.00	77.76	Preventative Maintenance	$8,457.64

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Roadway Repairs with Segment Level Description

Name	From	To	Width	Length (Feet)	Square Yards	RSR	Repair	Repair Cost
			24 Avg.	**330.38**	**881.00**	**77.76**	**Preventative Maintenance**	**$8,457.64**
BANTRY ROAD	**0.43** Miles							
BANTRY RD-01	BLACKTHORN DR	BANTRY RD-03	25	1,247.51	3,465.31	54.76	Minor Rehabilitation	$66,533.93
BANTRY RD-02	BANTRY RD-03	TARA RD	25	660.76	1,835.46	31.76	Major Rehabilitation	$88,101.85
BANTRY RD-03	BANTRY RD-02	CUL DE SAC	25	343.80	1,571.67	61.76	Minor Rehabilitation	$30,175.98
			25 Avg.	**2,252.07**	**6,872.43**	**50.22**	**Minor Rehabilitation**	**$131,950.65**
BARN LANE	**0.22** Miles							
BARN LN-01	FISHER RD	NIPMUC LN	24	536.08	1,429.56	85.76	Routine Maintenance	$1,072.17
BARN LN-02	NIPMUC LN	CUL DE SAC	24	643.58	1,716.22	79.76	Preventative Maintenance	$16,475.68
			24 Avg.	**1,179.66**	**3,145.77**	**82.49**	**Routine Maintenance**	**$2,359.33**
BEECHWOOD LANE	**0.10** Miles							
BEECHWOOD LN	SOUTHWOOD DR	CUL DE SAC	22	509.92	1,246.46	92.76	No Maintenance Required	$0.00
			22 Avg.	**509.92**	**1,246.46**	**92.76**	**No Maintenance Required**	**$0.00**
BIGELOW ROAD	**0.58** Miles							
BIGELOW RD-01	WARD RD	DRIVEWAY #22	19	1,300.38	2,745.25	52.76	Minor Rehabilitation	$52,708.77
BIGELOW RD-02	DRIVEWAY #22	WESTBOROUGH TL	19	1,735.88	3,664.64	58.76	Minor Rehabilitation	$70,361.16
			19 Avg.	**3,036.26**	**6,409.89**	**56.19**	**Minor Rehabilitation**	**$123,069.93**
BIRCHWOOD DRIVE	**0.18** Miles							
BIRCHWOOD DR-01	LATISQUAMA RD	PEGGY DR	26	241.60	697.97	57.76	Minor Rehabilitation	$13,400.96
BIRCHWOOD DR-02	PEGGY DR	MACNEILL DR	26	684.58	1,977.68	52.76	Minor Rehabilitation	$37,971.41
			26 Avg.	**926.18**	**2,675.64**	**54.06**	**Minor Rehabilitation**	**$51,372.37**
BLACKTHORN DRIVE	**0.33** Miles							
BLACKTHORN DR-01	FLAGG RD	BANTRY RD	23	560.03	1,431.19	62.76	Minor Rehabilitation	$27,478.92
BLACKTHORN DR-02	BANTRY RD	TARA RD	23	828.54	2,117.39	63.76	Minor Rehabilitation	$40,653.82
BLACKTHORN DR-03	TARA RD	CUL DE SAC	23	362.52	1,613.44	54.76	Minor Rehabilitation	$30,977.99
			23 Avg.	**1,751.09**	**5,162.02**	**60.67**	**Minor Rehabilitation**	**$99,110.73**
BLENDON WOODS DRIVE	**0.23** Miles							
BLENDON WOODS DR	SOUTHVILLE RD	CUL DE SAC	26	1,213.65	3,506.11	73.76	Preventative Maintenance	$33,658.67
			26 Avg.	**1,213.65**	**3,506.11**	**73.76**	**Preventative Maintenance**	**$33,658.67**
BOSTON ROAD	**0.95** Miles							
BOSTON RD-01	EAST MAIN ST	WINCHESTER ST	24	1,141.17	3,043.13	83.76	Routine Maintenance	$2,282.35
BOSTON RD-02	WINCHESTER ST	COLONIAL GARDENS	24	585.79	1,562.11	81.76	Routine Maintenance	$1,171.58

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Roadway Repairs with Segment Level Description

Name	From	To	Width	Length (Feet)	Square Yards	RSR	Repair	Repair Cost
BOSTON RD-03	COLONIAL GARDENS	WHITE BAGLEY RD	24	694.81	1,852.83	80.76	Routine Maintenance	$1,389.62
BOSTON RD-04	WHITE BAGLEY RD	FRAMINGHAM RD	24	201.96	538.57	81.76	Routine Maintenance	$403.93
BOSTON RD-05	FRAMINGHAM RD	CENTRAL ST	30	1,687.69	5,625.63	84.76	Routine Maintenance	$4,219.22
BOSTON RD-06	CENTRAL ST	MEADOW LN	36	319.54	1,278.18	79.76	Preventative Maintenance	$12,270.49
BOSTON RD-07	MEADOW LN	BOSTON RD (STATE)	25	408.61	1,135.04	73.76	Preventative Maintenance	$10,896.36
			27 Avg.	**5,039.59**	**15,035.4**	**82.39**	**Routine Maintenance**	**$11,276.61**
BOSWELL LANE	**0.13** Miles							
BOSWELL LN	MOUNT VICKERY RD	CUL DE SAC	21	660.60	1,541.40	74.76	Preventative Maintenance	$14,797.46
			21 Avg.	**660.60**	**1,541.40**	**74.76**	**Preventative Maintenance**	**$14,797.46**
BREAKNECK HILL ROAD	**1.04** Miles							
BREAKNECK HILL RD-01	TURNPIKE RD	MOUNT VICKERY RD	20	639.56	1,421.25	73.76	Preventative Maintenance	$13,644.04
BREAKNECK HILL RD-02	MOUNT VICKERY RD	VIEW HILL RD	20	1,031.75	2,292.79	88.76	Routine Maintenance	$1,719.59
BREAKNECK HILL RD-03	VIEW HILL RD	DAVIS RD	18	1,414.56	2,829.13	90.76	Routine Maintenance	$2,121.84
BREAKNECK HILL RD-04	DAVIS RD	SUNRISE DR	18	1,561.33	3,122.65	90.76	Routine Maintenance	$2,341.99
BREAKNECK HILL RD-05	SUNRISE DR	WOODLAND RD	25	849.07	2,358.53	82.76	Routine Maintenance	$1,768.90
			20 Avg.	**5,496.28**	**12,024.3**	**86.80**	**Routine Maintenance**	**$9,018.26**
BRIDGE STREET	**0.10** Miles							
BRIDGE ST-01	SOUTHVILLE RD	STATE BRIDGE	18	126.03	252.06	60.76	Minor Rehabilitation	$4,839.56
BRIDGE ST-02	STATE BRIDGE	FAY CT	18	400.25	800.51	53.76	Minor Rehabilitation	$15,369.73
			18 Avg.	**526.28**	**1,052.57**	**55.44**	**Minor Rehabilitation**	**$20,209.28**
BRIGHAM STREET	**0.22** Miles							
BRIGHAM ST	GRANUAILE RD	WARD RD	13	1,164.00	1,681.33	34.76	Major Rehabilitation	$80,703.89
			13 Avg.	**1,164.00**	**1,681.33**	**34.76**	**Major Rehabilitation**	**$80,703.89**
BROOK LANE	**0.12** Miles							
BROOK LN	TURNPIKE RD	DEAD END	20	651.43	1,447.63	90.76	Routine Maintenance	$1,085.72
			20 Avg.	**651.43**	**1,447.63**	**90.76**	**Routine Maintenance**	**$1,085.72**
BROOKSIDE ROAD	**0.03** Miles							
BROOKSIDE RD	TED LN	DEAD END	31	151.09	520.42	98.75	No Maintenance Required	$0.00
			31 Avg.	**151.09**	**520.42**	**98.75**	**No Maintenance Required**	**$0.00**
BRYDEN ROAD	**0.20** Miles							
BRYDEN RD	HARRIS DR	RICHARDS RD	25	1,075.25	2,986.80	82.76	Routine Maintenance	$2,240.10
			25 Avg.	**1,075.25**	**2,986.80**	**82.76**	**Routine Maintenance**	**$2,240.10**

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*RSR - Road Surface Rating (0-100)

Roadway Repairs with Segment Level Description

Name	From	To	Width	Length (Feet)	Square Yards	RSR	Repair	Repair Cost
BURNETT ROAD	**0.55** Miles							
BURNETT RD-01	HIGH ST	ROCK SPRING LN	18	226.39	452.78	89.76	Routine Maintenance	$339.59
BURNETT RD-02	ROCK SPRING LN	OLD HARRY RD	18	1,150.77	2,301.54	88.76	Routine Maintenance	$1,726.16
BURNETT RD-03	OLD HARRY RD	GRANUAILE RD	18	1,515.92	3,031.83	90.76	Routine Maintenance	$2,273.88
			18 Avg.	**2,893.08**	**5,786.16**	**89.89**	**Routine Maintenance**	**$4,339.62**
CANDLEWOOD LANE	**0.10** Miles							
CANDLEWOOD LN	SOUTHWOOD DR	CUL DE SAC	22	521.09	1,273.78	90.76	Routine Maintenance	$955.33
			22 Avg.	**521.09**	**1,273.78**	**90.76**	**Routine Maintenance**	**$955.33**
CAROLYN TERRACE	**0.20** Miles							
CAROLYN TERR	WOODLAND RD	TED LN	26	1,061.92	3,067.76	98.75	No Maintenance Required	$0.00
			26 Avg.	**1,061.92**	**3,067.76**	**98.75**	**No Maintenance Required**	**$0.00**
CENTRAL STREET	**0.57** Miles							
CENTRAL ST-01	BOSTON RD	RESERVOIR DR	44	460.53	2,251.50	82.76	Routine Maintenance	$1,688.62
CENTRAL ST-02	RESERVOIR DR	LEARNED ST	44	1,028.63	5,028.86	87.76	Routine Maintenance	$3,771.64
CENTRAL ST-03	LEARNED ST	RR CROSSING	44	221.23	1,081.55	87.76	Routine Maintenance	$811.16
CENTRAL ST-04	RR CROSSING	WINTER ST	44	443.07	2,166.11	80.76	Routine Maintenance	$1,624.59
CENTRAL ST-05	WINTER ST	CHERRY ST	44	259.05	1,266.46	86.76	Routine Maintenance	$949.85
CENTRAL ST-06	CHERRY ST	TURNPIKE RD	44	588.30	2,876.12	75.76	Preventative Maintenance	$27,610.72
			44 Avg.	**3,000.80**	**14,670.6**	**83.52**	**Routine Maintenance**	**$11,002.95**
CHERRY STREET	**0.10** Miles							
CHERRY ST	CENTRAL ST	PLEASANT ST	21	512.10	1,194.89	85.76	Routine Maintenance	$896.17
			21 Avg.	**512.10**	**1,194.89**	**85.76**	**Routine Maintenance**	**$896.17**
CHESTNUT HILL ROAD	**0.83** Miles							
CHESTNUT HILL RD-01	MAIN ST	DRIVEWAY #10	16	1,161.47	2,064.83	99.08	No Maintenance Required	$0.00
CHESTNUT HILL RD-02	DRIVEWAY #10	DAIRY FARM LN	19	2,150.28	4,539.48	99.08	No Maintenance Required	$0.00
CHESTNUT HILL RD-03	DAIRY FARM LN	NORTHBORO RD	19	1,045.54	2,207.24	99.08	No Maintenance Required	$0.00
			18 Avg.	**4,357.28**	**8,811.56**	**99.08**	**No Maintenance Required**	**$0.00**
CLEMMONS STREET	**0.28** Miles							
CLEMMONS ST	NICHOLS ST	PINE HILL RD	20	1,500.29	3,333.98	73.76	Preventative Maintenance	$32,006.19
			20 Avg.	**1,500.29**	**3,333.98**	**73.76**	**Preventative Maintenance**	**$32,006.19**
CLIFFORD STREET	**0.52** Miles							
CLIFFORD ST	DEERFOOT RD	PARKERVILLE RD	19	2,748.38	5,802.14	82.76	Routine Maintenance	$4,351.61

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*RSR - Road Surface Rating (0-100)

Roadway Repairs with Segment Level Description

Name	From	To	Width	Length (Feet)	Square Yards	RSR	Repair	Repair Cost
			19 Avg.	**2,748.38**	**5,802.14**	**82.76**	**Routine Maintenance**	**$4,351.61**
COMMON STREET	**0.15** Miles							
COMMON ST-01	MAIN ST	SAINT MARKS ST	25	489.51	1,359.74	96.76	No Maintenance Required	$0.00
COMMON ST-02	SAINT MARKS ST	MAIN ST	25	310.83	863.41	95.76	No Maintenance Required	$0.00
			25 Avg.	**800.34**	**2,223.15**	**96.37**	**No Maintenance Required**	**$0.00**
CONSTITUTION DRIVE	**0.61** Miles							
CONSTITUTION DR-01	LIBERTY DR	ADAMS CIR	26	1,391.13	4,018.81	56.76	Minor Rehabilitation	$77,161.09
CONSTITUTION DR-02	ADAMS CIR	INDEPENDENCE DR	26	509.80	1,472.75	69.76	Minor Rehabilitation	$28,276.76
CONSTITUTION DR-03	INDEPENDENCE DR	SOUTHVILLE RD	26	1,317.39	3,805.80	55.76	Minor Rehabilitation	$73,071.31
			26 Avg.	**3,218.31**	**9,297.35**	**58.41**	**Minor Rehabilitation**	**$178,509.16**
CORDAVILLE ROAD 1	**2.36** Miles							
CORDAVILLE RD 1-01	MAIN ST	CEMETERY ENT.	30	1,225.69	4,085.62	99.08	No Maintenance Required	$0.00
CORDAVILLE RD 1-02	CEMETERY ENT.	CEMETERY ENT.	30	696.61	2,322.02	99.08	No Maintenance Required	$0.00
CORDAVILLE RD 1-03	CEMETERY ENT.	CORDAVILLE RD (STATE)	30	2,467.04	8,223.45	62.76	Minor Rehabilitation	$157,890.29
CORDAVILLE RD 1-04	CORDAVILLE RD (STATE)	MOUNT VICKERY RD	30	1,576.42	5,254.72	60.76	Minor Rehabilitation	$100,890.59
CORDAVILLE RD 1-05	MOUNT VICKERY RD	ROCK POINT RD	22	1,999.22	4,886.99	54.76	Minor Rehabilitation	$93,830.23
CORDAVILLE RD 1-06	ROCK POINT RD	ROCK POINT RD	22	551.66	1,348.50	52.76	Minor Rehabilitation	$25,891.18
CORDAVILLE RD 1-07	ROCK POINT RD	OVERPASS	22	484.87	1,185.24	46.76	Major Rehabilitation	$56,891.54
CORDAVILLE RD 1-08	OVERPASS	RICHARDS RD	22	1,178.15	2,879.92	49.76	Major Rehabilitation	$138,236.30
CORDAVILLE RD 1-09	RICHARDS RD	WOODLAND RD	22	1,603.21	3,918.95	57.76	Minor Rehabilitation	$75,243.88
CORDAVILLE RD 1-10	WOODLAND RD	RIVER ST	22	670.73	1,639.57	65.76	Minor Rehabilitation	$31,479.74
			25 Avg.	**12,453.59**	**35,744.9**	**65.52**	**Minor Rehabilitation**	**$686,303.84**
CORDAVILLE ROAD 2	**0.08** Miles							
CORDAVILLE RD 2-01	SOUTHVILLE RD	COTTAGE ST	25	201.31	559.20	65.76	Minor Rehabilitation	$10,736.55
CORDAVILLE RD 2-02	COTTAGE ST	HAMMOND ST	25	219.42	609.50	60.76	Minor Rehabilitation	$11,702.48
			25 Avg.	**420.73**	**1,168.70**	**63.15**	**Minor Rehabilitation**	**$22,439.04**
COTTAGE STREET	**0.08** Miles							
COTTAGE ST	CORDAVILLE RD	PARKER ST	19	406.60	858.37	99.08	No Maintenance Required	$0.00
			19 Avg.	**406.60**	**858.37**	**99.08**	**No Maintenance Required**	**$0.00**
COUNTRY LANE	**0.16** Miles							
COUNTRY LN	HIGH ST	CUL DE SAC	20	831.37	1,847.49	34.76	Major Rehabilitation	$88,679.56
			20 Avg.	**831.37**	**1,847.49**	**34.76**	**Major Rehabilitation**	**$88,679.56**

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*RSR - Road Surface Rating (0-100)

Roadway Repairs with Segment Level Description

Name	From	To	Width	Length (Feet)	Square Yards	RSR	Repair	Repair Cost
CRESTVIEW DRIVE	**0.22** Miles							
CRESTVIEW DR	PARTRIDGE HILL RD	PARTRIDGE HILL RD	25	1,159.40	3,220.57	70.76	Preventative Maintenance	$30,917.43
			25 Avg.	**1,159.40**	**3,220.57**	**70.76**	**Preventative Maintenance**	**$30,917.43**
CROSS STREET	**0.18** Miles							
CROSS ST-01	FRAMINGHAM RD	NEWTON ST	16	525.36	933.98	71.76	Preventative Maintenance	$8,966.20
CROSS ST-02	NEWTON ST	CUL DE SAC	16	413.74	1,402.20	80.76	Routine Maintenance	$1,051.65
			16 Avg.	**939.10**	**2,336.18**	**77.16**	**Preventative Maintenance**	**$22,427.34**
DARLENE DRIVE	**0.49** Miles							
DARLENE DR-01	HEATHER LN	VALE TERR	32	1,532.76	5,449.81	78.76	Preventative Maintenance	$52,318.18
DARLENE DR-02	VALE TERR	HEATHER LN	32	1,073.92	3,818.40	80.76	Routine Maintenance	$2,863.80
			32 Avg.	**2,606.68**	**9,268.21**	**79.58**	**Preventative Maintenance**	**$88,974.81**
DAVIS ROAD	**0.54** Miles							
DAVIS RD (ENT)	BREAKNECK HILL RD	ASHLEY RD	0	1,447.09	0.00	53.76	Minor Rehabilitation	$0.00
DAVIS RD (EXIT)	ASHLEY RD	BREAKNECK HILL RD	30	1,386.50	4,621.68	57.76	Minor Rehabilitation	$88,736.23
			15 Avg.	**2,833.59**	**4,621.68**	**57.76**	**Minor Rehabilitation**	**$88,736.23**
DEERFOOT ROAD	**1.43** Miles							
DEERFOOT RD-01	MAIN ST	MIDDLE SCHOOL ENT.	24	2,445.15	6,520.40	84.76	Routine Maintenance	$4,890.30
DEERFOOT RD-02	MIDDLE SCHOOL ENT.	FLAGG RD	24	517.76	1,380.70	76.76	Preventative Maintenance	$13,254.77
DEERFOOT RD-03	FLAGG RD	CLIFFORD ST	21	1,068.84	2,493.97	81.76	Routine Maintenance	$1,870.48
DEERFOOT RD-04	CLIFFORD ST	BARRETT DISTRIBUTION ENT.	16	943.61	1,677.54	83.76	Routine Maintenance	$1,258.15
DEERFOOT RD-05	BARRETT DISTRIBUTION ENT.	TURNPIKE RD	16	1,208.94	2,149.23	81.76	Routine Maintenance	$1,611.92
DEERFOOT RD-06	TURNPIKE RD	DEAD END	17	1,381.02	2,608.58	77.76	Preventative Maintenance	$25,042.41
			20 Avg.	**7,565.33**	**16,830.4**	**82.09**	**Routine Maintenance**	**$12,622.82**
EAST MAIN STREET	**0.45** Miles							
EAST MAIN ST-01	MAIN ST (RR CROSSING)	BOSTON RD	32	150.55	535.29	97.76	No Maintenance Required	$0.00
EAST MAIN ST-02	BOSTON RD	WINCHESTER ST	29	163.00	525.24	97.76	No Maintenance Required	$0.00
EAST MAIN ST-03	WINCHESTER ST	WALKER ST	20	641.48	1,425.51	99.08	No Maintenance Required	$0.00
EAST MAIN ST-04	WALKER ST	OVERLOOK DR	20	560.14	1,244.75	99.08	No Maintenance Required	$0.00
EAST MAIN ST-05	OVERLOOK DR	THAYER LN	20	646.61	1,436.92	99.08	No Maintenance Required	$0.00
EAST MAIN ST-06	THAYER LN	FRAMINGHAM RD	20	210.43	467.62	99.08	No Maintenance Required	$0.00
			24 Avg.	**2,372.21**	**5,635.32**	**98.84**	**No Maintenance Required**	**$0.00**
EASTBROOK FARM LANE	**0.21** Miles							

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*RSR - Road Surface Rating (0-100)

Roadway Repairs with Segment Level Description

Name	From	To	Width	Length (Feet)	Square Yards	RSR	Repair	Repair Cost
EASTBROOK FARM LN	FLAGG RD	CUL DE SAC	20	1,104.99	3,213.56	91.76	Routine Maintenance	$2,410.17
			20 Avg.	**1,104.99**	**3,213.56**	**91.76**	**Routine Maintenance**	**$2,410.17**
EDGEWOOD ROAD	**0.54** Miles							
EDGEWOOD RD-01	OREGON RD	WELLS LN	19	221.88	468.42	75.76	Preventative Maintenance	$4,496.83
EDGEWOOD RD-02	WELLS LN	NATHANSTONE RD	19	2,013.22	4,250.14	71.76	Preventative Maintenance	$40,801.30
EDGEWOOD RD-03	NATHANSTONE RD	ASHLAND TL	19	594.83	1,255.75	65.76	Minor Rehabilitation	$24,110.48
			19 Avg.	**2,829.94**	**5,974.31**	**70.81**	**Preventative Maintenance**	**$57,353.37**
FAIRVIEW DRIVE	**0.52** Miles							
FAIRVIEW DR-01	PARKERVILLE RD	SUMMIT RD	31	552.86	1,904.29	77.76	Preventative Maintenance	$18,281.15
FAIRVIEW DR-02	SUMMIT RD	BANFILL LN	31	1,306.32	4,499.54	75.76	Preventative Maintenance	$43,195.60
FAIRVIEW DR-03	BANFILL LN	HIGH RIDGE RD	31	598.25	2,060.63	77.76	Preventative Maintenance	$19,782.06
FAIRVIEW DR-04	HIGH RIDGE RD	CUL DE SAC	31	263.73	1,604.11	79.76	Preventative Maintenance	$15,399.45
			31 Avg.	**2,721.15**	**10,068.5**	**77.18**	**Preventative Maintenance**	**$96,658.26**
FAY COURT	**0.09** Miles							
FAY COURT-01	BRIDGE ST	DEAD END	20	221.38	491.96	80.76	Routine Maintenance	$368.97
FAY COURT-02	BRIDGE ST	HOPKINTON TL	18	265.15	530.31	78.76	Preventative Maintenance	$5,090.96
			19 Avg.	**486.54**	**1,022.27**	**79.72**	**Preventative Maintenance**	**$9,813.79**
FIDDLENECK LANE	**0.20** Miles							
FIDDLENECK LN	SOUTHVILLE RD	CUL DE SAC	20	1,046.48	2,325.51	76.76	Preventative Maintenance	$22,324.85
			20 Avg.	**1,046.48**	**2,325.51**	**76.76**	**Preventative Maintenance**	**$22,324.85**
FISHER ROAD	**1.22** Miles							
FISHER RD-01	JERICHO HILL RD	ANDREWS WAY	28	1,165.66	3,626.50	86.76	Routine Maintenance	$2,719.87
FISHER RD-02	ANDREWS WAY	BARN LN	28	808.23	2,514.50	87.76	Routine Maintenance	$1,885.88
FISHER RD-03	BARN LN	SCHIPPER FARM LN	28	1,853.87	5,767.59	83.76	Routine Maintenance	$4,325.69
FISHER RD-04	SCHIPPER FARM LN	CHOATE LN	28	1,997.22	6,213.57	85.76	Routine Maintenance	$4,660.17
FISHER RD-05	CHOATE LN	MARLBOROUGH CL	28	619.05	1,925.94	81.76	Routine Maintenance	$1,444.45
			28 Avg.	**6,444.03**	**20,048.0**	**85.23**	**Routine Maintenance**	**$15,036.07**
FITZGERALD LANE	**0.21** Miles							
FITZGERALD LN	STOCKWELL LN	CUL DE SAC	24	1,123.23	2,995.28	21.76	Major Rehabilitation	$143,773.61
			24 Avg.	**1,123.23**	**2,995.28**	**21.76**	**Major Rehabilitation**	**$143,773.61**
FLAGG ROAD	**1.18** Miles							
FLAGG RD-01	TURNPIKE RD	EASTBROOK FARM LN	21	2,332.57	5,442.66	79.76	Preventative Maintenance	$52,249.57

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*RSR - Road Surface Rating (0-100)

Roadway Repairs with Segment Level Description

Name	From	To	Width	Length (Feet)	Square Yards	RSR	Repair	Repair Cost
FLAGG RD-02	EASTBROOK FARM LN	BLACKTHORN DR	21	340.18	793.75	78.76	Preventative Maintenance	$7,619.97
FLAGG RD-03	BLACKTHORN DR	LOVERS LN	21	348.02	812.05	61.76	Minor Rehabilitation	$15,591.45
FLAGG RD-04	LOVERS LN	RED GATE LN	21	1,290.76	3,011.77	44.76	Major Rehabilitation	$144,564.85
FLAGG RD-05	RED GATE LN	ORCHARD RD	21	964.91	2,251.46	47.76	Major Rehabilitation	$108,070.30
FLAGG RD-06	ORCHARD RD	STRAWBERRY HILL RD	21	159.25	371.59	52.76	Minor Rehabilitation	$7,134.50
FLAGG RD-07	STRAWBERRY HILL RD	DEERFOOT RD	21	810.41	1,890.96	49.76	Major Rehabilitation	$90,765.95
			21 Avg.	**6,246.10**	**14,574.2**	**61.94**	**Minor Rehabilitation**	**$279,825.47**
FOLEY DRIVE	**0.20** Miles							
FOLEY DR-01(EB)	PEGGY DR	CUL DE SAC	24	638.71	2,280.83	79.76	Preventative Maintenance	$21,896.01
FOLEY DR-02(WB)	PEGGY DR	CUL DE SAC	24	440.37	1,824.51	75.76	Preventative Maintenance	$17,515.29
			24 Avg.	**1,079.08**	**4,105.34**	**77.98**	**Preventative Maintenance**	**$39,411.30**
FOXHILL DRIVE	**0.22** Miles							
FOXHILL DR	PARKERVILLE RD	CUL DE SAC	24	1,143.88	3,050.35	87.76	Routine Maintenance	$2,287.76
			24 Avg.	**1,143.88**	**3,050.35**	**87.76**	**Routine Maintenance**	**$2,287.76**
FRAMINGHAM ROAD	**1.49** Miles							
FRAMINGHAM RD-01	MARLBORO RD	NEWTON ST	32	624.17	2,219.25	60.76	Minor Rehabilitation	$42,609.68
FRAMINGHAM RD-02	NEWTON ST	CROSS ST	32	662.46	2,355.42	57.76	Minor Rehabilitation	$45,224.15
FRAMINGHAM RD-03	CROSS ST	BUFFALO RUN	35	1,171.68	4,556.55	65.76	Minor Rehabilitation	$87,485.77
FRAMINGHAM RD-04	BUFFALO RUN	MAPLECREST DR	35	685.76	2,666.84	55.76	Minor Rehabilitation	$51,203.29
FRAMINGHAM RD-05	MAPLECREST DR	DRIVEWAY #60	35	1,623.75	6,314.59	47.76	Major Rehabilitation	$303,100.29
FRAMINGHAM RD-06	DRIVEWAY #60	EAST MAIN ST	35	2,015.34	7,837.43	42.76	Major Rehabilitation	$376,196.57
FRAMINGHAM RD-07	EAST MAIN ST	BOSTON RD	35	1,072.39	4,170.42	44.76	Major Rehabilitation	$200,180.05
			34 Avg.	**7,855.55**	**30,120.5**	**51.21**	**Minor Rehabilitation**	**$578,313.66**
GARRISON LANE	**0.11** Miles							
GARRISON LN	OREGON RD	CUL DE SAC	26	556.76	2,286.65	83.76	Routine Maintenance	$1,714.99
			26 Avg.	**556.76**	**2,286.65**	**83.76**	**Routine Maintenance**	**$1,714.99**
GENERAL HENRY KNOX ROAD	**0.29** Miles							
GENERAL HENRY KNOX RD	MIDDLE RD	PARKERVILLE RD	25	1,505.90	4,183.06	80.76	Routine Maintenance	$3,137.30
			25 Avg.	**1,505.90**	**4,183.06**	**80.76**	**Routine Maintenance**	**$3,137.30**
GILMORE ROAD	**0.69** Miles							
GILMORE RD-01	PARKERVILLE RD	METACOMET LN	16	1,108.71	1,971.03	80.76	Routine Maintenance	$1,478.27
GILMORE RD-02	METACOMET LN	OLAND LN	16	575.14	1,022.47	82.76	Routine Maintenance	$766.85
GILMORE RD-03	OLAND LN	WESTBOROUGH TL	16	1,966.50	3,495.99	75.76	Preventative Maintenance	$33,561.52

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*RSR - Road Surface Rating (0-100)

Roadway Repairs with Segment Level Description

Name	From	To	Width	Length (Feet)	Square Yards	RSR	Repair	Repair Cost
			16 Avg.	**3,650.34**	**6,489.49**	**78.38**	**Preventative Maintenance**	**$62,299.12**
GLENWOOD ROAD	**0.08** Miles							
GLENWOOD RD	PRESIDENTIAL DR	CUL DE SAC	26	424.35	2,000.19	78.76	Preventative Maintenance	$19,201.78
			26 Avg.	**424.35**	**2,000.19**	**78.76**	**Preventative Maintenance**	**$19,201.78**
GRANUAILE ROAD	**0.30** Miles							
GRANUAILE RD-01	HIGH ST	BRIGHAM ST	22	1,064.14	2,601.24	94.46	No Maintenance Required	$0.00
GRANUAILE RD-02	BRIGHAM ST	BURNETT RD	22	496.11	1,212.72	92.46	No Maintenance Required	$0.00
			22 Avg.	**1,560.25**	**3,813.95**	**93.83**	**No Maintenance Required**	**$0.00**
GROVE STREET	**0.05** Miles							
GROVE ST	CENTRAL ST	DEAD END	26	251.52	726.61	77.76	Preventative Maintenance	$6,975.47
			26 Avg.	**251.52**	**726.61**	**77.76**	**Preventative Maintenance**	**$6,975.47**
HAMMOND STREET	**0.07** Miles							
HAMMOND ST	PARKER ST	CORDAVILLE RD	15	385.23	642.05	99.08	No Maintenance Required	$0.00
			15 Avg.	**385.23**	**642.05**	**99.08**	**No Maintenance Required**	**$0.00**
HARRINGTON COURT	**0.03** Miles							
HARRINGTON COURT	HIGHLAND ST	SOUTHVILLE RD	30	138.48	461.59	90.76	Routine Maintenance	$346.19
			30 Avg.	**138.48**	**461.59**	**90.76**	**Routine Maintenance**	**$346.19**
HARRIS DRIVE	**0.24** Miles							
HARRIS DR-01	ATWOOD ST	LEONARD DR	24	285.67	761.79	99.08	No Maintenance Required	$0.00
HARRIS DR-02	LEONARD DR	BRYDEN RD	24	305.90	815.73	99.08	No Maintenance Required	$0.00
HARRIS DR-03	BRYDEN RD	MOULTON RD	24	341.01	909.35	99.08	No Maintenance Required	$0.00
HARRIS DR-04	MOULTON RD	CUL DE SAC	24	325.09	1,452.63	99.08	No Maintenance Required	$0.00
			24 Avg.	**1,257.66**	**3,939.50**	**99.08**	**No Maintenance Required**	**$0.00**
HEATHER LANE	**0.26** Miles							
HEATHER LN-01	WOODBURY RD	DARLENE DR	29	953.73	3,073.13	83.76	Routine Maintenance	$2,304.85
HEATHER LN-02	DARLENE DR	DARLENE DR	29	426.08	1,372.91	84.76	Routine Maintenance	$1,029.68
			29 Avg.	**1,379.80**	**4,446.04**	**84.07**	**Routine Maintenance**	**$3,334.53**
HICKORY ROAD	**0.23** Miles							
HICKORY RD	RED GATE LN	CUL DE SAC	20	1,213.54	3,375.69	79.76	Preventative Maintenance	$32,406.59
			20 Avg.	**1,213.54**	**3,375.69**	**79.76**	**Preventative Maintenance**	**$32,406.59**
HIDDEN MEADOW LANE	**0.16** Miles							

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*RSR - Road Surface Rating (0-100)

Roadway Repairs with Segment Level Description

Name	From	To	Width	Length (Feet)	Square Yards	RSR	Repair	Repair Cost
HIDDEN MEADOW LN	MIDDLE RD	CUL DE SAC	20	843.42	1,874.28	67.76	Minor Rehabilitation	$35,986.10
			20 Avg.	**843.42**	**1,874.28**	**67.76**	**Minor Rehabilitation**	**$35,986.10**
HIGH RIDGE ROAD	**0.21** Miles							
HIGH RIDGE RD	FAIRVIEW DR	SUMMIT RD	28	1,105.36	3,438.90	75.76	Preventative Maintenance	$33,013.45
			28 Avg.	**1,105.36**	**3,438.90**	**75.76**	**Preventative Maintenance**	**$33,013.45**
HIGH STREET	**0.41** Miles							
HIGH ST-01	MAIN ST	COUNTRY LN	21	1,056.30	2,464.70	75.76	Preventative Maintenance	$23,661.12
HIGH ST-02	COUNTRY LN	WESTBOROUGH TL	17	1,117.32	2,110.50	76.76	Preventative Maintenance	$20,260.80
			19 Avg.	**2,173.62**	**4,575.20**	**76.22**	**Preventative Maintenance**	**$43,921.92**
HIGHLAND STREET	**0.60** Miles							
HIGHLAND ST-01	PARKERVILLE RD	PEARL ST	19	722.00	1,524.23	85.76	Routine Maintenance	$1,143.17
HIGHLAND ST-02	PEARL ST	HARRINGTON CT	19	262.00	553.11	88.76	Routine Maintenance	$414.83
HIGHLAND ST-03	HARRINGTON CT	ATWOOD ST	19	1,378.36	2,909.87	88.76	Routine Maintenance	$2,182.40
HIGHLAND ST-04	ATWOOD ST	STOCKWELL LN	19	377.75	797.47	85.76	Routine Maintenance	$598.10
HIGHLAND ST-05	STOCKWELL LN	PARKER ST	19	428.84	905.33	85.76	Routine Maintenance	$678.99
			19 Avg.	**3,168.95**	**6,690.00**	**87.31**	**Routine Maintenance**	**$5,017.50**
HILLSIDE AVENUE	**0.16** Miles							
HILLSIDE AVENUE	LYMAN ST	CUL DE SAC	15	842.53	1,404.21	85.76	Routine Maintenance	$1,053.16
			15 Avg.	**842.53**	**1,404.21**	**85.76**	**Routine Maintenance**	**$1,053.16**
HILLTOP DRIVE	**0.07** Miles							
HILLTOP DR	OAK HILL RD	DEAD END	25	346.44	962.35	81.76	Routine Maintenance	$721.76
			25 Avg.	**346.44**	**962.35**	**81.76**	**Routine Maintenance**	**$721.76**
HOWES COURT	**0.04** Miles							
HOWES COURT	NEWTON ST	LYMAN ST	17	213.06	402.45	98.84	No Maintenance Required	$0.00
			17 Avg.	**213.06**	**402.45**	**98.84**	**No Maintenance Required**	**$0.00**
HUBLEY LANE	**0.20** Miles							
HUBLEY LN	PARKERVILLE RD	CUL DE SAC	20	1,055.57	2,345.71	41.76	Major Rehabilitation	$112,594.05
			20 Avg.	**1,055.57**	**2,345.71**	**41.76**	**Major Rehabilitation**	**$112,594.05**
INDEPENDENCE DRIVE	**0.08** Miles							
INDEPENDENCE DR	CONSTITUTION DR	CUL DE SAC	26	424.72	1,907.45	52.76	Minor Rehabilitation	$36,623.13
			26 Avg.	**424.72**	**1,907.45**	**52.76**	**Minor Rehabilitation**	**$36,623.13**

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Roadway Repairs with Segment Level Description

Name	From	To	Width	Length (Feet)	Square Yards	RSR	Repair	Repair Cost
JERICHO HILL ROAD	**0.49** Miles							
JERICHO HILL RD-01	NORTHBORO RD	FISHER RD	32	319.65	1,136.52	86.76	Routine Maintenance	$852.39
JERICHO HILL RD-02	FISHER RD	DRIVEWAY #25	20	1,392.02	3,093.38	86.76	Routine Maintenance	$2,320.03
JERICHO HILL RD-03	DRIVEWAY #25	MALRBOROUGH CL	20	890.67	1,979.26	86.76	Routine Maintenance	$1,484.44
			24 Avg.	**2,602.33**	**6,209.15**	**86.76**	**Routine Maintenance**	**$4,656.86**
JOHN MATTHEWS ROAD	**0.27** Miles							
JOHN MATTHEWS RD	PARKERVILLE RD	MIDDLE RD	25	1,435.83	3,988.43	86.76	Routine Maintenance	$2,991.32
			25 Avg.	**1,435.83**	**3,988.43**	**86.76**	**Routine Maintenance**	**$2,991.32**
JOHN STREET	**0.24** Miles							
JOHN ST	MITCHELL ST	DEAD END	27	1,268.55	3,805.65	40.76	Major Rehabilitation	$182,671.13
			27 Avg.	**1,268.55**	**3,805.65**	**40.76**	**Major Rehabilitation**	**$182,671.13**
JOHNSON ROAD	**0.32** Miles							
JOHNSON RD	MAIN ST	NORTHBORO RD	24	1,669.11	4,450.95	78.76	Preventative Maintenance	$42,729.13
			24 Avg.	**1,669.11**	**4,450.95**	**78.76**	**Preventative Maintenance**	**$42,729.13**
JOSLIN LANE	**0.27** Miles							
JOSLIN LN-01	NICHOLS ST	WITHERBEE LN	26	839.98	2,426.61	67.76	Minor Rehabilitation	$46,590.98
JOSLIN LN-02	WITHERBEE LN	CUL DE SAC	26	601.69	1,738.22	63.76	Minor Rehabilitation	$33,373.76
			26 Avg.	**1,441.67**	**4,164.83**	**66.09**	**Minor Rehabilitation**	**$79,964.74**
KALLANDER DRIVE	**0.14** Miles							
KALLANDER DR	BOSTON RD	MEADOW LN	24	744.78	1,986.09	70.76	Preventative Maintenance	$19,066.46
			24 Avg.	**744.78**	**1,986.09**	**70.76**	**Preventative Maintenance**	**$19,066.46**
KIDDER LANE	**0.17** Miles							
KIDDER LN	WOODLAND RD	CUL DE SAC	22	873.58	2,135.43	64.76	Minor Rehabilitation	$41,000.21
			22 Avg.	**873.58**	**2,135.43**	**64.76**	**Minor Rehabilitation**	**$41,000.21**
KILLAM FARM LANE	**0.13** Miles							
KILLAM FARM LN	RICHARDS RD	CUL DE SAC	21	706.38	1,648.21	77.76	Preventative Maintenance	$15,822.81
			21 Avg.	**706.38**	**1,648.21**	**77.76**	**Preventative Maintenance**	**$15,822.81**
LATISQUAMA ROAD	**0.67** Miles							
LATISQUAMA RD-01	MAIN ST	BIRCHWOOD DR	19	1,887.20	3,984.08	90.76	Routine Maintenance	$2,988.06
LATISQUAMA RD-02	BIRCHWOOD DR	MACNEILL DR	19	745.07	1,572.92	90.76	Routine Maintenance	$1,179.69
LATISQUAMA RD-03	MACNEILL DR	WHITE BAGLEY RD	19	908.10	1,917.11	90.76	Routine Maintenance	$1,437.83

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Roadway Repairs with Segment Level Description

Name	From	To	Width	Length (Feet)	Square Yards	RSR	Repair	Repair Cost
			19 Avg.	**3,540.37**	**7,474.12**	**90.76**	**Routine Maintenance**	**$5,605.59**
LEARNED STREET	**0.13** Miles							
LEARNED ST	CENTRAL ST	CUL DE SAC	18	674.35	1,551.00	82.76	Routine Maintenance	$1,163.25
			18 Avg.	**674.35**	**1,551.00**	**82.76**	**Routine Maintenance**	**$1,163.25**
LEDGE HILL ROAD	**0.56** Miles							
LEDGE HILL RD-01	MARLBORO RD	WYETH CIR	26	1,352.39	3,906.89	88.76	Routine Maintenance	$2,930.17
LEDGE HILL RD-02	WYETH CIR	WHISTLER LN	26	407.36	1,176.82	85.76	Routine Maintenance	$882.61
LEDGE HILL RD-03	WHISTLER LN	SEARS RD	26	1,201.18	3,470.08	77.76	Preventative Maintenance	$33,312.75
			26 Avg.	**2,960.93**	**8,553.79**	**83.88**	**Routine Maintenance**	**$6,415.34**
LEONARD DRIVE	**0.22** Miles							
LEONARD DR	RICHARDS RD	HARRIS DR	22	1,138.80	2,783.73	79.76	Preventative Maintenance	$26,723.77
			22 Avg.	**1,138.80**	**2,783.73**	**79.76**	**Preventative Maintenance**	**$26,723.77**
LIBERTY DRIVE	**0.44** Miles							
LIBERTY DR-01	SOUTHVILLE RD	CONSTITUTION DR	26	1,434.43	4,143.92	52.76	Minor Rehabilitation	$79,563.17
LIBERTY DR-02	CONSTITUTION DR	WENTWORTH DR	26	494.34	1,428.09	58.76	Minor Rehabilitation	$27,419.31
LIBERTY DR-03	WENTWORTH DR	CUL DE SAC	26	374.87	1,603.19	60.76	Minor Rehabilitation	$30,781.23
			26 Avg.	**2,303.64**	**7,175.19**	**55.74**	**Minor Rehabilitation**	**$137,763.71**
LOVERS LANE	**0.71** Miles							
LOVERS LN-01	FLAGG RD	JACOBS LN	14	1,191.19	1,852.96	35.76	Major Rehabilitation	$88,941.90
LOVERS LN-02	JACOBS LN	LYNBROOK RD	14	2,575.35	4,006.11	37.76	Major Rehabilitation	$192,293.05
			14 Avg.	**3,766.54**	**5,859.06**	**37.13**	**Major Rehabilitation**	**$281,234.95**
LYMAN STREET	**0.18** Miles							
LYMAN ST-01	EAST MAIN ST	HOWES CT	33	263.72	966.97	76.76	Preventative Maintenance	$9,282.88
LYMAN ST-02	HOWES CT	HILLSIDE AVE	33	419.91	1,539.68	70.76	Preventative Maintenance	$14,780.90
LYMAN ST-03	HILLSIDE AVE	CUL DE SAC	33	263.93	1,161.01	74.76	Preventative Maintenance	$11,145.66
			33 Avg.	**947.56**	**3,667.65**	**73.61**	**Preventative Maintenance**	**$35,209.45**
LYNBROOK ROAD	**0.52** Miles							
LYNBROOK RD-01	MAIN ST	SADDLE HILL LN	20	1,167.06	2,593.47	42.46	Major Rehabilitation	$124,486.61
LYNBROOK RD-02	SADDLE HILL LN	LOVERS LN	20	964.65	2,143.68	46.46	Major Rehabilitation	$102,896.48
LYNBROOK RD-03	LOVERS LN	CUL DE SAC	18	613.99	1,227.97	49.46	Major Rehabilitation	$58,942.73
			19 Avg.	**2,745.70**	**5,965.12**	**45.34**	**Major Rehabilitation**	**$286,325.82**
MACNEILL DRIVE	**0.18** Miles							

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*RSR - Road Surface Rating (0-100)

Roadway Repairs with Segment Level Description

Name	From	To	Width	Length (Feet)	Square Yards	RSR	Repair	Repair Cost
MACNEILL DR-01	LATISQUAMA RD	BIRCHWOOD DR	24	636.19	1,696.51	70.76	Preventative Maintenance	$16,286.49
MACNEILL DR-02	BIRCHWOOD DR	CUL DE SAC	24	315.31	1,329.74	63.76	Minor Rehabilitation	$25,531.05
			24 Avg.	**951.50**	**3,026.25**	**67.68**	**Minor Rehabilitation**	**$58,104.04**
MAIN STREET	**0.98** Miles							
MAIN ST-01	SEARS RD	DEERFOOT RD	22	457.65	1,118.71	95.76	No Maintenance Required	$0.00
MAIN ST-02	DEERFOOT RD	PARKERVILLE RD	22	414.95	1,014.32	95.76	No Maintenance Required	$0.00
MAIN ST-03	PARKERVILLE RD	VILLAGE PATH	24	631.26	1,683.36	94.76	No Maintenance Required	$0.00
MAIN ST-04	VILLAGE PATH	VILLAGE PATH	24	642.96	1,714.57	95.76	No Maintenance Required	$0.00
MAIN ST-05	VILLAGE PATH	COMMON ST	24	667.92	1,781.11	95.76	No Maintenance Required	$0.00
MAIN ST-06	COMMON ST	MIDDLE RD	24	379.16	1,011.09	96.76	No Maintenance Required	$0.00
MAIN ST-07	MIDDLE RD	CORDAVILLE RD	24	452.97	1,207.91	94.76	No Maintenance Required	$0.00
MAIN ST-08	CORDAVILLE RD	SCHOOL ST	24	1,064.02	2,837.39	95.76	No Maintenance Required	$0.00
MAIN ST-09	SCHOOL ST	EAST MAIN ST	24	455.83	1,215.53	97.76	No Maintenance Required	$0.00
			24 Avg.	**5,166.72**	**13,584.0**	**95.80**	**No Maintenance Required**	**$0.00**
MAPLE STREET	**0.11** Miles							
MAPLE ST	OAK HILL RD	CUL DE SAC	20	570.31	1,624.57	86.76	Routine Maintenance	$1,218.43
			20 Avg.	**570.31**	**1,624.57**	**86.76**	**Routine Maintenance**	**$1,218.43**
MAPLECREST DRIVE	**0.32** Miles							
MAPLECREST DR-01	FRAMINGHAM RD	PINECONE LN	34	345.48	1,305.14	57.76	Minor Rehabilitation	$25,058.65
MAPLECREST DR-02	PINECONE LN	PINECONE LN	25	895.97	2,488.81	48.76	Major Rehabilitation	$119,462.92
MAPLECREST DR-03	PINECONE LN	CUL DE SAC	25	441.49	1,800.49	52.76	Minor Rehabilitation	$34,569.46
			28 Avg.	**1,682.94**	**5,594.44**	**52.15**	**Minor Rehabilitation**	**$107,413.28**
MARLBORO ROAD	**1.69** Miles							
MARLBORO RD-01	MAIN ST	SAINT MARKS ST	22	917.57	2,242.94	61.76	Minor Rehabilitation	$43,064.42
MARLBORO RD-02	SAINT MARKS ST	SAINT MARK'S SCHOOL	22	701.21	1,714.06	67.76	Minor Rehabilitation	$32,909.98
MARLBORO RD-03	SAINT MARK'S SCHOOL	LEDGE HILL RD	22	1,701.82	4,160.01	63.76	Minor Rehabilitation	$79,872.24
MARLBORO RD-04	LEDGE HILL RD	SCHOOL ST	22	293.82	718.23	67.76	Minor Rehabilitation	$13,790.01
MARLBORO RD-05	SCHOOL ST	RR CROSSING	22	1,254.09	3,065.55	62.76	Minor Rehabilitation	$58,858.49
MARLBORO RD-06	RR CROSSING	FRAMINGHAM RD	38	945.16	3,990.69	66.76	Minor Rehabilitation	$76,621.17
MARLBORO RD-07	FRAMINGHAM RD	ACRE BRIDGE RD	35	697.46	2,712.36	66.76	Minor Rehabilitation	$52,077.34
MARLBORO RD-08	ACRE BRIDGE RD	SEARS RD	43	1,968.14	9,403.36	45.76	Major Rehabilitation	$451,361.25
MARLBORO RD-09	SEARS RD	MARLBOROUGH TL	43	433.42	2,070.77	58.76	Minor Rehabilitation	$39,758.80
			30 Avg.	**8,912.69**	**30,077.9**	**58.53**	**Minor Rehabilitation**	**$577,496.96**
MEADOW LANE	**0.54** Miles							

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*RSR - Road Surface Rating (0-100)

Roadway Repairs with Segment Level Description

Name	From	To	Width	Length (Feet)	Square Yards	RSR	Repair	Repair Cost
MEADOW LN-01	BOSTON RD	KALLANDER DR	16	1,391.09	2,473.05	83.76	Routine Maintenance	$1,854.79
MEADOW LN-02	KALLANDER DR	CARRIAGE LN	24	901.44	2,403.83	66.76	Minor Rehabilitation	$46,153.48
MEADOW LN-03	CARRIAGE LN	VALLEY RD	24	580.85	1,548.94	72.76	Preventative Maintenance	$14,869.81
			21 Avg.	**2,873.38**	**6,425.81**	**74.75**	**Preventative Maintenance**	**$61,687.82**
METACOMET LANE	**0.11** Miles							
METACOMET LN	GILMORE RD	CUL DE SAC	20	580.25	1,289.46	58.76	Minor Rehabilitation	$24,757.54
			20 Avg.	**580.25**	**1,289.46**	**58.76**	**Minor Rehabilitation**	**$24,757.54**
METCALF LANE	**0.17** Miles							
METCALF LN	PARMENTER RD	CUL DE SAC	25	897.82	3,109.36	87.76	Routine Maintenance	$2,332.02
			25 Avg.	**897.82**	**3,109.36**	**87.76**	**Routine Maintenance**	**$2,332.02**
MICHAEL CIRCLE	**0.05** Miles							
MICHAEL CIR	DARLENE DR	CUL DE SAC	28	246.28	1,291.95	77.76	Preventative Maintenance	$12,402.73
			28 Avg.	**246.28**	**1,291.95**	**77.76**	**Preventative Maintenance**	**$12,402.73**
MIDDLE ROAD	**1.89** Miles							
MIDDLE RD-01	PARKERVILLE RD	HIDDEN MEADOW LN	24	656.79	1,751.45	87.76	Routine Maintenance	$1,313.59
MIDDLE RD-02	HIDDEN MEADOW LN	MOUNT VICKERY RD	24	648.81	1,730.17	85.76	Routine Maintenance	$1,297.63
MIDDLE RD-03	MOUNT VICKERY RD	LEEDS WAY	24	1,575.84	4,202.25	86.76	Routine Maintenance	$3,151.69
MIDDLE RD-04	LEEDS WAY	TURNPIKE RD	24	1,413.07	3,768.19	81.76	Routine Maintenance	$2,826.14
MIDDLE RD-05	TURNPIKE RD	JOHN MATTHEWS RD	24	370.41	987.77	82.76	Routine Maintenance	$740.83
MIDDLE RD-06	JOHN MATTHEWS RD	GENERAL HENRY KNOX RD	24	461.54	1,230.77	80.76	Routine Maintenance	$923.07
MIDDLE RD-07	GENERAL HENRY KNOX RD	DEVINE LN	24	355.33	947.56	77.76	Preventative Maintenance	$9,096.55
MIDDLE RD-08	DEVINE LN	STUB TOE LN	24	455.31	1,214.15	79.76	Preventative Maintenance	$11,655.86
MIDDLE RD-09	STUB TOE LN	CEMETERY	24	2,116.12	5,642.99	73.76	Preventative Maintenance	$54,172.66
MIDDLE RD-10	CEMETERY	MAIN ST	24	1,908.11	5,088.29	76.76	Preventative Maintenance	$48,847.60
			24 Avg.	**9,961.35**	**26,563.5**	**80.31**	**Routine Maintenance**	**$19,922.69**
MITCHELL STREET	**0.16** Miles							
MITCHELL ST-01	CENTRAL ST	JOHN ST	24	162.69	433.83	36.76	Major Rehabilitation	$20,823.96
MITCHELL ST-02	JOHN ST	DEAD END	24	687.41	1,833.09	43.76	Major Rehabilitation	$87,988.40
			24 Avg.	**850.10**	**2,266.92**	**42.42**	**Major Rehabilitation**	**$108,812.36**
MOORE ROAD	**0.08** Miles							
MOORE RD	ATWOOD ST	CUL DE SAC	22	445.76	1,669.87	56.76	Minor Rehabilitation	$32,061.57
			22 Avg.	**445.76**	**1,669.87**	**56.76**	**Minor Rehabilitation**	**$32,061.57**

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Roadway Repairs with Segment Level Description

Name	From	To	Width	Length (Feet)	Square Yards	RSR	Repair	Repair Cost
MOULTON ROAD	**0.18** Miles							
MOULTON RD	RICHARDS RD	HARRIS DR	25	954.51	2,651.41	81.76	Routine Maintenance	$1,988.56
			25 Avg.	**954.51**	**2,651.41**	**81.76**	**Routine Maintenance**	**$1,988.56**
MOUNT VICKERY ROAD	**0.97** Miles							
MOUNT VICKERY RD-01	MIDDLE RD	VICKERY HILL LN	20	797.90	1,773.10	72.76	Preventative Maintenance	$17,021.76
MOUNT VICKERY RD-02	VICKERY HILL LN	CORDAVILLE ROAD	20	1,925.29	4,278.41	69.76	Minor Rehabilitation	$82,145.53
MOUNT VICKERY RD-03	CORDAVILLE ROAD	ADMIRALS LN	20	736.32	1,636.27	66.76	Minor Rehabilitation	$31,416.40
MOUNT VICKERY RD-04	ADMIRALS LN	LORENZO DR	20	1,407.44	3,127.63	63.76	Minor Rehabilitation	$60,050.58
MOUNT VICKERY RD-05	LORENZO DR	BREAKNECK HILL RD	20	230.85	513.01	62.76	Minor Rehabilitation	$9,849.79
			20 Avg.	**5,097.79**	**11,328.4**	**67.82**	**Minor Rehabilitation**	**$217,505.83**
NATHAN STONE ROAD	**0.24** Miles							
NATHAN STONE RD	EDGEWOOD RD	CUL DE SAC	20	1,271.77	2,826.15	87.76	Routine Maintenance	$2,119.61
			20 Avg.	**1,271.77**	**2,826.15**	**87.76**	**Routine Maintenance**	**$2,119.61**
NEW YORK AVENUE	**0.05** Miles							
NEW YORK AVENUE	BOSTON RD	FRAMINGHAM CL	34	279.68	1,056.56	49.76	Major Rehabilitation	$50,715.03
			34 Avg.	**279.68**	**1,056.56**	**49.76**	**Major Rehabilitation**	**$50,715.03**
NEWTON STREET	**1.03** Miles							
NEWTON ST-01	EAST MAIN ST	HOWES CT	36	282.46	1,129.85	97.76	No Maintenance Required	$0.00
NEWTON ST-02	HOWES CT	UMASS MED BLDG	36	1,578.69	6,314.75	98.84	No Maintenance Required	$0.00
NEWTON ST-03	UMASS MED BLDG	CROSS ST	36	3,236.35	12,945.42	98.84	No Maintenance Required	$0.00
NEWTON ST-04	CROSS ST	FRAMINGHAM RD	36	338.27	1,353.07	98.84	No Maintenance Required	$0.00
			36 Avg.	**5,435.77**	**21,743.0**	**98.78**	**No Maintenance Required**	**$0.00**
NICHOLS STREET	**0.30** Miles							
NICHOLS ST-01	PINE HILL RD	JOSLIN LN	24	510.77	1,362.06	47.76	Major Rehabilitation	$65,378.76
NICHOLS ST-02	JOSLIN LN	CLEMMONS ST	18	1,079.75	2,159.51	67.76	Minor Rehabilitation	$41,462.50
			21 Avg.	**1,590.52**	**3,521.56**	**60.02**	**Minor Rehabilitation**	**$67,614.00**
NIPMUC LANE	**0.13** Miles							
NIPMUC LN	BARN LN	CUL DE SAC	24	668.42	1,782.46	82.76	Routine Maintenance	$1,336.84
			24 Avg.	**668.42**	**1,782.46**	**82.76**	**Routine Maintenance**	**$1,336.84**
NORTH STREET	**0.07** Miles							
NORTH ST	SOUTHVILLE RD	DEAD END	18	356.67	713.34	73.76	Preventative Maintenance	$6,848.10
			18 Avg.	**356.67**	**713.34**	**73.76**	**Preventative Maintenance**	**$6,848.10**

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Roadway Repairs with Segment Level Description

Name	From	To	Width	Length (Feet)	Square Yards	RSR	Repair	Repair Cost
NORTHBORO ROAD	**1.72** Miles							
NORTHBORO RD-01	MAIN ST	JOHNSON RD	19	3,328.09	7,025.96	36.76	Major Rehabilitation	$337,246.05
NORTHBORO RD-02	JOHNSON RD	CHESTNUT HILL RD	40	1,315.03	5,844.60	70.76	Preventative Maintenance	$56,108.15
NORTHBORO RD-03	CHESTNUT HILL RD	BRIDGE	40	93.98	417.68	67.76	Minor Rehabilitation	$8,019.55
NORTHBORO RD-04	BRIDGE	JERICHO HILL RD	40	152.89	679.53	72.76	Preventative Maintenance	$6,523.50
NORTHBORO RD-05	JERICHO HILL RD	495 OVERPASS	27	1,429.65	4,288.96	84.76	Routine Maintenance	$3,216.72
NORTHBORO RD-06	495 OVERPASS	495 TECHNOLOGY CENTER	35	1,135.84	4,417.17	83.76	Routine Maintenance	$3,312.88
NORTHBORO RD-07	495 TECHNOLOGY CENTER	MARLBOROUGH CL	30	1,604.15	5,347.16	77.76	Preventative Maintenance	$51,332.76
			33 Avg.	**9,059.64**	**28,021.0**	**67.77**	**Minor Rehabilitation**	**$538,004.56**
OAK HILL ROAD	**0.67** Miles							
OAK HILL RD-01	TURNPIKE RD	MAPLE ST	28	1,060.95	3,300.73	61.76	Minor Rehabilitation	$63,373.93
OAK HILL RD-02	MAPLE ST	WALNUT DR	24	1,125.86	3,002.30	73.76	Preventative Maintenance	$28,822.06
OAK HILL RD-03	WALNUT DR	ASAREE DR	24	584.69	1,559.18	71.76	Preventative Maintenance	$14,968.10
OAK HILL RD-04	ASAREE DR	HILLTOP DR	28	388.19	1,207.70	67.76	Minor Rehabilitation	$23,187.93
OAK HILL RD-05	HILLTOP DR	ASHLAND TL	28	399.13	1,241.73	73.76	Preventative Maintenance	$11,920.63
			26 Avg.	**3,558.82**	**10,311.6**	**68.91**	**Minor Rehabilitation**	**$197,983.44**
OLAND LANE	**0.22** Miles							
OLAND LN	GILMORE RD	CUL DE SAC	20	1,155.84	2,568.52	65.76	Minor Rehabilitation	$49,315.65
			20 Avg.	**1,155.84**	**2,568.52**	**65.76**	**Minor Rehabilitation**	**$49,315.65**
OLD BREAKNECK HILL ROAD	**0.08** Miles							
OLD BREAKNECK HILL RD	WOODLAND RD	DEAD END	12	400.96	534.62	47.76	Major Rehabilitation	$25,661.56
			12 Avg.	**400.96**	**534.62**	**47.76**	**Major Rehabilitation**	**$25,661.56**
ORCHARD ROAD	**0.32** Miles							
ORCHARD RD	FLAGG RD	CUL DE SAC	24	1,693.14	4,515.04	58.76	Minor Rehabilitation	$86,688.78
			24 Avg.	**1,693.14**	**4,515.04**	**58.76**	**Minor Rehabilitation**	**$86,688.78**
OREGON ROAD	**0.77** Miles							
OREGON RD-01	WOODLAND RD	EDGEWOOD RD	20	989.65	2,199.22	73.76	Preventative Maintenance	$21,112.51
OREGON RD-02	EDGEWOOD RD	POWDER MILL LN	19	1,806.83	3,814.41	69.76	Minor Rehabilitation	$73,236.75
OREGON RD-03	POWDER MILL LN	GARRISON LN	19	534.89	1,129.22	71.76	Preventative Maintenance	$10,840.52
OREGON RD-04	GARRISON LN	ASHLAND TL	19	709.20	1,497.20	59.76	Minor Rehabilitation	$28,746.23
			19 Avg.	**4,040.57**	**8,640.05**	**69.31**	**Minor Rehabilitation**	**$165,889.04**
OVERLOOK DRIVE	**0.57** Miles							

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Roadway Repairs with Segment Level Description

Name	From	To	Width	Length (Feet)	Square Yards	RSR	Repair	Repair Cost
OVERLOOK DR	EAST MAIN ST	CUL DE SAC	32	3,013.07	11,312.51	49.76	Major Rehabilitation	$543,000.43
			32 Avg.	**3,013.07**	**11,312.5**	**49.76**	**Major Rehabilitation**	**$543,000.43**
PARK STREET	**0.08** Miles							
PARK ST-01	MAIN ST	GRAVEL SECTION	22	424.44	1,037.51	25.76	Major Rehabilitation	$49,800.38
			22 Avg.	**424.44**	**1,037.51**	**25.76**	**Major Rehabilitation**	**$49,800.38**
PARKER STREET	**0.11** Miles							
PARKER ST-01	SOUTHVILLE RD	HIGHLAND ST	23	83.38	213.09	99.08	No Maintenance Required	$0.00
PARKER ST-02	HIGHLAND ST	COTTAGE ST	23	224.23	573.03	99.08	No Maintenance Required	$0.00
PARKER ST-03	COTTAGE ST	HAMMOND ST	23	264.93	677.04	99.08	No Maintenance Required	$0.00
			23 Avg.	**572.54**	**1,463.16**	**99.08**	**No Maintenance Required**	**$0.00**
PARKERVILLE ROAD	**2.74** Miles							
PARKERVILLE RD-01	MAIN ST	SCHOOL ENTRANCE	23	3,472.02	8,872.95	99.25	No Maintenance Required	$0.00
PARKERVILLE RD-02	SCHOOL ENTRANCE	GENERAL HENRY KNOX RD	23	1,051.40	2,686.91	99.25	No Maintenance Required	$0.00
PARKERVILLE RD-03	GENERAL HENRY KNOX RD	JOHN MATTHEWS RD	23	542.60	1,386.64	99.25	No Maintenance Required	$0.00
PARKERVILLE RD-04	JOHN MATTHEWS RD	CLIFFORD ST	23	160.60	410.43	99.25	No Maintenance Required	$0.00
PARKERVILLE RD-05	CLIFFORD ST	TURNPIKE RD	23	357.38	913.29	99.25	No Maintenance Required	$0.00
PARKERVILLE RD-06	TURNPIKE RD	SKYLAR DR	22	1,267.94	3,099.42	72.76	Preventative Maintenance	$29,754.39
PARKERVILLE RD-07	SKYLAR DR	FAIRVIEW DR	22	1,847.72	4,516.64	75.76	Preventative Maintenance	$43,359.72
PARKERVILLE RD-08	FAIRVIEW DR	MIDDLE RD	19	632.10	1,334.43	67.76	Minor Rehabilitation	$25,620.98
PARKERVILLE RD-09	MIDDLE RD	ALEXANDRA CIR	25	201.60	559.99	72.76	Preventative Maintenance	$5,375.91
PARKERVILLE RD-10	ALEXANDRA CIR	FOXHILL DR	22	305.46	746.69	74.76	Preventative Maintenance	$7,168.22
PARKERVILLE RD-11	FOXHILL DR	HUBLEY LN	19	919.28	1,940.71	69.76	Minor Rehabilitation	$37,261.55
PARKERVILLE RD-12	HUBLEY LN	OVERPASS	19	445.48	940.47	69.76	Minor Rehabilitation	$18,056.93
PARKERVILLE RD-13	OVERPASS	RICHARDS RD	19	253.95	536.12	65.76	Minor Rehabilitation	$10,293.47
PARKERVILLE RD-14	RICHARDS RD	WILDWOOD DR	24	199.19	531.18	77.76	Preventative Maintenance	$5,099.29
PARKERVILLE RD-15	WILDWOOD DR	SOUTHWOOD DR	24	860.77	2,295.38	71.76	Preventative Maintenance	$22,035.68
PARKERVILLE RD-16	SOUTHWOOD DR	PRENTISS ST	24	904.74	2,412.63	69.76	Minor Rehabilitation	$46,322.48
PARKERVILLE RD-17	PRENTISS ST	SOUTHVILLE RD	24	1,049.37	2,798.31	71.76	Preventative Maintenance	$26,863.78
			22 Avg.	**14,471.59**	**35,982.1**	**82.89**	**Routine Maintenance**	**$26,986.63**
PARMENTER ROAD	**0.21** Miles							
PARMENTER RD-01	MARLBOROUGH CL	METCALF LN	21	166.73	389.04	61.76	Minor Rehabilitation	$7,469.54
PARMENTER RD-02	METCALF LN	PINE HILL RD	21	612.59	1,429.38	50.76	Minor Rehabilitation	$27,444.05
PARMENTER RD-03	PINE HILL RD	FRAMINGHAM CL	21	344.28	803.31	31.76	Major Rehabilitation	$38,559.12
			21 Avg.	**1,123.60**	**2,621.73**	**46.57**	**Major Rehabilitation**	**$125,843.09**

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Roadway Repairs with Segment Level Description

Name	From	To	Width	Length (Feet)	Square Yards	RSR	Repair	Repair Cost
PARTRIDGE HILL ROAD	**0.16** Miles							
PARTRIDGE HILL RD-01	WHITE BAGLEY RD	CRESTVIEW DR	25	423.69	1,176.92	68.76	Minor Rehabilitation	$22,596.85
PARTRIDGE HILL RD-02	CRESTVIEW DR	CUL DE SAC	25	439.89	1,831.26	63.76	Minor Rehabilitation	$35,160.15
			25 Avg.	**863.58**	**3,008.18**	**65.72**	**Minor Rehabilitation**	**$57,757.00**
PEARL STREET	**0.18** Miles							
PEARL ST	HIGHLAND ST	DEAD END	17	962.34	1,817.76	49.76	Major Rehabilitation	$87,252.54
			17 Avg.	**962.34**	**1,817.76**	**49.76**	**Major Rehabilitation**	**$87,252.54**
PEGGY DRIVE	**0.14** Miles							
PEGGY DR	BIRCHWOOD DR	FOLEY DR	21	743.79	1,735.51	87.76	Routine Maintenance	$1,301.63
			21 Avg.	**743.79**	**1,735.51**	**87.76**	**Routine Maintenance**	**$1,301.63**
PINE HILL ROAD	**1.50** Miles							
PINE HILL RD-01	PARMENTER RD	DRIVEWAY #77	18	2,294.45	4,588.90	38.76	Major Rehabilitation	$220,267.17
PINE HILL RD-02	DRIVEWAY #77	GRAYSTONE WAY	18	1,544.16	3,088.32	45.76	Major Rehabilitation	$148,239.32
PINE HILL RD-03	GRAYSTONE WAY	ANGELICA LN	18	1,157.38	2,314.77	49.76	Major Rehabilitation	$111,108.95
PINE HILL RD-04	ANGELICA LN	NICHOLS ST	18	779.85	1,559.69	50.76	Minor Rehabilitation	$29,946.09
PINE HILL RD-05	NICHOLS ST	CLEMMONS ST	18	1,619.78	3,239.57	45.76	Major Rehabilitation	$155,499.14
PINE HILL RD-06	CLEMMONS ST	FRAMINGHAM CL	18	545.15	1,090.30	37.76	Major Rehabilitation	$52,334.54
			18 Avg.	**7,940.77**	**15,881.5**	**44.26**	**Major Rehabilitation**	**$762,314.34**
PINECONE LANE	**0.40** Miles							
PINECONE LN-01	MAPLECREST DR	WATERVIEW TERR	24	1,823.24	4,861.98	50.76	Minor Rehabilitation	$93,350.10
PINECONE LN-02	WATERVIEW TERR	MAPLECREST DR	24	291.33	776.89	56.76	Minor Rehabilitation	$14,916.22
			24 Avg.	**2,114.58**	**5,638.87**	**51.59**	**Minor Rehabilitation**	**$108,266.32**
PLEASANT STREET	**0.12** Miles							
PLEASANT ST	TURNPIKE RD	CHERRY ST	22	659.29	1,611.59	93.76	No Maintenance Required	$0.00
			22 Avg.	**659.29**	**1,611.59**	**93.76**	**No Maintenance Required**	**$0.00**
POWDER MILL LANE	**0.10** Miles							
POWDER MILL LN	OREGON RD	CUL DE SAC	26	545.36	2,280.52	70.76	Preventative Maintenance	$21,893.00
			26 Avg.	**545.36**	**2,280.52**	**70.76**	**Preventative Maintenance**	**$21,893.00**
PRENTISS STREET	**0.15** Miles							
PRENTISS ST	PARKERVILLE RD	CUL DE SAC	17	781.66	1,796.00	62.76	Minor Rehabilitation	$34,483.28
			17 Avg.	**781.66**	**1,796.00**	**62.76**	**Minor Rehabilitation**	**$34,483.28**

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*RSR - Road Surface Rating (0-100)

Roadway Repairs with Segment Level Description

Name	From	To	Width	Length (Feet)	Square Yards	RSR	Repair	Repair Cost
PRESIDENTIAL DRIVE	**1.43** Miles							
PRESIDENTIAL DR-01	SEARS RD	GLENWOOD RD	26	2,727.17	7,878.50	80.76	Routine Maintenance	$5,908.87
PRESIDENTIAL DR-02	GLENWOOD RD	KENNEDY LN	26	3,311.06	9,565.29	80.76	Routine Maintenance	$7,173.97
PRESIDENTIAL DR-03	KENNEDY LN	SEARS RD	26	1,491.21	4,307.93	78.76	Preventative Maintenance	$41,356.15
			26 Avg.	**7,529.44**	**21,751.7**	**80.36**	**Routine Maintenance**	**$16,313.79**
RED GATE LANE	**0.33** Miles							
RED GATE LN-01	FLAGG RD	HICKORY RD	24	944.43	2,518.47	75.76	Preventative Maintenance	$24,177.32
RED GATE LN-02	HICKORY RD	CUL DE SAC	24	796.43	2,707.01	81.76	Routine Maintenance	$2,030.26
			24 Avg.	**1,740.85**	**5,225.48**	**78.87**	**Preventative Maintenance**	**$50,164.64**
RESERVOIR DRIVE	**0.14** Miles							
RESERVOIR DR	CENTRAL ST	CUL DE SAC	24	732.85	2,548.52	68.76	Minor Rehabilitation	$48,931.60
			24 Avg.	**732.85**	**2,548.52**	**68.76**	**Minor Rehabilitation**	**$48,931.60**
RICHARDS ROAD	**0.86** Miles							
RICHARDS RD-01	PARKERVILLE RD	ATWOOD ST	25	1,420.85	3,946.79	69.76	Minor Rehabilitation	$75,778.44
RICHARDS RD-02	ATWOOD ST	LEONARD DR	25	278.41	773.36	72.76	Preventative Maintenance	$7,424.23
RICHARDS RD-03	LEONARD DR	BRYDEN RD	25	284.37	789.92	77.76	Preventative Maintenance	$7,583.19
RICHARDS RD-04	BRYDEN RD	KILLAM FARM LN	25	335.57	932.14	66.76	Minor Rehabilitation	$17,897.04
RICHARDS RD-05	KILLAM FARM LN	CORDAVILLE RD	25	924.68	2,568.56	61.76	Minor Rehabilitation	$49,316.28
RICHARDS RD-06	CORDAVILLE RD	WATKINS LN	20	894.62	1,988.04	75.76	Preventative Maintenance	$19,085.23
RICHARDS RD-07	WATKINS LN	WOODLAND RD	20	392.08	871.30	74.76	Preventative Maintenance	$8,364.47
			24 Avg.	**4,530.58**	**11,870.1**	**69.89**	**Minor Rehabilitation**	**$227,905.99**
RICHARDS ROAD #2	**0.03** Miles							
RICHARDS RD #2	PARKERVILLE RD	DEAD END	14	178.44	277.58	49.46	Major Rehabilitation	$13,323.85
			14 Avg.	**178.44**	**277.58**	**49.46**	**Major Rehabilitation**	**$13,323.85**
RIVER STREET	**0.16** Miles							
RIVER ST-01	CORDAVILLE RD	SOUTHVILLE RD	39	336.03	1,456.12	73.76	Preventative Maintenance	$13,978.78
RIVER ST-02	SOUTHVILLE RD	OVERPASS	39	151.56	656.74	64.76	Minor Rehabilitation	$12,609.49
RIVER ST-03	OVERPASS	HOPKINTON TL	39	339.50	1,471.17	71.76	Preventative Maintenance	$14,123.19
			39 Avg.	**827.08**	**3,584.03**	**71.29**	**Preventative Maintenance**	**$34,406.71**
ROCK POINT ROAD	**0.39** Miles							
ROCK POINT RD	CORDAVILLE RD	CORDAVILLE RD	27	2,075.32	6,225.96	61.76	Minor Rehabilitation	$119,538.41
			27 Avg.	**2,075.32**	**6,225.96**	**61.76**	**Minor Rehabilitation**	**$119,538.41**

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Roadway Repairs with Segment Level Description

Name	From	To	Width	Length (Feet)	Square Yards	RSR	Repair	Repair Cost
SADIE HUTT LANE	**0.54** Miles							
SADIE HUTT LN	SEARS RD	SEARS RD	24	2,865.50	7,641.33	79.76	Preventative Maintenance	$73,356.78
			24 Avg.	**2,865.50**	**7,641.33**	**79.76**	**Preventative Maintenance**	**$73,356.78**
SAINT MARKS STREET	**0.21** Miles							
SAINT MARKS ST-01	MARLBORO RD	ST MARKS CIR	22	376.25	919.72	52.76	Minor Rehabilitation	$17,658.62
SAINT MARKS ST-02	MARLBORO RD	ST MARKS CIR	22	227.78	556.80	97.76	No Maintenance Required	$0.00
SAINT MARKS ST-03.1	ST MARKS CIR	DRIVEWAY #17	22	164.37	401.80	97.76	No Maintenance Required	$0.00
SAINT MARKS ST-03.2	DRIVEWAY #17	COMMON ST	22	341.74	835.37	56.76	Minor Rehabilitation	$16,039.08
			22 Avg.	**1,110.14**	**2,713.69**	**69.89**	**Minor Rehabilitation**	**$52,102.79**
SARSEN STONE WAY	**0.24** Miles							
SARSEN STONE WAY	SKYLAR DR	CUL DE SAC	26	1,249.13	4,384.41	78.76	Preventative Maintenance	$42,090.30
			26 Avg.	**1,249.13**	**4,384.41**	**78.76**	**Preventative Maintenance**	**$42,090.30**
SCHIPPER FARM LANE	**0.23** Miles							
SCHIPPER FARM LN	FISHER RD	CUL DE SAC	20	1,215.09	2,700.21	64.76	Minor Rehabilitation	$51,843.99
			20 Avg.	**1,215.09**	**2,700.21**	**64.76**	**Minor Rehabilitation**	**$51,843.99**
SCHOOL STREET	**0.74** Miles							
SCHOOL ST-01	MAIN STREET	ST MARKS SCHOOL ENT	21	1,759.09	4,104.55	88.76	Routine Maintenance	$3,078.42
SCHOOL ST-02	ST MARKS SCHOOL ENT	SCHOOL ST EXT	21	1,560.33	3,640.76	90.76	Routine Maintenance	$2,730.57
SCHOOL ST-03	SCHOOL ST EXT	MARLBORO RD	21	591.77	1,380.81	90.76	Routine Maintenance	$1,035.60
			21 Avg.	**3,911.19**	**9,126.12**	**89.86**	**Routine Maintenance**	**$6,844.59**
SEARS ROAD	**1.52** Miles							
SEARS RD-01	MAIN ST	SEARS LN	20	2,479.14	5,509.20	73.76	Preventative Maintenance	$52,888.35
SEARS RD-02	SEARS LN	SADIE HUTT LN	20	1,196.31	2,658.46	69.76	Minor Rehabilitation	$51,042.48
SEARS RD-03	SADIE HUTT LN	SADIE HUTT LN	20	490.20	1,089.33	70.76	Preventative Maintenance	$10,457.56
SEARS RD-04	SADIE HUTT LN	PRESIDENTIAL DR	20	580.03	1,288.95	67.76	Minor Rehabilitation	$24,747.74
SEARS RD-05	PRESIDENTIAL DR	PRESIDENTIAL DR	20	1,169.37	2,598.59	68.76	Minor Rehabilitation	$49,893.00
SEARS RD-06	PRESIDENTIAL DR	WOLFPEN LN	20	397.95	884.34	67.76	Minor Rehabilitation	$16,979.35
SEARS RD-07	WOLFPEN LN	STOWE RD	20	278.23	618.29	68.76	Minor Rehabilitation	$11,871.16
SEARS RD-08	STOWE RD	STOWE RD	20	1,109.38	2,465.30	65.76	Minor Rehabilitation	$47,333.76
SEARS RD-09	STOWE RD	MARLBORO RD	20	317.77	706.16	62.76	Minor Rehabilitation	$13,558.19
			20 Avg.	**8,018.38**	**17,818.6**	**69.80**	**Minor Rehabilitation**	**$342,117.50**
SKYLAR DRIVE	**0.35** Miles							

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Roadway Repairs with Segment Level Description

Name	From	To	Width	Length (Feet)	Square Yards	RSR	Repair	Repair Cost
SKYLAR DR-01	PARKERVILLE RD	SARSEN STONE WAY	24	909.43	2,425.14	73.76	Preventative Maintenance	$23,281.37
SKYLAR DR-02	SARSEN STONE WAY	SUMMIT RD	24	359.68	959.14	74.76	Preventative Maintenance	$9,207.70
SKYLAR DR-03	SUMMIT RD	CUL DE SAC	24	576.32	1,915.70	79.76	Preventative Maintenance	$18,390.73
			24 Avg.	**1,845.42**	**5,299.98**	**76.11**	**Preventative Maintenance**	**$50,879.80**
SOUTHVILLE ROAD	**1.38** Miles							
SOUTHVILLE RD-01	WOODBURY RD	BLENDON WOODS DR	26	593.08	1,713.35	66.76	Minor Rehabilitation	$32,896.40
SOUTHVILLE RD-02	BLENDON WOODS DR	NORTH ST	26	369.02	1,066.04	57.76	Minor Rehabilitation	$20,468.04
SOUTHVILLE RD-03	NORTH ST	RIVER ST	26	317.45	917.07	67.76	Minor Rehabilitation	$17,607.66
SOUTHVILLE RD-04	RIVER ST	CORDAVILLE RD 2	37	250.18	1,028.53	70.76	Preventative Maintenance	$9,873.88
SOUTHVILLE RD-05	CORDAVILLE RD 2	PARKER ST	37	407.10	1,673.64	69.76	Minor Rehabilitation	$32,133.97
SOUTHVILLE RD-06	PARKER ST	HARRINGTON CT	37	2,160.49	8,882.02	66.76	Minor Rehabilitation	$170,534.78
SOUTHVILLE RD-07	HARRINGTON CT	BRIDGE ST	37	739.04	3,038.29	75.76	Preventative Maintenance	$29,167.54
SOUTHVILLE RD-08	BRIDGE ST	PARKERVILLE RD	37	260.57	1,071.22	73.76	Preventative Maintenance	$10,283.76
SOUTHVILLE RD-09	PARKERVILLE RD	VALADE CT	37	484.49	1,991.78	77.76	Preventative Maintenance	$19,121.11
SOUTHVILLE RD-10	VALADE CT	FIDDLENECK LN	37	887.40	3,648.19	73.76	Preventative Maintenance	$35,022.58
SOUTHVILLE RD-11	FIDDLENECK LN	WESTBOROUGH TL	37	824.88	3,391.18	71.76	Preventative Maintenance	$32,555.33
			34 Avg.	**7,293.70**	**28,421.3**	**70.27**	**Preventative Maintenance**	**$272,844.63**
SOUTHWOOD DRIVE	**0.55** Miles							
SOUTHWOOD DR-01	PARKERVILLE RD	BEECHWOOD LN	24	527.66	1,407.10	89.76	Routine Maintenance	$1,055.32
SOUTHWOOD DR-02	BEECHWOOD LN	WILDWOOD DR	24	1,369.09	3,650.92	90.76	Routine Maintenance	$2,738.19
SOUTHWOOD DR-03	WILDWOOD DR	CUL DE SAC	24	985.50	2,628.00	90.76	Routine Maintenance	$1,971.00
			24 Avg.	**2,882.26**	**7,686.02**	**90.58**	**Routine Maintenance**	**$5,764.51**
STOCKWELL LANE	**0.31** Miles							
STOCKWELL LN-01 (NB)	HIGHLAND ST	FITZGERALD LN	19	383.42	809.44	65.76	Minor Rehabilitation	$15,541.19
STOCKWELL LN-02 (SB)	FITZGERALD LN	HIGHLAND ST	19	399.70	843.82	69.76	Minor Rehabilitation	$16,201.31
STOCKWELL LN-03	FITZGERALD LN	CUL DE SAC	24	835.29	2,227.45	66.76	Minor Rehabilitation	$42,766.98
			21 Avg.	**1,618.41**	**3,880.70**	**67.20**	**Minor Rehabilitation**	**$74,509.47**
STOWE ROAD	**0.28** Miles							
STOWE RD	SEARS RD	SEARS RD	17	1,499.30	2,832.00	30.76	Major Rehabilitation	$135,936.14
			17 Avg.	**1,499.30**	**2,832.00**	**30.76**	**Major Rehabilitation**	**$135,936.14**
STRAWBERRY HILL ROAD	**0.36** Miles							
STRAWBERRY HILL RD	FLAGG RD	CUL DE SAC	24	1,917.01	5,744.50	48.76	Major Rehabilitation	$275,736.17
			24 Avg.	**1,917.01**	**5,744.50**	**48.76**	**Major Rehabilitation**	**$275,736.17**

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Roadway Repairs with Segment Level Description

Name	From	To	Width	Length (Feet)	Square Yards	RSR	Repair	Repair Cost
STUB TOE LANE	**0.16** Miles							
STUB TOE LN	MIDDLE RD	CUL DE SAC	20	831.00	1,846.66	75.76	Preventative Maintenance	$17,727.97
			20 Avg.	**831.00**	**1,846.66**	**75.76**	**Preventative Maintenance**	**$17,727.97**
SUMMIT ROAD	**0.26** Miles							
SUMMIT RD-01	FAIRVIEW DR	HIGH RIDGE RD	25	287.33	798.13	72.76	Preventative Maintenance	$7,662.07
SUMMIT RD-02	HIGH RIDGE RD	SKYLAR DR	25	1,064.06	2,955.72	72.76	Preventative Maintenance	$28,374.92
			25 Avg.	**1,351.39**	**3,753.85**	**72.76**	**Preventative Maintenance**	**$36,036.99**
SUNRISE DRIVE	**0.13** Miles							
SUNRISE DR	BREAKNECK HILL RD	CUL DE SAC	20	678.61	2,299.83	86.76	Routine Maintenance	$1,724.87
			20 Avg.	**678.61**	**2,299.83**	**86.76**	**Routine Maintenance**	**$1,724.87**
TARA ROAD	**0.22** Miles							
TARA RD	BLACKTHORN DR	BANTRY RD	25	1,177.48	3,270.77	65.76	Minor Rehabilitation	$62,798.82
			25 Avg.	**1,177.48**	**3,270.77**	**65.76**	**Minor Rehabilitation**	**$62,798.82**
TED LANE	**0.33** Miles							
TED LN-01	WOODLAND RD	BROOKSIDE RD	24	650.01	1,733.35	98.75	No Maintenance Required	$0.00
TED LN-02	BROOKSIDE RD	CAROLYN TERR	24	864.97	2,306.58	98.75	No Maintenance Required	$0.00
TED LN-03	CAROLYN TERR	CUL DE SAC	24	223.93	1,257.78	98.75	No Maintenance Required	$0.00
			24 Avg.	**1,738.91**	**5,297.71**	**98.75**	**No Maintenance Required**	**$0.00**
THAYER LANE	**0.15** Miles							
THAYER LN-01	EAST MAIN ST	THAYER LN-03 (UNACC)	21	342.51	799.20	90.76	Routine Maintenance	$599.40
THAYER LN-02	THAYER LN-03 (UNACC)	CUL DE SAC	21	440.85	1,487.46	85.76	Routine Maintenance	$1,115.60
			21 Avg.	**783.36**	**2,286.66**	**87.51**	**Routine Maintenance**	**$1,714.99**
UPLAND ROAD	**0.09** Miles							
UPLAND RD	WALKER ST	WINCHESTER ST	21	497.08	1,159.85	99.08	No Maintenance Required	$0.00
			21 Avg.	**497.08**	**1,159.85**	**99.08**	**No Maintenance Required**	**$0.00**
VALADE COURT	**0.04** Miles							
VALADE COURT	SOUTHVILLE RD	DEAD END	10	219.70	244.12	76.76	Preventative Maintenance	$2,343.52
			10 Avg.	**219.70**	**244.12**	**76.76**	**Preventative Maintenance**	**$2,343.52**
VALE TERRACE	**0.21** Miles							
VALE TERR	WOODBURY RD	DARLENE DR	22	1,100.69	2,690.57	80.76	Routine Maintenance	$2,017.92
			22 Avg.	**1,100.69**	**2,690.57**	**80.76**	**Routine Maintenance**	**$2,017.92**

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Roadway Repairs with Segment Level Description

Name	From	To	Width	Length (Feet)	Square Yards	RSR	Repair	Repair Cost
VALLEY ROAD	**0.63** Miles							
VALLEY RD-01	BOSTON RD	CARRIAGE HILL ENT	16	1,036.40	1,842.49	92.76	No Maintenance Required	$0.00
VALLEY RD-02	CARRIAGE HILL ENT	MEADOW LN	16	1,793.50	3,188.44	91.76	Routine Maintenance	$2,391.33
VALLEY RD-03	MEADOW LN	VALLEY RD (UNACC)	16	477.73	849.29	91.76	Routine Maintenance	$636.97
			16 Avg.	**3,307.63**	**5,880.23**	**92.07**	**No Maintenance Required**	**$0.00**
VICKERY HILL LANE	**0.12** Miles							
VICKERY HILL LN	MOUNT VICKERY RD	CUL DE SAC	20	635.34	1,411.88	82.76	Routine Maintenance	$1,058.91
			20 Avg.	**635.34**	**1,411.88**	**82.76**	**Routine Maintenance**	**$1,058.91**
VIEW HILL ROAD	**0.09** Miles							
VIEW HILL RD	BREAKNECK HILL RD	DEAD END	19	481.49	1,016.48	54.76	Minor Rehabilitation	$19,516.48
			19 Avg.	**481.49**	**1,016.48**	**54.76**	**Minor Rehabilitation**	**$19,516.48**
VINE STREET	**0.08** Miles							
VINE ST	ASHLAND TL	CUL DE SAC	13	398.77	576.00	71.76	Preventative Maintenance	$5,529.61
			13 Avg.	**398.77**	**576.00**	**71.76**	**Preventative Maintenance**	**$5,529.61**
WALKER STREET	**0.12** Miles							
WALKER ST-01	EAST MAIN ST	UPLAND RD	18	325.79	651.59	99.08	No Maintenance Required	$0.00
WALKER ST-02	UPLAND RD	DEAD END	18	321.70	643.41	99.08	No Maintenance Required	$0.00
			18 Avg.	**647.50**	**1,294.99**	**99.08**	**No Maintenance Required**	**$0.00**
WALNUT DRIVE	**0.32** Miles							
WALNUT DR	OAK HILL RD	CUL DE SAC	17	1,698.04	3,713.69	72.76	Preventative Maintenance	$35,651.45
			17 Avg.	**1,698.04**	**3,713.69**	**72.76**	**Preventative Maintenance**	**$35,651.45**
WARD ROAD	**0.47** Miles							
WARD RD-01	MAIN ST	BRIGHAM ST	22	448.80	1,097.06	67.76	Minor Rehabilitation	$21,063.59
WARD RD-02	BRIGHAM ST	BIGELOW RD	22	585.91	1,432.22	73.76	Preventative Maintenance	$13,749.27
WARD RD-03	BIGELOW RD	DAVID HENRY GARDNER LN	22	1,189.51	2,907.69	60.76	Minor Rehabilitation	$55,827.69
WARD RD-04	DAVID HENRY GARDNER LN	WARD RD-05 (UNACC)	22	259.88	635.27	62.76	Minor Rehabilitation	$12,197.16
			22 Avg.	**2,484.10**	**6,072.24**	**65.30**	**Minor Rehabilitation**	**$116,587.00**
WASHINGTON STREET	**0.17** Miles							
WASHINGTON ST	COSLIN DR	WESTBOROUGH TL	29	889.14	2,865.01	76.76	Preventative Maintenance	$27,504.06
			29 Avg.	**889.14**	**2,865.01**	**76.76**	**Preventative Maintenance**	**$27,504.06**
WATERVIEW TERRACE	**0.10** Miles							

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Name	From	To	Width	Length (Feet)	Square Yards	RSR	Repair	Repair Cost
WATERVIEW TERR	PINECONE LN	CUL DE SAC	24	546.34	2,159.68	63.76	Minor Rehabilitation	$41,465.93
			24 Avg.	**546.34**	**2,159.68**	**63.76**	**Minor Rehabilitation**	**$41,465.93**
WAVENEY ROAD	**0.04** Miles							
WAVENEY RD	PINE HILL RD	FRAMINGHAM CL	20	195.95	435.44	67.76	Minor Rehabilitation	$8,360.48
			20 Avg.	**195.95**	**435.44**	**67.76**	**Minor Rehabilitation**	**$8,360.48**
WELLS LANE	**0.11** Miles							
WELLS LN	EDGEWOOD RD	CUL DE SAC	20	584.75	2,030.76	65.76	Minor Rehabilitation	$38,990.66
			20 Avg.	**584.75**	**2,030.76**	**65.76**	**Minor Rehabilitation**	**$38,990.66**
WENTWORTH DRIVE	**0.15** Miles							
WENTWORTH DR	LIBERTY DR	CUL DE SAC	26	781.84	2,858.96	64.76	Minor Rehabilitation	$54,891.97
			26 Avg.	**781.84**	**2,858.96**	**64.76**	**Minor Rehabilitation**	**$54,891.97**
WHISTLER LANE	**0.24** Miles							
WHISTLER LN	LEDGE HILL RD	CUL DE SAC	26	1,260.65	4,432.93	70.76	Preventative Maintenance	$42,556.13
			26 Avg.	**1,260.65**	**4,432.93**	**70.76**	**Preventative Maintenance**	**$42,556.13**
WHITE BAGLEY ROAD	**0.91** Miles							
WHITE BAGLEY RD-01	TURNPIKE RD	PARTRIDGE HILL RD	22	1,134.71	2,773.73	65.76	Minor Rehabilitation	$53,255.66
WHITE BAGLEY RD-02	PARTRIDGE HILL RD	LATISQUAMA RD	22	879.88	2,150.82	87.76	Routine Maintenance	$1,613.12
WHITE BAGLEY RD-03	LATISQUAMA RD	WILLIAM COLLEARY LN	22	1,278.71	3,125.73	85.76	Routine Maintenance	$2,344.29
WHITE BAGLEY RD-04	WILLIAM COLLEARY LN	BRIDGE	22	561.73	1,373.13	84.76	Routine Maintenance	$1,029.84
WHITE BAGLEY RD-05	BRIDGE	BOSTON RD	0	976.07	0.00	86.76	Routine Maintenance	$0.00
			18 Avg.	**4,831.10**	**9,423.41**	**80.18**	**Routine Maintenance**	**$7,067.55**
WHITE BAGLEY ROAD EXTENSION	**0.03** Miles							
WHITE BAGLEY RD EXTENSION	BOSTON RD	DEAD END	15	162.47	270.78	66.76	Minor Rehabilitation	$5,199.00
			15 Avg.	**162.47**	**270.78**	**66.76**	**Minor Rehabilitation**	**$5,199.00**
WILDWOOD DRIVE	**0.50** Miles							
WILDWOOD DR-01	SOUTHWOOD DR	ASPENWOOD LN	28	1,017.04	3,164.14	87.76	Routine Maintenance	$2,373.10
WILDWOOD DR-02	ASPENWOOD LN	PARKERVILLE RD	28	1,614.48	5,022.83	85.76	Routine Maintenance	$3,767.13
			28 Avg.	**2,631.53**	**8,186.97**	**86.53**	**Routine Maintenance**	**$6,140.23**
WILLIAM COLLEARY LANE	**0.10** Miles							
WILLIAM COLLEARY LN	WHITE BAGLEY RD	CUL DE SAC	22	525.89	1,285.51	74.76	Preventative Maintenance	$12,340.88
			22 Avg.	**525.89**	**1,285.51**	**74.76**	**Preventative Maintenance**	**$12,340.88**

Southborough, MA

*RSR - Road Surface Rating (0-100)

Roadway Repairs with Segment Level Description

Name	From	To	Width	Length (Feet)	Square Yards	RSR	Repair	Repair Cost
WILLIAM ONTHANK LANE	**0.73** Miles							
WILLIAM ONTHANK LN-01 (ENT)	BOSTON RD	BLUEBERRY LN	19	417.09	880.53	39.76	Major Rehabilitation	$42,265.62
WILLIAM ONTHANK LN-02 (ENT)	BLUEBERRY LN	LOOP	19	541.50	1,143.16	45.76	Major Rehabilitation	$54,871.79
WILLIAM ONTHANK LN-03	LOOP	LOOP	25	1,812.14	5,033.72	55.76	Minor Rehabilitation	$96,647.48
WILLIAM ONTHANK LN-04	LOOP	BLUEBERRY LN	19	623.14	1,315.52	54.76	Minor Rehabilitation	$25,258.06
WILLIAM ONTHANK LN-05	BLUEBERRY LN	BOSTON RD	19	434.36	916.98	42.76	Major Rehabilitation	$44,015.28
			20 Avg.	**3,828.24**	**9,289.93**	**51.59**	**Minor Rehabilitation**	**$178,366.61**
WILLOW STREET	**0.22** Miles							
WILLOW ST-01	TURNPIKE RD	HARVEST LN	32	898.39	3,194.29	69.76	Minor Rehabilitation	$61,330.39
WILLOW ST-02	HARVEST LN	BOSTON RD	32	259.07	921.13	72.76	Preventative Maintenance	$8,842.85
			32 Avg.	**1,157.46**	**4,115.42**	**70.43**	**Preventative Maintenance**	**$39,508.05**
WINCHESTER STREET	**0.19** Miles							
WINCHESTER ST-01	EAST MAIN ST	UPLAND RD	25	401.15	1,114.30	99.08	No Maintenance Required	$0.00
WINCHESTER ST-02	UPLAND RD	BOSTON RD	25	615.70	1,710.29	99.08	No Maintenance Required	$0.00
			25 Avg.	**1,016.85**	**2,824.59**	**99.08**	**No Maintenance Required**	**$0.00**
WINTER STREET	**0.20** Miles							
WINTER ST	TURNPIKE RD	CENTRAL ST	18	1,048.35	2,096.70	86.76	Routine Maintenance	$1,572.53
			18 Avg.	**1,048.35**	**2,096.70**	**86.76**	**Routine Maintenance**	**$1,572.53**
WITHERBEE LANE	**0.12** Miles							
WITHERBEE LN	JOSLIN LN	CUL DE SAC	22	619.86	1,515.22	53.76	Minor Rehabilitation	$29,092.18
			22 Avg.	**619.86**	**1,515.22**	**53.76**	**Minor Rehabilitation**	**$29,092.18**
WOOD STREET	**0.34** Miles							
WOOD ST	FAY COURT	DEAD END	16	1,781.99	3,167.99	39.76	Major Rehabilitation	$152,063.51
			16 Avg.	**1,781.99**	**3,167.99**	**39.76**	**Major Rehabilitation**	**$152,063.51**
WOODBURY ROAD	**0.45** Miles							
WOODBURY RD-01	SOUTHVILLE RD	VALE TERR	16	229.24	407.55	66.76	Minor Rehabilitation	$7,824.89
WOODBURY RD-02	VALE TERR	HEATHER LN	16	966.42	1,718.09	64.76	Minor Rehabilitation	$32,987.25
WOODBURY RD-03	HEATHER LN	WOODLAND RD	16	1,163.46	2,068.37	51.76	Minor Rehabilitation	$39,712.63
			16 Avg.	**2,359.12**	**4,194.00**	**58.54**	**Minor Rehabilitation**	**$80,524.77**
WOODLAND ROAD	**1.87** Miles							
WOODLAND RD-01	TURNPIKE RD	BAY PATH LN	25	2,556.86	7,102.38	57.76	Minor Rehabilitation	$136,365.66
WOODLAND RD-02	BAY PATH LN	KIDDER LN	25	832.43	2,312.31	73.76	Preventative Maintenance	$22,198.20

Southborough, MA

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Roadway Repairs with Segment Level Description

Name	From	To	Width	Length (Feet)	Square Yards	RSR	Repair	Repair Cost
WOODLAND RD-03	KIDDER LN	BREAKNECK HILL RD	25	1,965.11	5,458.64	70.76	Preventative Maintenance	$52,402.98
WOODLAND RD-04	BREAKNECK HILL RD	OREGON RD	25	269.42	748.40	59.76	Minor Rehabilitation	$14,369.20
WOODLAND RD-05	OREGON RD	OLD BREAKNECK HILL RD	25	947.16	2,630.99	70.76	Preventative Maintenance	$25,257.52
WOODLAND RD-06	OLD BREAKNECK HILL RD	TED LN	25	351.79	977.20	70.76	Preventative Maintenance	$9,381.12
WOODLAND RD-07	TED LN	CAROLYN TERR	25	360.10	1,000.29	71.76	Preventative Maintenance	$9,602.79
WOODLAND RD-08	CAROLYN TERR	RICHARDS RD	25	506.36	1,406.56	66.76	Minor Rehabilitation	$27,006.00
WOODLAND RD-09	RICHARDS RD	WOODBURY RD	22	784.81	1,918.42	69.76	Minor Rehabilitation	$36,833.66
WOODLAND RD-10	WOODBURY RD	CORDAVILLE RD	22	1,289.96	3,153.25	68.76	Minor Rehabilitation	$60,542.33
			24 Avg.	**9,864.01**	**26,708.4**	**66.77**	**Minor Rehabilitation**	**$512,802.07**
WYETH CIRCLE	**0.12** Miles							
WYETH CIR	LEDGE HILL RD	CUL DE SAC	24	658.56	1,756.15	92.76	No Maintenance Required	$0.00
			24 Avg.	**658.56**	**1,756.15**	**92.76**	**No Maintenance Required**	**$0.00**
WYNDEMERE DRIVE	**0.46** Miles							
WYNDEMERE DR	MAIN ST	CUL DE SAC	26	2,408.81	6,958.78	58.76	Minor Rehabilitation	$133,608.51
			26 Avg.	**2,408.81**	**6,958.78**	**58.76**	**Minor Rehabilitation**	**$133,608.51**

Southborough, MA

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Name	Length (Miles)	Sq. Yards	Comp. RSR	Class	CBV	Repair*	% Repair	Repair Cost**	Cumulative Total
NORTHBORO ROAD	1.72	28,021.07	67.77	LO	**94.31**	Minor Rehabilitation	1%	$538,004.56	$538,004.56
MARLBORO ROAD	1.69	30,077.97	58.53	AR	**53.97**	Minor Rehabilitation	78%	$577,496.96	$1,115,501.52
OAK HILL ROAD	0.67	10,311.64	68.91	AR	**53.27**	Minor Rehabilitation	41%	$197,983.44	$1,313,484.96
SOUTHVILLE ROAD	1.38	28,421.32	70.27	AR	**52.38**	Preventative Maintenance	47%	$272,844.63	$1,586,329.58
FRAMINGHAM ROAD	1.49	30,120.50	51.21	AR	**51.23**	Minor Rehabilitation	40%	$578,313.66	$2,164,643.24
RIVER STREET	0.16	3,584.03	71.29	AR	**50.40**	Preventative Maintenance	82%	$34,406.71	$2,199,049.95
CORDAVILLE ROAD 1	2.36	35,744.99	65.52	AR	**49.40**	Minor Rehabilitation	71%	$686,303.84	$2,885,353.79
WASHINGTON STREET	0.17	2,865.01	76.76	AR	**46.15**	Preventative Maintenance	**100%**	$27,504.06	$2,912,857.86
JOHNSON ROAD	0.32	4,450.95	78.76	AR	**45.01**	Preventative Maintenance	**100%**	$42,729.13	$2,955,586.99
PARMENTER ROAD	0.21	2,621.73	46.57	CO	**34.01**	Major Rehabilitation	31%	$125,843.09	$3,081,430.08
ACRE BRIDGE ROAD	0.39	5,263.48	29.76	CO	**32.55**	Major Rehabilitation	**100%**	$252,647.10	$3,334,077.18
WOODLAND ROAD	1.87	26,708.44	66.77	CO	**27.70**	Minor Rehabilitation	55%	$512,802.07	$3,846,879.26
RICHARDS ROAD	0.86	11,870.10	69.89	CO	**26.60**	Minor Rehabilitation	59%	$227,905.99	$4,074,785.25
PINE HILL ROAD	1.50	15,881.55	44.26	CO	**24.31**	Major Rehabilitation	90%	$762,314.34	$4,837,099.59
FLAGG ROAD	1.18	14,574.24	61.94	CO	**22.53**	Minor Rehabilitation	8%	$279,825.47	$5,116,925.07
CROSS STREET	0.18	2,336.18	77.16	LO	**16.43**	Preventative Maintenance	56%	$22,427.34	$5,139,352.40
GILMORE ROAD	0.69	6,489.49	78.38	LO	**13.54**	Preventative Maintenance	54%	$62,299.12	$5,201,651.52
ATWOOD STREET	0.55	6,154.47	78.34	LO	**12.91**	Preventative Maintenance	57%	$59,082.86	$5,260,734.38
DARLENE DRIVE	0.49	9,268.21	79.58	LO	**12.57**	Preventative Maintenance	59%	$88,974.81	$5,349,709.19
MEADOW LANE	0.54	6,425.81	74.75	LO	**12.24**	Preventative Maintenance	20%	$61,687.82	$5,411,397.02
PARK STREET	0.08	1,037.51	25.76	LO	**7.44**	Major Rehabilitation	**100%**	$49,800.38	$5,461,197.39
PINECONE LANE	0.40	5,638.87	51.59	LO	**7.27**	Minor Rehabilitation	**100%**	$108,266.32	$5,569,463.71
BIRCHWOOD DRIVE	0.18	2,675.64	54.06	LO	**6.95**	Minor Rehabilitation	**100%**	$51,372.37	$5,620,836.08
BRIDGE STREET	0.10	1,052.57	55.44	LO	**6.79**	Minor Rehabilitation	**100%**	$20,209.28	$5,641,045.37
BIGELOW ROAD	0.58	6,409.89	56.19	LO	**6.70**	Minor Rehabilitation	**100%**	$123,069.93	$5,764,115.29
DAVIS ROAD	0.54	4,621.68	57.76	LO	**6.51**	Minor Rehabilitation	**100%**	$88,736.23	$5,852,851.52
WOODBURY ROAD	0.45	4,194.00	58.54	LO	**6.51**	Minor Rehabilitation	**100%**	$80,524.77	$5,933,376.30
CONSTITUTION DRIVE	0.61	9,297.35	58.41	LO	**6.48**	Minor Rehabilitation	**100%**	$178,509.16	$6,111,885.46
STOWE ROAD	0.28	2,832.00	30.76	LO	**6.31**	Major Rehabilitation	**100%**	$135,936.14	$6,247,821.60
ROCK POINT ROAD	0.39	6,225.96	61.76	LO	**6.10**	Minor Rehabilitation	**100%**	$119,538.41	$6,367,360.00
WILLIAM ONTHANK LANE	0.73	9,289.93	51.59	LO	**6.08**	Minor Rehabilitation	64%	$178,366.61	$6,545,726.61

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Name	Length (Miles)	Sq. Yards	Comp. RSR	Class	CBV	Repair*	% Repair	Repair Cost**	Cumulative Total
CORDAVILLE ROAD 2	0.08	1,168.70	63.15	LO	**5.98**	Minor Rehabilitation	**100%**	$22,439.04	$6,568,165.65
TARA ROAD	0.22	3,270.77	65.76	LO	**5.74**	Minor Rehabilitation	**100%**	$62,798.82	$6,630,964.47
WARD ROAD	0.47	6,072.24	65.30	LO	**5.74**	Minor Rehabilitation	76%	$116,587.00	$6,747,551.46
LIBERTY DRIVE	0.44	7,175.19	55.74	LO	**5.65**	Minor Rehabilitation	**100%**	$137,763.71	$6,885,315.17
BRIGHAM STREET	0.22	1,681.33	34.76	LO	**5.63**	Major Rehabilitation	**100%**	$80,703.89	$6,966,019.06
WAVENEY ROAD	0.04	435.44	67.76	LO	**5.58**	Minor Rehabilitation	**100%**	$8,360.48	$6,974,379.55
MOUNT VICKERY ROAD	0.97	11,328.43	67.82	LO	**5.53**	Minor Rehabilitation	84%	$217,505.83	$7,191,885.38
BANTRY ROAD	0.43	6,872.43	50.22	LO	**5.37**	Minor Rehabilitation	71%	$131,950.65	$7,323,836.03
OREGON ROAD	0.77	8,640.05	69.31	LO	**5.35**	Minor Rehabilitation	62%	$165,889.04	$7,489,725.07
SEARS ROAD	1.52	17,818.62	69.80	LO	**5.30**	Minor Rehabilitation	63%	$342,117.50	$7,831,842.57
WILLOW STREET	0.22	4,115.42	70.43	LO	**5.30**	Preventative Maintenance	22%	$39,508.05	$7,871,350.62
LOVERS LANE	0.71	5,859.06	37.13	LO	**5.30**	Major Rehabilitation	**100%**	$281,234.95	$8,152,585.57
EDGEWOOD ROAD	0.54	5,974.31	70.81	LO	**5.08**	Preventative Maintenance	79%	$57,353.37	$8,209,938.95
NICHOLS STREET	0.30	3,521.56	60.02	LO	**5.03**	Minor Rehabilitation	68%	$67,614.00	$8,277,552.95
CRESTVIEW DRIVE	0.22	3,220.57	70.76	LO	**4.99**	Preventative Maintenance	**100%**	$30,917.43	$8,308,470.38
KALLANDER DRIVE	0.14	1,986.09	70.76	LO	**4.99**	Preventative Maintenance	**100%**	$19,066.46	$8,327,536.84
SUMMIT ROAD	0.26	3,753.85	72.76	LO	**4.86**	Preventative Maintenance	**100%**	$36,036.99	$8,363,573.83
CLEMMONS STREET	0.28	3,333.98	73.76	LO	**4.80**	Preventative Maintenance	**100%**	$32,006.19	$8,395,580.01
RED GATE LANE	0.33	5,225.48	78.87	LO	**4.72**	Preventative Maintenance	54%	$50,164.64	$8,445,744.65
HIGH RIDGE ROAD	0.21	3,438.90	75.76	LO	**4.67**	Preventative Maintenance	**100%**	$33,013.45	$8,478,758.11
FAY COURT	0.09	1,022.27	79.72	LO/CS/DE	**4.65**	Preventative Maintenance	54%	$9,813.79	$8,488,571.90
HIGH STREET	0.41	4,575.20	76.22	LO	**4.65**	Preventative Maintenance	**100%**	$43,921.92	$8,532,493.82
BANFILL LANE	0.06	881.00	77.76	LO	**4.56**	Preventative Maintenance	**100%**	$8,457.64	$8,540,951.46
BLACKTHORN DRIVE	0.33	5,162.02	60.67	LO	**4.52**	Minor Rehabilitation	**100%**	$99,110.73	$8,640,062.19
LEONARD DRIVE	0.22	2,783.73	79.76	LO	**4.45**	Preventative Maintenance	**100%**	$26,723.77	$8,666,785.96
SADIE HUTT LANE	0.54	7,641.33	79.76	LO	**4.45**	Preventative Maintenance	**100%**	$73,356.78	$8,740,142.74
SAINT MARKS STREET	0.21	2,713.69	69.89	LO	**4.45**	Minor Rehabilitation	65%	$52,102.79	$8,792,245.53
FAIRVIEW DRIVE	0.52	10,068.57	77.18	LO	**4.03**	Preventative Maintenance	**100%**	$96,658.26	$8,888,903.79
NEW YORK AVENUE	0.05	1,056.56	49.76	LO	**4.01**	Major Rehabilitation	**100%**	$50,715.03	$8,939,618.82
LYNBROOK ROAD	0.52	5,965.12	45.34	LO	**3.87**	Major Rehabilitation	**100%**	$286,325.82	$9,225,944.64
MAPLECREST DRIVE	0.32	5,594.44	52.15	LO	**3.79**	Minor Rehabilitation	47%	$107,413.28	$9,333,357.92

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JOSLIN LANE	0.27	4,164.83	66.09	LO	**3.75**	Minor Rehabilitation	**100%**	$79,964.74	$9,413,322.66
LYMAN STREET	0.18	3,667.65	73.61	LO	**3.61**	Preventative Maintenance	**100%**	$35,209.45	$9,448,532.11
SKYLAR DRIVE	0.35	5,299.98	76.11	LO	**3.37**	Preventative Maintenance	**100%**	$50,879.80	$9,499,411.91
MACNEILL DRIVE	0.18	3,026.25	67.68	LO	**3.32**	Minor Rehabilitation	33%	$58,104.04	$9,557,515.94
STOCKWELL LANE	0.31	3,880.70	67.20	LO	**3.03**	Minor Rehabilitation	**100%**	$74,509.47	$9,632,025.41
PARTRIDGE HILL ROAD	0.16	3,008.18	65.72	LO	**2.87**	Minor Rehabilitation	**100%**	$57,757.00	$9,689,782.42
MITCHELL STREET	0.16	2,266.92	42.42	LO	**1.75**	Major Rehabilitation	**100%**	$108,812.36	$9,798,594.78
FITZGERALD LANE	0.21	2,995.28	21.76	LO/CS/DE	**1.74**	Major Rehabilitation	**100%**	$143,773.61	$9,942,368.39
INDEPENDENCE DRIVE	0.08	1,907.45	52.76	LO/CS/DE	**1.42**	Minor Rehabilitation	**100%**	$36,623.13	$9,978,991.53
WITHERBEE LANE	0.12	1,515.22	53.76	LO/CS/DE	**1.40**	Minor Rehabilitation	**100%**	$29,092.18	$10,008,083.70
VIEW HILL ROAD	0.09	1,016.48	54.76	LO/CS/DE	**1.37**	Minor Rehabilitation	**100%**	$19,516.48	$10,027,600.18
MOORE ROAD	0.08	1,669.87	56.76	LO/CS/DE	**1.32**	Minor Rehabilitation	**100%**	$32,061.57	$10,059,661.75
METACOMET LANE	0.11	1,289.46	58.76	LO/CS/DE	**1.28**	Minor Rehabilitation	**100%**	$24,757.54	$10,084,419.29
ORCHARD ROAD	0.32	4,515.04	58.76	LO/CS/DE	**1.28**	Minor Rehabilitation	**100%**	$86,688.78	$10,171,108.07
WYNDEMERE DRIVE	0.46	6,958.78	58.76	LO/CS/DE	**1.28**	Minor Rehabilitation	**100%**	$133,608.51	$10,304,716.59
PRENTISS STREET	0.15	1,796.00	62.76	LO/CS/DE	**1.20**	Minor Rehabilitation	**100%**	$34,483.28	$10,339,199.87
ADAMS CIRCLE	0.05	1,414.71	63.76	LO/CS/DE	**1.18**	Minor Rehabilitation	**100%**	$27,162.43	$10,366,362.30
WATERVIEW TERRACE	0.10	2,159.68	63.76	LO/CS/DE	**1.18**	Minor Rehabilitation	**100%**	$41,465.93	$10,407,828.23
KIDDER LANE	0.17	2,135.43	64.76	LO/CS/DE	**1.17**	Minor Rehabilitation	**100%**	$41,000.21	$10,448,828.44
SCHIPPER FARM LANE	0.23	2,700.21	64.76	LO/CS/DE	**1.17**	Minor Rehabilitation	**100%**	$51,843.99	$10,500,672.43
WENTWORTH DRIVE	0.15	2,858.96	64.76	LO/CS/DE	**1.17**	Minor Rehabilitation	**100%**	$54,891.97	$10,555,564.39
OLAND LANE	0.22	2,568.52	65.76	LO/CS/DE	**1.15**	Minor Rehabilitation	**100%**	$49,315.65	$10,604,880.05
WELLS LANE	0.11	2,030.76	65.76	LO/CS/DE	**1.15**	Minor Rehabilitation	**100%**	$38,990.66	$10,643,870.71
ASAREE DRIVE	0.12	2,216.81	66.76	LO/CS/DE	**1.13**	Minor Rehabilitation	**100%**	$42,562.66	$10,686,433.37
WHITE BAGLEY ROAD EXTENSION	0.03	270.78	66.76	LO/CS/DE	**1.13**	Minor Rehabilitation	**100%**	$5,199.00	$10,691,632.37
COUNTRY LANE	0.16	1,847.49	34.76	LO/CS/DE	**1.13**	Major Rehabilitation	**100%**	$88,679.56	$10,780,311.93
HIDDEN MEADOW LANE	0.16	1,874.28	67.76	LO/CS/DE	**1.12**	Minor Rehabilitation	**100%**	$35,986.10	$10,816,298.03
RESERVOIR DRIVE	0.14	2,548.52	68.76	LO/CS/DE	**1.10**	Minor Rehabilitation	**100%**	$48,931.60	$10,865,229.63
ANDREWS WAY	0.14	3,020.61	69.76	LO/CS/DE	**1.09**	Minor Rehabilitation	**100%**	$57,995.63	$10,923,225.26
AUSTIN KELLY LANE	0.16	1,835.20	70.76	LO/CS/DE	**1.00**	Preventative Maintenance	**100%**	$17,617.95	$10,940,843.21
POWDER MILL LANE	0.10	2,280.52	70.76	LO/CS/DE	**1.00**	Preventative Maintenance	**100%**	$21,893.00	$10,962,736.20

**Please Note: Unit pricing accounts for curb to curb improvements only; Does not include any drainage, sidewalk, ADA, gravel subbase or utility improvements.

Southborough, MA

CBV
Cost Benefit Value

Comp. RSR
Composite Road Surface Rating (0-100) for Entire Road

Functional Class Key
AR - Arterial *LO - Local*
CO - Collector *LO/CS/DE - Cul De Sac/Dead End*

Cost Benefit Value Analysis: Roadway Sorted By CBV

*Does Not Include Do Nothing

Name	Length (Miles)	Sq. Yards	Comp. RSR	Class	CBV	Repair*	% Repair	Repair Cost**	Cumulative Total
WHISTLER LANE	0.24	4,432.93	70.76	LO/CS/DE	**1.00**	Preventative Maintenance	**100%**	$42,556.13	$11,005,292.34
WOOD STREET	0.34	3,167.99	39.76	LO/CS/DE	**0.99**	Major Rehabilitation	**100%**	$152,063.51	$11,157,355.85
ASHLEY ROAD	0.15	3,272.57	71.76	LO/CS/DE	**0.99**	Preventative Maintenance	**100%**	$31,416.68	$11,188,772.53
VINE STREET	0.08	576.00	71.76	LO/CS/DE	**0.99**	Preventative Maintenance	**100%**	$5,529.61	$11,194,302.13
WALNUT DRIVE	0.32	3,713.69	72.76	LO/CS/DE	**0.97**	Preventative Maintenance	**100%**	$35,651.45	$11,229,953.58
JOHN STREET	0.24	3,805.65	40.76	LO/CS/DE	**0.97**	Major Rehabilitation	**100%**	$182,671.13	$11,412,624.71
BLENDON WOODS DRIVE	0.23	3,506.11	73.76	LO/CS/DE	**0.96**	Preventative Maintenance	**100%**	$33,658.67	$11,446,283.39
NORTH STREET	0.07	713.34	73.76	LO/CS/DE	**0.96**	Preventative Maintenance	**100%**	$6,848.10	$11,453,131.49
BOSWELL LANE	0.13	1,541.40	74.76	LO/CS/DE	**0.95**	Preventative Maintenance	**100%**	$14,797.46	$11,467,928.95
WILLIAM COLLEARY LANE	0.10	1,285.51	74.76	LO/CS/DE	**0.95**	Preventative Maintenance	**100%**	$12,340.88	$11,480,269.83
HUBLEY LANE	0.20	2,345.71	41.76	LO/CS/DE	**0.95**	Major Rehabilitation	**100%**	$112,594.05	$11,592,863.89
STUB TOE LANE	0.16	1,846.66	75.76	LO/CS/DE	**0.93**	Preventative Maintenance	**100%**	$17,727.97	$11,610,591.85
VALADE COURT	0.04	244.12	76.76	LO/CS/DE	**0.92**	Preventative Maintenance	**100%**	$2,343.52	$11,612,935.37
FIDDLENECK LANE	0.20	2,325.51	76.76	LO/CS/DE	**0.92**	Preventative Maintenance	**100%**	$22,324.85	$11,635,260.22
GROVE STREET	0.05	726.61	77.76	LO/CS/DE	**0.91**	Preventative Maintenance	**100%**	$6,975.47	$11,642,235.69
KILLAM FARM LANE	0.13	1,648.21	77.76	LO/CS/DE	**0.91**	Preventative Maintenance	**100%**	$15,822.81	$11,658,058.50
MICHAEL CIRCLE	0.05	1,291.95	77.76	LO/CS/DE	**0.91**	Preventative Maintenance	**100%**	$12,402.73	$11,670,461.24
FOLEY DRIVE	0.20	4,105.34	77.98	LO/CS/DE	**0.91**	Preventative Maintenance	**100%**	$39,411.30	$11,709,872.54
GLENWOOD ROAD	0.08	2,000.19	78.76	LO/CS/DE	**0.90**	Preventative Maintenance	**100%**	$19,201.78	$11,729,074.32
SARSEN STONE WAY	0.24	4,384.41	78.76	LO/CS/DE	**0.90**	Preventative Maintenance	**100%**	$42,090.30	$11,771,164.62
HICKORY ROAD	0.23	3,375.69	79.76	LO/CS/DE	**0.89**	Preventative Maintenance	**100%**	$32,406.59	$11,803,571.22
OLD BREAKNECK HILL ROAD	0.08	534.62	47.76	LO/CS/DE	**0.83**	Major Rehabilitation	**100%**	$25,661.56	$11,829,232.78
RICHARDS ROAD #2	0.03	277.58	49.46	LO/CS/DE	**0.83**	Major Rehabilitation	**100%**	$13,323.85	$11,842,556.63
STRAWBERRY HILL ROAD	0.36	5,744.50	48.76	LO/CS/DE	**0.82**	Major Rehabilitation	**100%**	$275,736.17	$12,118,292.79
OVERLOOK DRIVE	0.57	11,312.51	49.76	LO/CS/DE	**0.80**	Major Rehabilitation	**100%**	$543,000.43	$12,661,293.23
PEARL STREET	0.18	1,817.76	49.76	LO/CS/DE	**0.80**	Major Rehabilitation	**100%**	$87,252.54	$12,748,545.76

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Southborough, MA

Cost Benefit Value Analysis: Roadways Sorted By CBV for Major Rehabilitation

Please Note: Unit pricing accounts for curb to curb improvements only; Does not include any drainage, sidewalk, ADA, gravel subbase or utility improvements

Name	Length (Miles)	Sq. Yards	Comp. RSR	Class	CBV	Repair	% Repair	Repair Cost	Cumulative Total
Roadway Status:	**Accepted**								
PARMENTER ROAD	0.21	2,621.73	46.57	CO	**34.01**	Major Rehabilitation	31%	$125,843.09	$125,843.09
ACRE BRIDGE ROAD	0.39	5,263.48	29.76	CO	**32.55**	Major Rehabilitation	**100%**	$252,647.10	$378,490.20
PINE HILL ROAD	1.50	15,881.55	44.26	CO	**24.31**	Major Rehabilitation	90%	$762,314.34	$1,140,804.54
PARK STREET	0.08	1,037.51	25.76	LO	**7.44**	Major Rehabilitation	**100%**	$49,800.38	$1,190,604.91
STOWE ROAD	0.28	2,832.00	30.76	LO	**6.31**	Major Rehabilitation	**100%**	$135,936.14	$1,326,541.05
BRIGHAM STREET	0.22	1,681.33	34.76	LO	**5.63**	Major Rehabilitation	**100%**	$80,703.89	$1,407,244.94
LOVERS LANE	0.71	5,859.06	37.13	LO	**5.30**	Major Rehabilitation	**100%**	$281,234.95	$1,688,479.90
NEW YORK AVENUE	0.05	1,056.56	49.76	LO	**4.01**	Major Rehabilitation	**100%**	$50,715.03	$1,739,194.93
LYNBROOK ROAD	0.52	5,965.12	45.34	LO	**3.87**	Major Rehabilitation	**100%**	$286,325.82	$2,025,520.75
MITCHELL STREET	0.16	2,266.92	42.42	LO	**1.75**	Major Rehabilitation	**100%**	$108,812.36	$2,134,333.12
FITZGERALD LANE	0.21	2,995.28	21.76	LO/CS/DE	**1.74**	Major Rehabilitation	**100%**	$143,773.61	$2,278,106.73
COUNTRY LANE	0.16	1,847.49	34.76	LO/CS/DE	**1.13**	Major Rehabilitation	**100%**	$88,679.56	$2,366,786.29
WOOD STREET	0.34	3,167.99	39.76	LO/CS/DE	**0.99**	Major Rehabilitation	**100%**	$152,063.51	$2,518,849.80
JOHN STREET	0.24	3,805.65	40.76	LO/CS/DE	**0.97**	Major Rehabilitation	**100%**	$182,671.13	$2,701,520.94
HUBLEY LANE	0.20	2,345.71	41.76	LO/CS/DE	**0.95**	Major Rehabilitation	**100%**	$112,594.05	$2,814,114.99
OLD BREAKNECK HILL ROAD	0.08	534.62	47.76	LO/CS/DE	**0.83**	Major Rehabilitation	**100%**	$25,661.56	$2,839,776.55
RICHARDS ROAD #2	0.03	277.58	49.46	LO/CS/DE	**0.83**	Major Rehabilitation	**100%**	$13,323.85	$2,853,100.40
STRAWBERRY HILL ROAD	0.36	5,744.50	48.76	LO/CS/DE	**0.82**	Major Rehabilitation	**100%**	$275,736.17	$3,128,836.57
OVERLOOK DRIVE	0.57	11,312.51	49.76	LO/CS/DE	**0.80**	Major Rehabilitation	**100%**	$543,000.43	$3,671,837.00
PEARL STREET	0.18	1,817.76	49.76	LO/CS/DE	**0.80**	Major Rehabilitation	**100%**	$87,252.54	$3,759,089.54

Southborough, MA

Cost Benefit Value Analysis: Roadways Sorted By CBV for Minor Rehab.

CBV — Cost Benefit Value

Comp. RSR — Composite Road Surface Rating (0-100) for Entire Road

Functional Class Key

AR - Arterial *LO - Local*
CO - Collector *LO/CS/DE - Cul De Sac/Dead End*

Name	Length (Miles)	Sq. Yards	Comp. RSR	Class	CBV	Repair	% Repair	Repair Cost*	Cumulative Total
NORTHBORO ROAD	1.72	28,021.07	67.77	LO	**94.31**	Minor Rehabilitation	1%	$538,004.56	$538,004.56
MARLBORO ROAD	1.69	30,077.97	58.53	AR	**53.97**	Minor Rehabilitation	78%	$577,496.96	$1,115,501.52
OAK HILL ROAD	0.67	10,311.64	68.91	AR	**53.27**	Minor Rehabilitation	41%	$197,983.44	$1,313,484.96
FRAMINGHAM ROAD	1.49	30,120.50	51.21	AR	**51.23**	Minor Rehabilitation	40%	$578,313.66	$1,891,798.62
CORDAVILLE ROAD 1	2.36	35,744.99	65.52	AR	**49.40**	Minor Rehabilitation	71%	$686,303.84	$2,578,102.46
WOODLAND ROAD	1.87	26,708.44	66.77	CO	**27.70**	Minor Rehabilitation	55%	$512,802.07	$3,090,904.53
RICHARDS ROAD	0.86	11,870.10	69.89	CO	**26.60**	Minor Rehabilitation	59%	$227,905.99	$3,318,810.52
FLAGG ROAD	1.18	14,574.24	61.94	CO	**22.53**	Minor Rehabilitation	8%	$279,825.47	$3,598,636.00
PINECONE LANE	0.40	5,638.87	51.59	LO	**7.27**	Minor Rehabilitation	**100%**	$108,266.32	$3,706,902.32
BIRCHWOOD DRIVE	0.18	2,675.64	54.06	LO	**6.95**	Minor Rehabilitation	**100%**	$51,372.37	$3,758,274.68
BRIDGE STREET	0.10	1,052.57	55.44	LO	**6.79**	Minor Rehabilitation	**100%**	$20,209.28	$3,778,483.97
BIGELOW ROAD	0.58	6,409.89	56.19	LO	**6.70**	Minor Rehabilitation	**100%**	$123,069.93	$3,901,553.90
DAVIS ROAD	0.54	4,621.68	57.76	LO	**6.51**	Minor Rehabilitation	**100%**	$88,736.23	$3,990,290.13
WOODBURY ROAD	0.45	4,194.00	58.54	LO	**6.51**	Minor Rehabilitation	**100%**	$80,524.77	$4,070,814.90
CONSTITUTION DRIVE	0.61	9,297.35	58.41	LO	**6.48**	Minor Rehabilitation	**100%**	$178,509.16	$4,249,324.06
ROCK POINT ROAD	0.39	6,225.96	61.76	LO	**6.10**	Minor Rehabilitation	**100%**	$119,538.41	$4,368,862.47
WILLIAM ONTHANK LANE	0.73	9,289.93	51.59	LO	**6.08**	Minor Rehabilitation	64%	$178,366.61	$4,547,229.08
CORDAVILLE ROAD 2	0.08	1,168.70	63.15	LO	**5.98**	Minor Rehabilitation	**100%**	$22,439.04	$4,569,668.11
TARA ROAD	0.22	3,270.77	65.76	LO	**5.74**	Minor Rehabilitation	**100%**	$62,798.82	$4,632,466.93
WARD ROAD	0.47	6,072.24	65.30	LO	**5.74**	Minor Rehabilitation	76%	$116,587.00	$4,749,053.93
LIBERTY DRIVE	0.44	7,175.19	55.74	LO	**5.65**	Minor Rehabilitation	**100%**	$137,763.71	$4,886,817.64
WAVENEY ROAD	0.04	435.44	67.76	LO	**5.58**	Minor Rehabilitation	**100%**	$8,360.48	$4,895,178.12
MOUNT VICKERY ROAD	0.97	11,328.43	67.82	LO	**5.53**	Minor Rehabilitation	84%	$217,505.83	$5,112,683.95
BANTRY ROAD	0.43	6,872.43	50.22	LO	**5.37**	Minor Rehabilitation	71%	$131,950.65	$5,244,634.60
OREGON ROAD	0.77	8,640.05	69.31	LO	**5.35**	Minor Rehabilitation	62%	$165,889.04	$5,410,523.64
SEARS ROAD	1.52	17,818.62	69.80	LO	**5.30**	Minor Rehabilitation	63%	$342,117.50	$5,752,641.15
NICHOLS STREET	0.30	3,521.56	60.02	LO	**5.03**	Minor Rehabilitation	68%	$67,614.00	$5,820,255.15
BLACKTHORN DRIVE	0.33	5,162.02	60.67	LO	**4.52**	Minor Rehabilitation	**100%**	$99,110.73	$5,919,365.88
SAINT MARKS STREET	0.21	2,713.69	69.89	LO	**4.45**	Minor Rehabilitation	65%	$52,102.79	$5,971,468.67
MAPLECREST DRIVE	0.32	5,594.44	52.15	LO	**3.79**	Minor Rehabilitation	47%	$107,413.28	$6,078,881.95

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Southborough, MA

Cost Benefit Value Analysis: Roadways Sorted By CBV for Minor Rehab.

CBV — Cost Benefit Value

Comp. RSR — Composite Road Surface Rating (0-100) for Entire Road

Functional Class Key

AR - Arterial *LO - Local*
CO - Collector *LO/CS/DE - Cul De Sac/Dead End*

Name	Length (Miles)	Sq. Yards	Comp. RSR	Class	CBV	Repair	% Repair	Repair Cost*	Cumulative Total
JOSLIN LANE	0.27	4,164.83	66.09	LO	**3.75**	Minor Rehabilitation	**100%**	$79,964.74	$6,158,846.69
MACNEILL DRIVE	0.18	3,026.25	67.68	LO	**3.32**	Minor Rehabilitation	33%	$58,104.04	$6,216,950.72
STOCKWELL LANE	0.31	3,880.70	67.20	LO	**3.03**	Minor Rehabilitation	**100%**	$74,509.47	$6,291,460.19
PARTRIDGE HILL ROAD	0.16	3,008.18	65.72	LO	**2.87**	Minor Rehabilitation	**100%**	$57,757.00	$6,349,217.20
INDEPENDENCE DRIVE	0.08	1,907.45	52.76	LO/CS/DE	**1.42**	Minor Rehabilitation	**100%**	$36,623.13	$6,385,840.33
WITHERBEE LANE	0.12	1,515.22	53.76	LO/CS/DE	**1.40**	Minor Rehabilitation	**100%**	$29,092.18	$6,414,932.50
VIEW HILL ROAD	0.09	1,016.48	54.76	LO/CS/DE	**1.37**	Minor Rehabilitation	**100%**	$19,516.48	$6,434,448.98
MOORE ROAD	0.08	1,669.87	56.76	LO/CS/DE	**1.32**	Minor Rehabilitation	**100%**	$32,061.57	$6,466,510.55
METACOMET LANE	0.11	1,289.46	58.76	LO/CS/DE	**1.28**	Minor Rehabilitation	**100%**	$24,757.54	$6,491,268.09
ORCHARD ROAD	0.32	4,515.04	58.76	LO/CS/DE	**1.28**	Minor Rehabilitation	**100%**	$86,688.78	$6,577,956.87
WYNDEMERE DRIVE	0.46	6,958.78	58.76	LO/CS/DE	**1.28**	Minor Rehabilitation	**100%**	$133,608.51	$6,711,565.39
PRENTISS STREET	0.15	1,796.00	62.76	LO/CS/DE	**1.20**	Minor Rehabilitation	**100%**	$34,483.28	$6,746,048.67
ADAMS CIRCLE	0.05	1,414.71	63.76	LO/CS/DE	**1.18**	Minor Rehabilitation	**100%**	$27,162.43	$6,773,211.10
WATERVIEW TERRACE	0.10	2,159.68	63.76	LO/CS/DE	**1.18**	Minor Rehabilitation	**100%**	$41,465.93	$6,814,677.03
KIDDER LANE	0.17	2,135.43	64.76	LO/CS/DE	**1.17**	Minor Rehabilitation	**100%**	$41,000.21	$6,855,677.24
SCHIPPER FARM LANE	0.23	2,700.21	64.76	LO/CS/DE	**1.17**	Minor Rehabilitation	**100%**	$51,843.99	$6,907,521.23
WENTWORTH DRIVE	0.15	2,858.96	64.76	LO/CS/DE	**1.17**	Minor Rehabilitation	**100%**	$54,891.97	$6,962,413.20
OLAND LANE	0.22	2,568.52	65.76	LO/CS/DE	**1.15**	Minor Rehabilitation	**100%**	$49,315.65	$7,011,728.85
WELLS LANE	0.11	2,030.76	65.76	LO/CS/DE	**1.15**	Minor Rehabilitation	**100%**	$38,990.66	$7,050,719.51
ASAREE DRIVE	0.12	2,216.81	66.76	LO/CS/DE	**1.13**	Minor Rehabilitation	**100%**	$42,562.66	$7,093,282.17
WHITE BAGLEY ROAD EXTENSION	0.03	270.78	66.76	LO/CS/DE	**1.13**	Minor Rehabilitation	**100%**	$5,199.00	$7,098,481.17
HIDDEN MEADOW LANE	0.16	1,874.28	67.76	LO/CS/DE	**1.12**	Minor Rehabilitation	**100%**	$35,986.10	$7,134,467.27
RESERVOIR DRIVE	0.14	2,548.52	68.76	LO/CS/DE	**1.10**	Minor Rehabilitation	**100%**	$48,931.60	$7,183,398.87
ANDREWS WAY	0.14	3,020.61	69.76	LO/CS/DE	**1.09**	Minor Rehabilitation	**100%**	$57,995.63	$7,241,394.50

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Southborough, MA

Cost Benefit Value Analysis: Roadways Sorted By CBV for Prev. Maint.

CBV — Cost Benefit Value

Comp. RSR — Composite Road Surface Rating (0-100) for Entire Road

Functional Class Key

AR - Arterial *LO - Local*
CO - Collector *LO/CS/DE - Cul De Sac/Dead End*

Name	Length (Miles)	Sq. Yards	Comp. RSR	Class	CBV	Repair	% Repair	Repair Cost*	Cumulative Total
SOUTHVILLE ROAD	1.38	28,421.32	70.27	AR	**52.38**	Preventative Maintenance	47%	$272,844.63	$272,844.63
RIVER STREET	0.16	3,584.03	71.29	AR	**50.40**	Preventative Maintenance	82%	$34,406.71	$307,251.33
WASHINGTON STREET	0.17	2,865.01	76.76	AR	**46.15**	Preventative Maintenance	**100%**	$27,504.06	$334,755.40
JOHNSON ROAD	0.32	4,450.95	78.76	AR	**45.01**	Preventative Maintenance	**100%**	$42,729.13	$377,484.53
CROSS STREET	0.18	2,336.18	77.16	LO	**16.43**	Preventative Maintenance	56%	$22,427.34	$399,911.87
GILMORE ROAD	0.69	6,489.49	78.38	LO	**13.54**	Preventative Maintenance	54%	$62,299.12	$462,210.99
ATWOOD STREET	0.55	6,154.47	78.34	LO	**12.91**	Preventative Maintenance	57%	$59,082.86	$521,293.85
DARLENE DRIVE	0.49	9,268.21	79.58	LO	**12.57**	Preventative Maintenance	59%	$88,974.81	$610,268.66
MEADOW LANE	0.54	6,425.81	74.75	LO	**12.24**	Preventative Maintenance	20%	$61,687.82	$671,956.48
WILLOW STREET	0.22	4,115.42	70.43	LO	**5.30**	Preventative Maintenance	22%	$39,508.05	$711,464.53
EDGEWOOD ROAD	0.54	5,974.31	70.81	LO	**5.08**	Preventative Maintenance	79%	$57,353.37	$768,817.90
CRESTVIEW DRIVE	0.22	3,220.57	70.76	LO	**4.99**	Preventative Maintenance	**100%**	$30,917.43	$799,735.33
KALLANDER DRIVE	0.14	1,986.09	70.76	LO	**4.99**	Preventative Maintenance	**100%**	$19,066.46	$818,801.79
SUMMIT ROAD	0.26	3,753.85	72.76	LO	**4.86**	Preventative Maintenance	**100%**	$36,036.99	$854,838.78
CLEMMONS STREET	0.28	3,333.98	73.76	LO	**4.80**	Preventative Maintenance	**100%**	$32,006.19	$886,844.97
RED GATE LANE	0.33	5,225.48	78.87	LO	**4.72**	Preventative Maintenance	54%	$50,164.64	$937,009.61
HIGH RIDGE ROAD	0.21	3,438.90	75.76	LO	**4.67**	Preventative Maintenance	**100%**	$33,013.45	$970,023.06
FAY COURT	0.09	1,022.27	79.72	LO/CS/DE	**4.65**	Preventative Maintenance	54%	$9,813.79	$979,836.85
HIGH STREET	0.41	4,575.20	76.22	LO	**4.65**	Preventative Maintenance	**100%**	$43,921.92	$1,023,758.77
BANFILL LANE	0.06	881.00	77.76	LO	**4.56**	Preventative Maintenance	**100%**	$8,457.64	$1,032,216.41
LEONARD DRIVE	0.22	2,783.73	79.76	LO	**4.45**	Preventative Maintenance	**100%**	$26,723.77	$1,058,940.18
SADIE HUTT LANE	0.54	7,641.33	79.76	LO	**4.45**	Preventative Maintenance	**100%**	$73,356.78	$1,132,296.96
FAIRVIEW DRIVE	0.52	10,068.57	77.18	LO	**4.03**	Preventative Maintenance	**100%**	$96,658.26	$1,228,955.22
LYMAN STREET	0.18	3,667.65	73.61	LO	**3.61**	Preventative Maintenance	**100%**	$35,209.45	$1,264,164.67
SKYLAR DRIVE	0.35	5,299.98	76.11	LO	**3.37**	Preventative Maintenance	**100%**	$50,879.80	$1,315,044.47
AUSTIN KELLY LANE	0.16	1,835.20	70.76	LO/CS/DE	**1.00**	Preventative Maintenance	**100%**	$17,617.95	$1,332,662.42
POWDER MILL LANE	0.10	2,280.52	70.76	LO/CS/DE	**1.00**	Preventative Maintenance	**100%**	$21,893.00	$1,354,555.41
WHISTLER LANE	0.24	4,432.93	70.76	LO/CS/DE	**1.00**	Preventative Maintenance	**100%**	$42,556.13	$1,397,111.55
ASHLEY ROAD	0.15	3,272.57	71.76	LO/CS/DE	**0.99**	Preventative Maintenance	**100%**	$31,416.68	$1,428,528.22
VINE STREET	0.08	576.00	71.76	LO/CS/DE	**0.99**	Preventative Maintenance	**100%**	$5,529.61	$1,434,057.83

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Southborough, MA

Cost Benefit Value Analysis: Roadways Sorted By CBV for Prev. Maint.

CBV — Cost Benefit Value

Comp. RSR — Composite Road Surface Rating (0-100) for Entire Road

Functional Class Key

AR - Arterial *LO - Local*
CO - Collector *LO/CS/DE - Cul De Sac/Dead End*

Name	Length (Miles)	Sq. Yards	Comp. RSR	Class	CBV	Repair	% Repair	Repair Cost*	Cumulative Total
WALNUT DRIVE	0.32	3,713.69	72.76	LO/CS/DE	**0.97**	Preventative Maintenance	**100%**	$35,651.45	$1,469,709.28
BLENDON WOODS DRIVE	0.23	3,506.11	73.76	LO/CS/DE	**0.96**	Preventative Maintenance	**100%**	$33,658.67	$1,503,367.95
NORTH STREET	0.07	713.34	73.76	LO/CS/DE	**0.96**	Preventative Maintenance	**100%**	$6,848.10	$1,510,216.06
BOSWELL LANE	0.13	1,541.40	74.76	LO/CS/DE	**0.95**	Preventative Maintenance	**100%**	$14,797.46	$1,525,013.52
WILLIAM COLLEARY LANE	0.10	1,285.51	74.76	LO/CS/DE	**0.95**	Preventative Maintenance	**100%**	$12,340.88	$1,537,354.40
STUB TOE LANE	0.16	1,846.66	75.76	LO/CS/DE	**0.93**	Preventative Maintenance	**100%**	$17,727.97	$1,555,082.36
VALADE COURT	0.04	244.12	76.76	LO/CS/DE	**0.92**	Preventative Maintenance	**100%**	$2,343.52	$1,557,425.88
FIDDLENECK LANE	0.20	2,325.51	76.76	LO/CS/DE	**0.92**	Preventative Maintenance	**100%**	$22,324.85	$1,579,750.74
GROVE STREET	0.05	726.61	77.76	LO/CS/DE	**0.91**	Preventative Maintenance	**100%**	$6,975.47	$1,586,726.21
KILLAM FARM LANE	0.13	1,648.21	77.76	LO/CS/DE	**0.91**	Preventative Maintenance	**100%**	$15,822.81	$1,602,549.01
MICHAEL CIRCLE	0.05	1,291.95	77.76	LO/CS/DE	**0.91**	Preventative Maintenance	**100%**	$12,402.73	$1,614,951.75
FOLEY DRIVE	0.20	4,105.34	77.98	LO/CS/DE	**0.91**	Preventative Maintenance	**100%**	$39,411.30	$1,654,363.05
GLENWOOD ROAD	0.08	2,000.19	78.76	LO/CS/DE	**0.90**	Preventative Maintenance	**100%**	$19,201.78	$1,673,564.83
SARSEN STONE WAY	0.24	4,384.41	78.76	LO/CS/DE	**0.90**	Preventative Maintenance	**100%**	$42,090.30	$1,715,655.14
HICKORY ROAD	0.23	3,375.69	79.76	LO/CS/DE	**0.89**	Preventative Maintenance	**100%**	$32,406.59	$1,748,061.73

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Southborough, MA

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CBV — Cost Benefit Value

Comp. RSR — Composite Road Surface Rating (0-100) for Entire Road

Functional Class Key

AR - Arterial *LO - Local*
CO - Collector *LO/CS/DE - Cul De Sac/Dead End*

Name	Length (Miles)	Sq. Yards	Comp. RSR	Class	CBV	Repair	% Repair	Repair Cost*	Cumulative Total
BOSTON ROAD	0.95	15,035.49	82.39	AR	**203.44**	Routine Maintenance	86%	$11,276.61	$11,276.61
CENTRAL STREET	0.57	14,670.60	83.52	AR	**192.81**	Routine Maintenance	80%	$11,002.95	$22,279.57
FISHER ROAD	1.22	20,048.09	85.23	CO	**114.37**	Routine Maintenance	**100%**	$15,036.07	$37,315.63
JERICHO HILL ROAD	0.49	6,209.15	86.76	CO	**112.36**	Routine Maintenance	**100%**	$4,656.86	$41,972.50
LATISQUAMA ROAD	0.67	7,474.12	90.76	CO	**107.53**	Routine Maintenance	**100%**	$5,605.59	$47,578.09
BREAKNECK HILL ROAD	1.04	12,024.35	86.80	CO	**100.09**	Routine Maintenance	88%	$9,018.26	$56,596.35
DEERFOOT ROAD	0.67	6,435.35	82.09	CO	**91.00**	Routine Maintenance	75%	$12,622.82	$69,219.17
WHITE BAGLEY ROAD	0.91	9,423.41	80.18	CO	**88.26**	Routine Maintenance	77%	$7,067.55	$76,286.72
GENERAL HENRY KNOX ROAD	0.29	4,183.06	80.76	LO	**24.10**	Routine Maintenance	**100%**	$3,137.30	$79,424.02
VALE TERRACE	0.21	2,690.57	80.76	LO	**24.10**	Routine Maintenance	**100%**	$2,017.92	$81,441.94
MOULTON ROAD	0.18	2,651.41	81.76	LO	**23.81**	Routine Maintenance	**100%**	$1,988.56	$83,430.50
BRYDEN ROAD	0.20	2,986.80	82.76	LO	**23.53**	Routine Maintenance	**100%**	$2,240.10	$85,670.60
HEATHER LANE	0.26	4,446.04	84.07	LO	**23.17**	Routine Maintenance	**100%**	$3,334.53	$89,005.13
CHERRY STREET	0.10	1,194.89	85.76	LO	**22.73**	Routine Maintenance	**100%**	$896.17	$89,901.30
WILDWOOD DRIVE	0.50	8,186.97	86.53	LO	**22.53**	Routine Maintenance	**100%**	$6,140.23	$96,041.53
JOHN MATTHEWS ROAD	0.27	3,988.43	86.76	LO	**22.47**	Routine Maintenance	**100%**	$2,991.32	$99,032.85
WINTER STREET	0.20	2,096.70	86.76	LO	**22.47**	Routine Maintenance	**100%**	$1,572.53	$100,605.38
HIGHLAND STREET	0.60	6,690.00	87.31	LO	**22.34**	Routine Maintenance	**100%**	$5,017.50	$105,622.88
PEGGY DRIVE	0.14	1,735.51	87.76	LO	**22.22**	Routine Maintenance	**100%**	$1,301.63	$106,924.51
SCHOOL STREET	0.74	9,126.12	89.86	LO	**21.72**	Routine Maintenance	**100%**	$6,844.59	$113,769.10
BURNETT ROAD	0.55	5,786.16	89.89	LO	**21.71**	Routine Maintenance	**100%**	$4,339.62	$118,108.72
HARRINGTON COURT	0.03	461.59	90.76	LO	**21.51**	Routine Maintenance	**100%**	$346.19	$118,454.92
SOUTHWOOD DRIVE	0.55	7,686.02	90.58	LO	**15.67**	Routine Maintenance	**100%**	$5,764.51	$124,219.43
LEDGE HILL ROAD	0.56	8,553.79	83.88	LO	**15.01**	Routine Maintenance	59%	$6,415.34	$130,634.77
MIDDLE ROAD	1.40	19,706.45	80.31	LO	**14.14**	Routine Maintenance	51%	$19,922.69	$150,557.46
BARN LANE	0.22	3,145.77	82.49	LO	**10.81**	Routine Maintenance	45%	$2,359.33	$152,916.79
THAYER LANE	0.15	2,286.66	87.51	LO	**10.47**	Routine Maintenance	**100%**	$1,714.99	$154,631.78
ALEXANDRA CIRCLE	0.17	2,658.42	80.76	LO/CS/DE	**4.82**	Routine Maintenance	**100%**	$1,993.81	$156,625.60
HILLTOP DRIVE	0.07	962.35	81.76	LO/CS/DE	**4.76**	Routine Maintenance	**100%**	$721.76	$157,347.36
LEARNED STREET	0.13	1,551.00	82.76	LO/CS/DE	**4.71**	Routine Maintenance	**100%**	$1,163.25	$158,510.61

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Southborough, MA

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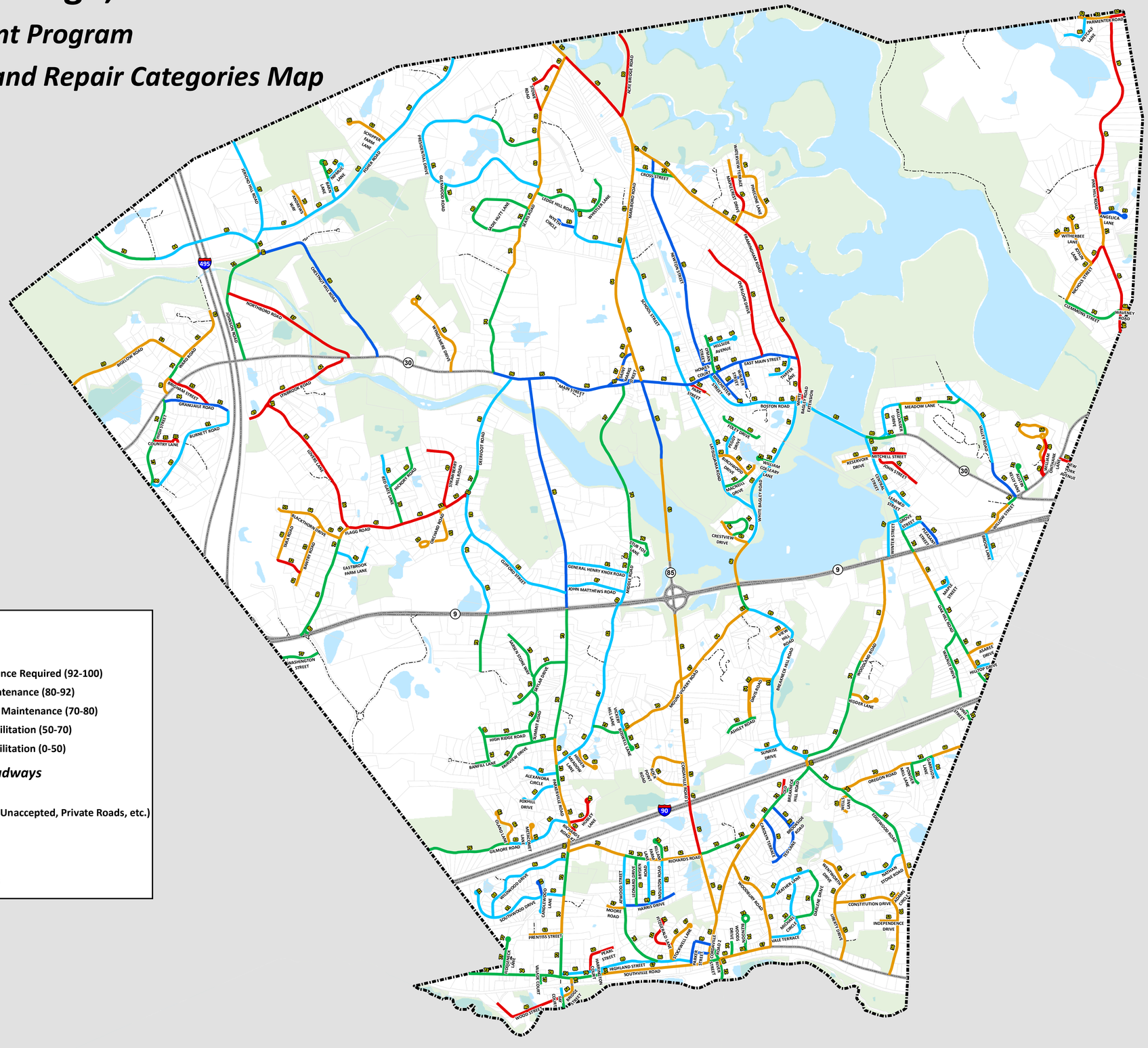
Name	Length (Miles)	Sq. Yards	Comp. RSR	Class	CBV	Repair	% Repair	Repair Cost*	Cumulative Total
NIPMUC LANE	0.13	1,782.46	82.76	LO/CS/DE	**4.71**	Routine Maintenance	**100%**	$1,336.84	$159,847.45
VICKERY HILL LANE	0.12	1,411.88	82.76	LO/CS/DE	**4.71**	Routine Maintenance	**100%**	$1,058.91	$160,906.36
GARRISON LANE	0.11	2,286.65	83.76	LO/CS/DE	**4.65**	Routine Maintenance	**100%**	$1,714.99	$162,621.35
MAPLE STREET	0.11	1,624.57	86.76	LO/CS/DE	**4.49**	Routine Maintenance	**100%**	$1,218.43	$163,839.77
SUNRISE DRIVE	0.13	2,299.83	86.76	LO/CS/DE	**4.49**	Routine Maintenance	**100%**	$1,724.87	$165,564.64
FOXHILL DRIVE	0.22	3,050.35	87.76	LO/CS/DE	**4.44**	Routine Maintenance	**100%**	$2,287.76	$167,852.41
METCALF LANE	0.17	3,109.36	87.76	LO/CS/DE	**4.44**	Routine Maintenance	**100%**	$2,332.02	$170,184.43
NATHAN STONE ROAD	0.24	2,826.15	87.76	LO/CS/DE	**4.44**	Routine Maintenance	**100%**	$2,119.61	$172,304.04
BROOK LANE	0.12	1,447.63	90.76	LO/CS/DE	**4.30**	Routine Maintenance	**100%**	$1,085.72	$173,389.77
CANDLEWOOD LANE	0.10	1,273.78	90.76	LO/CS/DE	**4.30**	Routine Maintenance	**100%**	$955.33	$174,345.10
EASTBROOK FARM LANE	0.21	3,213.56	91.76	LO/CS/DE	**4.26**	Routine Maintenance	**100%**	$2,410.17	$176,755.27

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Town of Southborough, Massachusetts

Pavement Management Program

Road Surface Ratings and Repair Categories Map



Legend

Repair Category

- No Maintenance Required (92-100)
- Routine Maintenance (80-92)
- Preventative Maintenance (70-80)
- Minor Rehabilitation (50-70)
- Major Rehabilitation (0-50)

Non-Inspected Roadways

- State
- Other (Town Unaccepted, Private Roads, etc.)

Other

- Open Space
- Waterbodies



DRAFT

Issue Date: December 15, 2023

This Map is Intended for Planning Purposes Only

BETA IMPROVING COMMUNITIES TOGETHER

0 0.25 0.5 Miles

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Tuesday, April 8, 2024 8:00 AM
Location: McAuliffe Hearing Room, 17 Common Street, Southborough, MA
Present: Andrew Dennington, Kathryn Cook, Marguerite Landry, Sam Stivers, Al Hamilton, Town Administrator Mark Purple, and Assistant Town Administrator Vanessa Hale.

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Mr. Dennington called the meeting to order at 8:00 AM.

II. Discussion/Appointment of Fire Chief

Mr. Dennington reviewed the process taken for the selection of Fire Chief. Each Select Board member outlined why they felt Mr. Andrew Puntini, Captain/Shift Commander of Group 1 at the Foxborough Fire Department, was their first choice as next Fire Chief. They discussed his background, his professionalism, maturity and positivity during his interviews, the strong recommendations from other Fire Chiefs, and his experience with Regional Emergency Communication Centers. The Board agreed the other candidates are well qualified and would be a strong Chief, but felt Mr. Puntini was the best fit for Southborough.

Mr. Dennington made a motion to appoint Andrew Puntini as Southborough's next Fire Chief subject to successful contract negotiations and the completion of all remaining background checks. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

The Board discussed the process for contract negotiations which included nominating a Board member to assist in these discussions. The Board would then enter Executive Session to discuss the outcome of the negotiations and vote to approve a contract. Mr. Dennington volunteered as he has done multiple contract negotiations. Mr. Dennington made a motion for Ms. Cook and Mr. Dennington to represent the Select Board and work with Captain Puntini to negotiate a successful Fire Chief Contract. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

The Board discussed their next meeting date and agreed upon March 23, 2024.

Mr. Dennington made a motion to adjourn the meeting at 8:17 AM. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

Upcoming Meetings	
April 23, 2024	*May 7, 2024*

Respectfully submitted, Katie Barry, Business Administrator

List of Documents referred to at the April 4, 2024 SB Meeting:

- None

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Tuesday, May 7, 2024 6:30 PM
Location: McAuliffe Hearing Room, Town House, 17 Common Street, Southborough, MA
Present: Andrew Dennington, Kathryn Cook, Marguerite Landry, Sam Stivers and Al Hamilton. Town Administrator Mark Purple and Assistant Town Administrator Vanessa Hale.

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Mr. Dennington called the meeting to order at 6:30 PM.
Mr. Dennington stated that on tonight's Agenda, item number (2) under Executive Session would be tabled.

II. Public Comment

Ms. Cindy Foster, 3 Aspen Wood Lane, stated that when the Board voted to approve the move to Aetna Health Insurance, it was stated that the Town would achieve approximately $90,000 in savings each year. She stated she has seen figures that indicate the savings are approximately $60,000-$63,000 and she asked the Board for clarification on the discrepancy. Mr. Dennington stated someone would look into the matter and provide Ms. Foster with the information. Ms. Foster also stated that she is glad the Town will bid the health care consultant contract in FY2025.

III. Scheduled Appointments *(Board may vote)*

a. Interview/appoint Karen Bernhardt to 21 Highland Future Use Committee; term to expire June 30, 2025

Mr. Dennington reported that the Board's office has been unable to contact Ms. Berhardt and stated the Board would remove her from consideration for the 21 Highland Future Use Committee. He urged residents, particularly those with experience in construction, project management or real estate, to consider applying for the remaining open seat on the Committee.

b. Tony Roselli, Roselli, Clark & Associates – Fiscal Year 2023 Audit

The Board heard this matter after Other Matters "d." Mr. Roselli appeared before the Board, via Zoom, on the matter. Mr. Roselli and the Board had a robust discussion of OPEB, including increased contributions to OPEB through the Worcester County Retirement System and tax implications of pension obligation bonds. The Board agreed they would like to hear Mr. Roselli's OPEB presentation at a future date. Mr. Roselli presented the 2023 Audit of the Town's finances. He reported that the Town continues to be well managed and had a clean audit. He stated that highlights include an increase in the Reserve Fund balance to over $6 million dollars, representing an increase from 9.4% to 10.8%. He attributed this increase to an increase in local receipts that exceeded projections by $2.2 million dollars and expenditures that were .8% less than projected, noting that these items were offset by planned uses of Free Cash. He stated the Town maintains its AAA bond rating and offered suggestions to retain its rating. Mr. Roselli also stated that the Town realized a $221,000 gain in OPEB investment income after losing approximately $400,000 the previous year. Mr. Dennington discussed the Neary School building project and asked if there would be any issues relative to the Town's undertaking of this building project. Mr. Roselli stated that he would like to see the Town's Reserve Fund at 15% so as to not impact the AAA bond rating the Town enjoys. Mr. Stivers and Ms.

Cook thanked the Town's Finance Department for their efforts towards effective financial management.

c. Linda Bournaville, KMS Actuaries, LLC – Fiscal Year 2023 OPEB Audit

The Board heard Scheduled Appointments "c" before Scheduled Appointment "b." Ms. Linda Bournaville appeared before the Board, via Zoom, on the matter. Mr. Dennington informed Ms. Bournaville that, at its March Annual Town Meeting, the Town had passed a warrant article requesting that the Town, through a Special Act of the State Legislature, be authorized to bond OPEB trust monies. Mr. Dennington stated that Town would like to use this tool when interest rates are more favorable. Ms. Bournaville stated that the option described above is a proactive tool for the Town to use. Ms. Cook asked how long the process would take to implement the ability to bond. Ms. Bournaville described the process and stated that it can take approximately 6-8 months. Ms. Bournaville presented the OPEB presentation, dated May 7, 2024. She explained that the in-depth analysis provided in this report to the Town is done every two years. She stated that as of June 30, 2023, the Town's Net OPEB liability is $42.2 million dollars and the most significant impact in the report was that the Town realized a savings of $10 million dollars due to the health plan changes in 2023. Ms. Bournaville reported that, as of 2023, the Town has funded 6.7% of its OPEB obligations. The Board discussed its annual contribution of $250,000 to OPEB. Ms. Bournaville stated that OPEB funding is a long-term process because employee numbers are always shifting. The Board discussed the assumptions used in modeling and the role those assumptions play in data outcomes. They concluded that the Town is moving forward in a responsible manner to funding its OPEB obligations.

d. Brian Ballantine, Finance Director; Carla McAuliffe, Town Accountant – Q3 Financial Update

Brian Ballantine and Carla McAuliffe appeared before the Board on the matter. Mr. Ballantine reviewed the revenue portion of the Q3 Financial Update. He reported that total General Fund revenue is down by $37,000 compared to the same period last year. He noted that motor vehicle excise taxes, building fees and water revenue were down but that dumpster fees and ZBA fees had increased. He also noted that investment income had increased by $219,000 since Q2. Ms. McAuliffe reported the expense portion of the Q3 Financial Update. She stated that the following are potential Reserve Fund transfers: Select Board for increased postage; ZBA additional staff hours due to 40B projects; Fire – Scuba grant matching ($30,000); Fire – Tower repair ($8,461); Election/Town Clerk – additional election costs; and Debt – year end transfers due to Spring long-term interest payments. Ms. McAuliffe also stated that they are watching Police and Fire overtime, as both departments are experiencing staffing challenges. She stated that IT, Operations and DPW are in good shape and only 30.76% of the snow/ice budget has been spent thus far. She reported that Benefits are trending at budget. With regard to FEMA, Ms. McAuliffe stated that the final claim has been filed and, once processed, will formally close the grant program. She stated that between FEMA and CARES, the Town has received $959,000 and, to date, all claims have been paid. With regard to ARPA, she reported that $1, 273,087.91 has been spent/encumbered and she has reminded boards/committees to allocate funds by June 30, 2024. Ms. Cook expressed concern over the impact of the lack of funds for Schools/Transportation and a potential reduction in Local Aid. Mr. Ballantine stated that he expects to receive the Department of Revenue's final report on the Town's financial and policy review and will provide it to the Board and Advisory when available. He also stated that short-term notes would be issued for the Town Hall renovation and Neary School Study. Ms. Cook asked about the Reserve Fund number and Mr. Ballantine stated he would provide her with that information.

The Board recessed at 9:28 PM and resumed meeting at 9:36 PM.

IV. Reports

a. Chair's Report

Mr. Dennington reported that Doug Peck hosts a program on Southborough Access Media (SAM) called "Southborough Connects" and that today, Mr. Dennington taped a segment.

b. Member's Report

i. Informational Meeting for Townwide Survey

Ms. Landry reported that UMASS Boston Gerontology Unit is conducting an assessment of the senior population. Ms. Landry stated she would attend a meeting this Thursday to learn more about the assessment.

c. Town Administrator's Report

i. Start date for new Fire Chief

Mr. Purple reported that Chief Puntini's first day of work would be May 20th, 2024 and his swearing in will likely be on June 1st.

ii. Update on Public Safety staffing study

Mr. Purple reported that the contract for the Public Safety staffing study was signed today and there will be a kick-off meeting to reiterate the Board's areas of concern.

Mr. Purple stated that May is Mental Health Awareness Month. Green awareness pins are available for Town employees at the Treasure/Collector's office. He stated that he and Ms. Hale have worked to offer a variety of programs to Town employees including topics on stress reduction and emotional intelligence. He stated other programs include Laugh and Learn, Say Yes with Kerry Stack and Suicide Prevention. Mr. Purple stated that a community-wide wellness event would be held on May 29th from 6-8 PM where Dr. Safdar Medina will be awarded the Laurie Sugerman Whittier Wellness Award. Food trucks will also be available. He stated that all information is available on the Youth and Family Services website.

V. Consent Agenda

a. Approve Open Session Meeting Minutes: April 23, 2024

Mr. Stivers requested to hold Consent Agenda item "a." Mr. Stivers and Ms. Landry had scrivener's changes to the minutes. Mr. Dennington move to approve the April 23, 2024 Open Session Meeting Minutes, as amended. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

b. Appointments to the 21 Highland Future Use Committee, terms to expire 6/30/2024 (swearing-in period elapsed)

i. Destin Heilman

iii. Freddie Gillespie (OPPC representative)

Mr. Hamilton requested to hold Consent Agenda item "b." Mr. Hamilton asked if Dr. Heilman and Ms. Gillespie wished to serve on the 21 Highland Future Use Committee. Mr. Dennington stated he had not heard otherwise. Mr. Dennington moved to renew the vote to appoint Destin Heilman to the 21 Highland Future Use Committee, term to expire 6/30/2024. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Mr. Dennington moved to renew the vote to appoint Freddie Gillespie to the 21 Highland Future Use Committee, term to expire 6/30/2024. Mr. Stivers seconded the motion. The motion was approved (3-2-0). Ms. Landry and Mr. Hamilton voted against the appointment.

c. Approve job description for Police Dispatcher

Mr. Dennington moved to approve Consent Agenda items "c", "d", "e", and "g." Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

d. Approve Election Worker pay rate for FY25

e. Appoint Jennifer Condon as Animal Control Officer, term to expire 4/30/25

f. Approve Useful Life for Town Equipment

Mr. Dennington requested to hold Consent Agenda item "f." Mr. Dennington had scrivener's changes. Mr. Dennington moved to approve the Useful Life for Town Equipment. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

g. Approve request to use Town Counsel for violation enforcement

h. Approve Executive Session Meeting Minutes: April 23, 2024

Mr. Dennington requested to hold Consent Agenda item "h." Mr. Dennington stated the Board would discuss this matter in Executive Session.

VI. Other Matters *(Board may vote)*

a. Atwood Road lead testing and next steps

Mr. Dennington moved to this item after Other Matters "c." Mr. Dennington stated that, in tonight's packet, there is a revised estimate from Pare for the additional lead testing at the Atwood water tower site. Mr. Dennington described the testing and noted the revised estimate includes $5,600 for testing on the Sturgeon's property. Mr. Cundiff stated that he believes the estimate is appropriate and is a sound approach to determining the scope of the issue. Ms. Kristin LeVault, _12 Southwood Drive, asked that Board members bring their grievances to a CPC meeting where they can be addressed as an agenda item. Mr. Dennington moved that the Board sign the letter agreement with Pare for the lead soil sampling program for the former Atwood tank parcel that also includes the additional scope for the abutting parcel and that $75,616.29 in unallocated ARPA funds plus $9,383.71 in National Grid funds would be used to cover the cost of testing. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

b. Regional Dispatch Survey Results

Mr. Hamilton presented the Regional Dispatch Survey Results. He stated that determining operating costs with no State support is the important metric to consider. He also stated that adding dispatchers locally puts Southborough at a financial disadvantage versus a Regional Emergency Communications Center (RECC). He stated that 2/3 of the communities surveyed are considering joining a RECC. He stated that educating residents, with information learned from the survey, would be an important part in winning a vote at Town Meeting.

c. Potential CPA Application for Town Common rail replacement

Mr. Dennington moved to this matter after Other Matters "e.iii." Mr. Dennington stated that Mr. Cundiff had gotten quotes on the cost to replace the rail in the Town Common. The quotes range from $3,800 to $33,000. Mr. Kevin Miller, chair of the Historical Commission appeared before the Board on the matter. He recommended the Town select the $3,800 option with granite posts and iron rods, as it is more historically accurate. He suggested that the Board also consider repairing the rail in the Old Burial Ground. The Board discussed repairing the rail. The Board agreed to have Mr. Miller work with Mr. Cundiff on the matter. Mr. Miller commented that he is impressed with the recent streetlight installation on his road.

d. Potential Fall Town Meeting Warrant Article re: organization of affordable housing committees (AHTFC, SHOPC) and use of CPC funds for community housing

Mr. Dennington moved to this matter after Scheduled Appointments "c." Mr. Dennington stated that there is a quorum present of the Affordable Housing Trust Fund Committee (AHTFC), as the Board holds five of the seven seats on the AHTFC. Mr. Hamilton called the AHTFC meeting to order at 7:30 PM. Mr. Dennington moved to approve the Executive Session meeting minutes for December 27, 2023 and January 10, 2024. Mr. Dennington had scrivener's changes to the January 10, 2024 minutes. Mr. Dennington moved to approve the Executive Session meeting minutes for the December 27, 2023, as written, and the January 10,2024 meeting minutes, as amended. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Mr. Dennington moved to release the Executive Session meeting minutes for December 27, 2023 and January 10, 2024. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Mr. Dennington

suggested that two people from the Board and the AHTFC meet with a representative each from the Southborough Housing Opportunity Partnership Committee (SHOPC) and the Community Preservation Committee (CPC) to begin discussions of a warrant article for Fall Town Meeting that (1) combines the functions of the AHTFC and SHOPC into one committee; and (2) includes a mechanism for transferring Community Preservation Act (CPA) housing funds from the CPC to the newly formed committee. The AHTFC agreed that Mr. Dennington and Mr. Hamilton would be the representatives from the Board and AHTFC. Mr. Stivers noted that continuing progress on this matter is the result of an idea brought to the Board by Ms. Lisa Braccio while serving as a member of the Board. Mr. Stivers moved to adjourn the AHTFC meeting at 7:34 PM. Ms. Cook seconded the motion. The motion was unanimously approved (5-0-0).

e. ARPA Funding

i. Senior Tax Relief

Ms. Cook moved to approve an additional $3,000 towards Senior Tax Relief. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

iv. Atwood Road testing

See Other Matters "a."

iii. VHB sidewalk improvement proposals – Woodland Road (Richards Road to Oregon Road), Road (Cordaville Road to Woodland Road), and Parkerville Road (South I-90 to Middle Road

Mr. Dennington moved to this matter after Scheduled Appointments. Ms. Cook stated that $50,000 in ARPA funds had been allocated for the Beta sidewalk study and that, tonight, the Board is considering spending the remainder of the ARPA sidewalk category, $509,453, for four sidewalk projects. Mr. Bill Cundiff, DPW Superintendent, appeared before the Board, via Zoom, on the matter. Mr. Cundiff described the process he used to determine the four projects presented for discussion this evening. He asked the Board to consider the following sidewalk projects: 1) Parkerville Road from Richards Road to Middleboro Road; 2) Richards Road off Cordaville Road to Woodland Road; 3) Woodland Road from Richards Road to Oregon Road; and 4) Oak Hill Road from the end of the existing sidewalk to Walnut Street. He stated VHB has submitted a proposal of $564,000 for engineering services only. He also stated that Safe Routes to Schools might be a source of additional money for the sidewalk projects. Mr. Dennington asked if there would be additional fees above the proposal number. Mr. Cundiff stated that the numbers are very conservative but unforeseen costs may occur. Ms. Cook asked if the VHB proposal is a lump sum flat fee. Mr. Cundiff stated that it is but he would request that VHB present the proposal as "not to exceed." Mr. Dennington stated that the contract describes that the reviewing body would be the Public Works Planning Board, which no longer exists. Mr. Cundiff suggested a working group be formed for the purposes of review. Mr. Cundiff confirmed the sidewalk projects 1, 2 and 3 above represent $456,000 in ARPA funds that would then be successfully committed for expenditure. Mr. Bill Harrington, 4 Richards Road, read comments relative to the history of the sidewalks on Richards Road. He stated that the residents on Richard Road eagerly await sidewalks for safety and walkability reasons. Mr. Grant Farrington, 58 Flagg Road, asked when the map shown by Mr. Cundiff was created. Mr. Dennington replied it was created in 2015. Mr. Farrington asked what outreach would be conducted for residents on the streets listed. Mr. Dennington stated that abutter meetings would be held for residents on the streets listed. Mr. Andrew Pfaff, 50 Oak Hill Road, stated that he believes this is a great start to providing sidewalks in Town. He asked Mr. Cundiff to confirm the following relative to the VHB proposal: 1) the length of sidewalk on Oak Hill Road; and 2) that there is currently an existing sidewalk on Parkerville Road. He stated there might be some savings achieved for those items. Mr. Dennington moved that the Board allocate $458,000 of the $509,453 in ARPA funds for the engineering study of the proposed sidewalks on Parkerville Road, Richards Road and Woodland Road. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Mr. Dennington

acknowledged that a resident had asked that any remaining ARPA sidewalk monies be used to provide trashcans on Main Street. The Board agreed that all sidewalk monies should be used for sidewalks. Ms. Cook moved to fund the Oak Hill portion of the sidewalk project with any remaining monies from the ARPA sidewalk category, including any residual funds from the first three sidewalk projects, and Chapter 90 funds. Mr. Dennington seconded the motion. The motion was unanimously approved (5-0-0). Mr. Farrington asked if the Board was able to vote on the Oak Hill sidewalk project, as it was not listed on the agenda. Ms. Cook stated that the Board could vote on the Oak Hill sidewalk, as it was the next sidewalk on Mr. Cundiff's list.

VII. Public Comment

Mr. Farrington stated that CPC is holding a public forum on June 6th to solicit ideas for potential funding opportunities for its next cycle.

VII. Executive Session

Mr. Dennington moved to enter into Executive Session at 10:00 PM, per M.G.L. Chapter 30A, Section 21, and not return to Open Session for the following items: (1) to discuss contract negotiations for the Town Administrator (Exemption 2), as the Chair has determined that an open meeting may have a detrimental effect on the Town's position. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Dennington aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye (5-0-0).

Upcoming Meetings	
May 21, 2024	*June 4, 2024*

Respectfully submitted,

Bridgid Rubin, Recording Secretary

List of Documents referred to at the May 7, 2024 SB Meeting:

- Board and Committee Volunteer Form for Karen Bernhardt
- Management Letter from Roselli, Clark & Associates, dated March 18, 2024, RE: FY2023 Audit of Town Financials
- Town of Southborough Report on Examination of Basic Financial Statements and Additional Information Year Ended June 30, 2023 prepared by Roselli, Clark and Associates
- Memorandum from Mark Purple, Carla McAuliffe, Brian Ballantine and Paul Cibelli, dated May 1, 2024, RE: FY23 Audit Response Management Letter
- Town of Southborough Other Post Employment Benefits Program Financial Reporting and Disclosures As of June 30, 2023
- FY24 Q3 Finance Report, dated May 7, 2024
- Open Session Meeting Minutes for April 23, 2024

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Monday, May 13, 2024, 8:00 A.M.
Location: Virtual through Zoom
Present: Andrew Dennington, Al Hamilton, Marguerite Landry, Sam Stivers, Town Administrator Mark Purple, and Assistant Town Administrator Vanessa Hale.
Absent: Kathy Cook

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Mr. Dennington called the meeting to order at 8:06 AM.

II. At 8:07 A.M. the Board voted unanimously (4-0-0) to enter Executive Session per M.G.L. Chapter 30A, Section 21, and not return to Open Session through a motion by Mr. Dennington and seconded by Mr. Stivers for the following items: (1) to discuss strategy with respect to litigation (exception 3) where an open meeting will have a detrimental effect on the litigating position of the public body and the chair so declares: Louise Barron v. Daniel Kolenda, Worcester Superior Court, C.A. No. 2085CV00382; and (2) to review and approve April 23, 2024 Executive Session minutes. Roll call vote as follows: Hamilton, aye; Landry, aye; Stivers, aye; Dennington, aye.

Upcoming Meetings

May 21, 2024 *June 4, 2024*

Respectfully submitted, Katie Barry, Business Administrator

Staff Appointments FY24

POSITION	FIRST NAME	MI	LAST NAME	TITLE	TERM EXPIRES	TERM LENGTH
ADA Coordinator	Mark	J.	Purple		6/30/2024	1
Building Commissioner	VACANCY				6/30/2024	1
Building Inspector	Gene		Novak		6/30/2024	1
Alternate Building Inspector	VACANCY				6/30/2024	1
Assistant Electrical Inspector	John	F.	Nemensky		6/30/2024	1
Assistant Electrical Inspector	Stephen		Curtis		6/30/2024	1
Assistant Town Accountant	Debra		Ferrante		6/30/2024	1
Assistant Town Administrator	Vanessa	D.	Hale		6/30/2024	1
Deputy Treasurer/Collector	David	J.	Birri		6/30/2024	1
Central Mass. Resource Recovery Committee	VACANCY			Town Representative	6/30/2024	1
Constable	Jonjy		Ananth		6/30/2024	1
Constable	Rajoo		Ananth		6/30/2024	1
Director of Facilities	John	A.	Parent		6/30/2024	1
Electrical Inspector	James	J.	Colleary		6/30/2024	1
Ethics Commission Liaison	Jim		Hegarty		6/30/2024	1
Fire Warden	Andrew		Puntini		6/30/2024	1
Grant Coordinator	Carla		McAuliffe		6/30/2024	1
HIPPA Privacy Officer	Vanessa	D.	Hale		6/30/2024	1
IT Manager	Jason		Montijo		6/30/2024	1
Municipal Coordinator (Right-to-Know Law)	Andrew		Puntini		6/30/2024	1
Municipal Hearing Officer	John	E.	Thorburn		6/30/2024	1
Parking Clerk	Brian	P.	Ballantine		6/30/2024	1
Police Department	Jeffrey		Norton	Detective	6/30/2024	1
Police Department	Cynthia		McLeod	Police Business Administrator	6/30/2024	1
Police Department	Kyle	M.	DeVincent	Communications Officer	6/30/2024	1
Police Department	David	J.	Maida	Communications Officer	6/30/2024	1
Police Department	Stephanie		Fontaine	Communications Officer	6/30/2024	1
Police Department	Christina		Stapleton	Communications Officer	6/30/2024	1
Police Department	Brittney		Remillard	Communications Officer	6/30/2024	1
Police Department	Nadia		Badenhausen	Part-time Dispatcher	6/30/2024	1
Police Department	Charles	R.	Goodwin	Part-time Dispatcher	6/30/2024	1
Police Department	Nancy		Dauteuil	Part-time Dispatcher	6/30/2024	1
Police Department	James	V.	DeLuca	Sergeant	6/30/2024	1
Police Department	Stephen		Neivert	Sergeant	6/30/2024	1
Police Department	Timothy	J.	Slatkavitz	Sergeant	6/30/2024	1
Police Department	Michael	T.	Whelan	Sergeant	6/30/2024	1
Police Department	Thomas		Rock	Sergeant	6/30/2024	1
Police Department	Rev. James	B.	Flynn	Chaplain	6/30/2024	1
Procurement Officer, Chief	Mark	J.	Purple		6/30/2024	1
Recreation Director	VACANCY				6/30/2024	1
Registrar of Voters	Tracy		Navaroli		6/30/2024	3
Senior IT Specialist	Hassan		Hammed		6/30/2024	1
Sexual Harassment Officer	Gregory	A.	Manousos		6/30/2024	1
Special Legal Counsel	Kate		Feodoroff		6/30/2024	1
Town Counsel	Jay		Talerman		6/30/2024	1
Veterans Agent and Burial Agent	Brian		Stearns		6/30/2024	1
Veterans Grave Officer	VACANCY				6/30/2024	1

Town of Southborough
Board of Health
9 Cordaville Road, Lower Level
Southborough, MA 01772-1662

Phone: (508) 481-3013
Fax: (508) 983-7729

May 15, 2024

To: Select Board

CC: Board of Health, Mark Purple, Taylor West, Barbara Spiri

Subject: Greater Boroughs Partnership for Public Health IMA

Dear Select Board,

The Southborough Board of Health has participated in a Public Health Excellence Grant through the Greater Boroughs Partnership for Health for the past three years along with Westborough, Northborough, and Boylston. The grant is on three-year renewable cycles, and we are about to embark on our second round of funding. The original Intermunicipal Agreement (IMA) was created to expire at the end of the first round of funding (June 2024). Therefore, the four towns have updated the IMA in order to continue to receive the grant. This IMA shall not exceed 25 years and remain in effect assuming that the grant funding continues to be available.

The Southborough Health Department has benefited greatly from the employees providing services funded by the grant and the collaborative nature of the relationships with the other towns. Unfortunately, the Southborough Board of Health cannot attend your meeting on Tuesday May 21st due to a conflicting meeting with Boylston and Northborough. However, we ask that you approve the IMA so that we can continue to provide a wider breadth of services in the health department. Town Counsel has reviewed and approved the IMA. Feel free to reach out if you have any questions.

Thank you,

Chelsea Malinowski

Chair of Southborough Board of Health

Greater Boroughs Partnership for Health
Inter-Municipal Agreement (IMA)
for the Public Health Excellence for Shared Services Grant

THIS AGREEMENT is entered into among the Towns of Boylston, Southborough, and Westborough, along with the Town of Northborough, Massachusetts in its capacity as Host Town of the Greater Boroughs Partnership for Health, (hereinafter "GBPH" or "Collaborative"), (each Town hereinafter being referred to as a "TOWN" or, collectively, as "TOWNS").

WHEREAS, Northborough was awarded a Public Health Excellence for Shared Services grant by the Commonwealth of Massachusetts (the "Grant Program") to act as the Host Community in order to create a cross-jurisdictional public health services sharing program consistent with the recommendations of the Special Commission on Local and Regional Public Health's (SCLRPH) June 2019 Report; and

WHEREAS, the purpose of the Grant Program is to implement the recommendations made in the SCLRPH's June 2019 Report by increasing local public health capacity through cross-jurisdictional shared services programs and agreements; and

WHEREAS, each of the TOWNS offers public health services and resources, and desires to increase its capacity to provide said services and resources and improve regional public health and meet performance standards set by the Commonwealth by entering this Agreement; and

WHEREAS, Northborough, entering into an agreement with the Commonwealth of Massachusetts governing its participation in the Grant Program, is willing and able to manage the administrative obligations of the Grant Program through its Director of Public Health, who shall hereinafter be referred to as the "Program Manager;" and

WHEREAS, each TOWN has authority to enter into this Agreement pursuant to G.L. c.40, §4A;

NOW, THEREFORE, the TOWNS, in mutual consideration of the covenants contained herein, intending to be legally bound thereby, agree as follows:

1. <u>The Public Health Services Collaborative.</u>
   There is hereby established a collaborative of the TOWNS to be known as the Greater Boroughs Partnership for Health, (hereinafter "GBPH"), which shall hereinafter be referred to as the "Collaborative." The Collaborative, acting by and through an Advisory Board ("Advisory Board") as established in Section 5 of this Agreement, and Program Manager, will coordinate, manage, and direct the activities of the parties with respect to the subject matter of the Grant Program, this Agreement, and the agreement between Northborough and the Commonwealth of Massachusetts, attached hereto as "Exhibit A," the terms of which are expressly incorporated herein and shall bind all parties hereto, and any other programs and services related thereto. The

purpose of the Collaborative is to design and implement a program by which the public health staff and resources of the TOWNS are consolidated and shared such that cross-jurisdictional services, investigations, enforcement, and data reporting may be carried out and the public health and safety of the TOWNS may be better protected (the "Shared Services Program").

2. Term.
The term of this Agreement shall commence on the date set forth above and shall expire when the funding for the Grant Program is no longer available, or when terminated in accordance with this Agreement, but in no event shall the Term of this Agreement exceed twenty-five (25) years unless permitted by statute. Nothing herein shall be interpreted to prevent the TOWNS from extending the term of this Agreement beyond the exhaustion of Grant funding with the written consent of all parties hereto.

3. Host Town.
During the term of this Agreement, Northborough acting as the "Host Town," shall oversee the Grant Program and the Shared Services Program provided for described in Exhibit B.

As the Host Town, Northborough shall act for the Collaborative with respect to all grant applications to be submitted and gifts and grants received collectively by the Municipalities. Northborough shall act as the Municipalities' purchasing agent pursuant to G.L. c.7, §22B, for all contracts duly authorized by the Advisory Board, established pursuant to Section 5 of this Agreement, to be entered into collectively by the Municipalities. Final approval of any such contract is subject to approval of the Advisory Board and appropriation by each Municipality, to the extent required.

As the Host Town, Northborough shall also:

a. Serve as employer and direct supervisor for any shared staff. Hiring processes and goal setting will be done in collaboration with the Advisory Board, but subject to requirements of state law and Northborough bylaws, regulations, and personnel policies.
b. Serve as the lead entity in facilitating any shared contracts, including a public health nursing contract in coordination with the other TOWNS.
c. Ensure compliance with all reporting requirements to Massachusetts Department of Public Health and all other grantor or oversight agencies.
d. Ensure that financial management and expenditures meet grantor agency, state, and federal standards, and municipal financial policies and practices, including providing an annual audit, payroll service, benefits administration, health insurance and bill processing.
e. Provide procurement services for GBPH staff and equipment, as needed.
f. Provide office space for GBPH staff, as needed; and

g. Provide information technology support for GBPH staff.

4. Shared Services Coordinator.
Northborough as Host Town shall hire and employ a Shared Services Coordinator at the request, authorization and recommendation of Advisory Board defined below. Through the Shared Services Coordinator and Northborough's Health Department, Northborough shall perform all necessary fiscal and administrative functions necessary to provide the services contemplated under this Agreement, and shall be the holder of all grant funds related to the Grant Program, and may retain up to 15% of the funds received through the Grant Program for wages and resources related to the performance of such duties, in accordance with the Grant Program's Shared Services Program. The Shared Services Coordinator shall report to the Advisory Board and shall keep records of all funding and expenditures for review by the Board and provide periodic financial status updates. For the purposes of employment status and health, retirement and other benefits, and immunities and indemnification as provided by law, the Shared Services Coordinator and any participating Collaborative staff working on behalf of the Collaborative, or the Advisory Board shall be considered employees of Northborough and (if the position is benefits eligible) shall be accorded all benefits enjoyed by other Northborough employees within the same classification as they are or shall be established.

5. Governance.
There shall be an Advisory Board which shall be convened not less than quarterly by the Advisory Board Chair/Co-Chairs.

a. Composition: One member and one alternate, both appointed by the Board of Health from each TOWN. One representative from each TOWN shall be a full voting member whose term shall be as determined by each TOWN's local Board of Health. The voting member shall be a Board of Health member or designee of that TOWN's Board of Health. Each participating TOWN shall also have a second representative who shall be an associate member and who may vote only when the full member is not in attendance. Each TOWN shall maintain its individual local Board of Health, which shall retain its own legal authority and autonomy as provided by law.

b. Voting: Each participating TOWN shall be entitled to one vote on the Advisory Board. Every voting member shall have an equal voice in determining shared priorities, and services to be provided. In the event that voting by the Participating Municipalities results in a tie, the Shared Services Coordinator will be asked to provide a vote in order to reach a final decision.

c. Quorum: A majority of the voting members of the Advisory Board shall constitute a quorum for the purposes of transacting business. The Advisory Board may act by a simple majority of a quorum of its members present and voting unless otherwise provided herein.

1. Roles and Responsibilities of the Advisory Board:
2. Meet on a regular basis and at least quarterly.
3. Develop annual and long-term goals for the Collaborative. Advise on Collaborative staff priorities.

4. Collaborate in developing a sustainability plan for GPBH.
5. Adopt any Collaborative-wide policies and recommended regulations.
6. Review and provide recommendations on operating budgets.
7. Assure compliance with all mandatory reporting requirements as proscribed by the Department of Public Health ("DPH") and Office of Local and Regional Health ("OLRH").
8. Assure attendance at monthly or other grant holder meetings convened by DPH and OLRH.
9. Review financial status and financial statements provided by the Shared Services Coordinator.
10. Review and provide recommendations on reports from staff,
11. Evaluate Shared Services Program staff or consultants.
12. Request, authorize and recommend the Host Town hire shared services employees or contractors. Request and/or recommend that the Host Town terminate shared services employees or contractors.
13. The Advisory Board may by a majority vote decide that any request, authorization and recommendation to the Host Town to hire or terminate shared services employees or contractors be a unanimous vote of the Advisory Board.
14. Any request, authorization and recommendation of Advisory Board to hire or terminate the Shared Services Coordinator must be a unanimous vote of the Advisory Board.

e. Meetings: The Advisory Board shall meet no less than quarterly and may schedule additional meetings, as necessary. All meetings shall be conducted in compliance with the Massachusetts Open Meeting Law, G.L. c.30A, §§18-25 as may be amended from time to time.

6. Obligations of the TOWNS.

Boards of Health shall actively participate in the governance of the GBPH by attending and participating in Advisory Board meetings, reviewing reports, evaluating programs and staff and identifying unmet needs in their communities. The TOWNS agree to provide the following services to ensure that the GBPH provides quality, efficient delivery of services:

a. Appoint a member and alternate to the BOARD.
b. Assist shared staff in establishing work tasks and priorities.
c. Communicate any concerns about GBPH programs first to the shared services coordinator, then, if needed, to the Host TOWN Health Director.
d. Prompt review of staff reports and other materials.
e. Board of Health members are welcome to visit programs conducted by Shared Staff. Board members interested in accompanying a staff person should communicate that request directly, on either a specific or general basis. The presence of a local Board of Health member is always a positive addition to code enforcement and public health work.

Each TOWN will consent to the Collaborative's duly-authorized agents and representatives exercising the powers provided for herein and by the Advisory Board within the boundaries of said TOWN and will direct its agents and employees to work in good faith with the Collaborative's health agent, nurses, and any other employees the Collaborative may use from time to time.

f. Each TOWN will use best efforts to ensure that a representative of the TOWN will attend all Advisory Board meetings (either in-person or via remote access) throughout the life of this Agreement.

g. Each TOWN will use best efforts to ensure that a representative of the TOWN will attend all training sessions which are offered in conjunction with the Grant Program geared towards stakeholders under the Program, as required by the DPH or its representative.

h. Each TOWN will request from the appropriate legislative body appropriation for any services, costs and expenses associated with the Collaborative and not covered by the Grant Program. Notwithstanding this provision or any other terms of this Agreement, no party shall be obligated to incur any financial cost above the amount made available herein through grants and gifts or other sources, unless the financial obligation is supported by an appropriation made in accordance with law.

i. Each TOWN will help promote and market the Shared Services Program and its services within their community.

7. Funding.

Pursuant to G.L. c.40, §4A, any funds received by the Shared Services Program, Advisory Board, or Northborough pursuant to this Agreement, shall be deposited with the treasurer of the Town of Northborough and held as a separate grant account and may be expended, with the approval of the Advisory Board, under the provisions of M.G.L. c.44, §53A, for contribution toward the cost of the Shared Services Program and in compliance with established grant guidelines from grantors only.

The Advisory Board may authorize a disbursement of funds for any shared contractor, salary, or wages consistent with the terms of this Agreement, and/or for any program, service or benefit that is consistent with the terms of this Agreement.

Northborough shall not be obligated to supply any funding or incur any cost in excess of the amounts made available to the Advisory Board and the Shared Services Program through the Grant Program and/or any other and gifts, grants, or other sources appropriated for the purposes of this Agreement. Individual municipal costs incurred outside the scope of this Agreement and specific to the needs of that Municipality will be borne solely by that Municipality. Any funds contributed by the Grant Program shall only be used for shared public health services consistent with the purposes of this Agreement.

Except for the 15% of Grant Program funding for administrative costs that Northborough may retain pursuant to Section 4 of this Agreement, a TOWN may

draw on grant funds individually, with prior approval by the Advisory Board, and provided such funds are available, by submitting invoices to the Shared Services Coordinator for reimbursement from the funds, for expenditure consistent with the purposes of the Shared Services Program and applicable grant funding guidelines.

Annually, the BOARD will develop and approve a public health services budget for contractual shared services. These services are to be covered under a DPH Public Health Excellence Grant administered by the Town of Northborough. The grant term is three years. It is the intention of the participating TOWNS of the GBPH to seek additional grant funds to sustain these services after the end of the grant term, but if that is unsuccessful the TOWNS will need to revisit this Agreement and determine whether they will allocate TOWN funds to continue participation in this Agreement. Until the existing grant funds are expended, there will be no cost to participating TOWNS. Execution of this Inter-Municipal Agreement does not obligate any TOWN to fund the GBPH and an Agreement amendment would be required to do so. Any fees collected by the Host TOWN for inspections or other services from the constituents of the other TOWNS shall remain with the TOWN in which the inspection was performed.

8. Other Municipal Services.

This Agreement solely governs the sharing and delivery of public health services by the GBPH to the TOWNS. If an inspection identifies the need for or forms the basis for enforcement or other legal proceedings, such proceedings shall be the responsibility of the TOWN in which the inspection was performed.

The TOWNS of the Collaborative may request the Advisory Board to add or remove associated services to be delivered as part of the Shared Services Program, and such shall take effect only after this Agreement is so amended in writing and approved by each TOWN. The TOWNS are not limited exclusively to the Grant Program and are not required to use all services of the Grant Program. TOWNS may apply for other grants outside the Collaborative.

The Collaborative through a vote of the Advisory Board may apply for other grants, opportunities, funds, and awards for shared services on behalf of the TOWNS. The Advisory Board must approve any and all grants or grant applications submitted as a Collaborative. The Advisory Board may appoint other TOWNS to act as host agencies for these other grant opportunities and the TOWNS agree that this Agreement shall be amended to account for any associated grant terms and conditions.

9. Employees.

An employee of one of the TOWNS who performs services pursuant to this Agreement on behalf of another TOWN shall be deemed to remain an employee of the employing

TOWN, notwithstanding that such services are performed in or for another TOWN, and shall retain all accrued benefits and shall be subject to the standard personnel practices of such employing TOWN. Pursuant to G.L. c.40, §4A, and subject to the provisions of this section, each TOWN shall be liable for the acts and omissions of its own employees and not for the employees of any other TOWN in the performance of this Agreement to the extent provided by the Massachusetts Torts Claims Act, G.L. c. 258.

10. Liability

Pursuant to MGL c. 40, s. 4A, each party shall be liable only for the acts and omissions of its own employees and not for the employees of any other municipality or agency in the performance of this Agreement to the extent provided by the Massachusetts Tort Claims Act, M.G.L. c. 258. By entering into this Agreement, the TOWNS have not waived any governmental immunity or limitation of damages which may be extended to them by operation of law. The maximum extent of each TOWN'S financial liability in connection with this Agreement shall not exceed the amount validly appropriated by, or available to, each said TOWN for such purpose.

If liability insurance coverage is needed the Collaborative shall obtain and keep in full force and effect public liability insurance in the amount of One Million Dollars ($1,000,000) combined single limit for bodily injury, death and property damage arising out of any one occurrence, protecting the Towns against any and all claims for bodily injury, $3,000,000 aggregate, death or property damage arising directly or indirectly out of the Indemnification provision of this Agreement.

11. Termination.

This Agreement may be terminated by a vote of the TOWNS' representatives of the Advisory Board, at a meeting of the Advisory Board called for that purpose; provided that the representatives vote has been authorized by the TOWN's Select Board or Chief Executive Officer. Any termination vote shall not be effective until the passage of at least sixty (60) days and until the TOWNS have agreed to an equitable allocation of all remaining costs, expenses and assets.

12. Entrance.

Any TOWN may petition the Collaborative to join this Agreement to the extent permitted by the grants. The addition of a municipality will require amendment of this Agreement in accordance with Section 15 herein and approval by the Department of Public Health.

13. Withdrawal.

Any TOWN other than the Host Town, by a vote of its respective authorizing Select Board or Chief Executive Officer, may withdraw from this Agreement with the provision of at least four (4) months prior written notice to the TOWNS. Upon such

withdrawal, the Program Manager shall prepare full statements of outstanding unpaid financial obligations under this Agreement and present the same to the terminating TOWN for payment within thirty (30) days thereafter. To the extent permitted by the Grant Program and any other grant, the Host Town may withdraw from this Agreement upon the provision of at least twelve (12) months prior written notice to the participating TOWNS and the Advisory Board, and a new Host Town shall thereafter be designated by the remaining members of the Advisory Board.

Prior to the effective date of its withdrawal, the Host Town shall transfer all funds held pursuant to this Agreement to the new Host Town as designated by the Advisory Board and pay any outstanding unpaid financial obligations under this Agreement within thirty (30) days thereafter. Any TOWN may withdraw at the end of any fiscal year in which the TOWN's legislative body has not appropriated funds sufficient to support that TOWN's continued participation in the subsequent fiscal year if such funds are required. In such an event, the TOWN shall give as much notice to the other TOWNS to this Agreement as the circumstances allow. The Advisory Board, by vote of the remaining members, has the authority to reallocate grant funding or other outside funding that would have been allocated to the TOWN that has left the Agreement.

14. Assignment.

No TOWN shall assign or transfer any of its rights or interests in or to this Agreement, or delegate any of its obligations hereunder.

15. Amendment.

This Agreement may be amended only by a writing signed by all TOWNS, duly authorized.

16. Severability.

If any provision of this Agreement is held by a court of appropriate jurisdiction to be invalid, illegal or unenforceable, or if any such term is so held as applied to any particular circumstance, such invalidity, illegality or unenforceability shall not affect any other provision of this Agreement or affect the application of such provision to any other circumstances, and the remaining provisions hereof shall not be affected and shall remain in full force and effect.

17. Force Majeure.

No TOWN shall be liable to another TOWN, nor be deemed to be in breach of this Agreement, for failure or delay in rendering performance arising out of causes factually beyond its control and without its fault or negligence. Such causes may include but are not limited to: acts of God or public enemy, wars, fires, floods, epidemics, quarantine restrictions, strikes, unforeseen freight embargoes, or unusually severe weather. Dates and times of performance shall be extended to the extent of the delays excused by this section, provided that the TOWN whose

performance is affected notifies the other TOWNS of the existence and nature of such failure or delay.

18. Waiver.

The obligations and conditions set forth in this Agreement may be waived only by a writing signed by the TOWNS. Forbearance by a TOWN shall not be construed as a waiver, nor limit the remedies that would otherwise be available to that TOWN under this Agreement or applicable law. No waiver of any breach or default shall constitute or be deemed evidence of a waiver of any subsequent breach or default.

19. Governing Law.

This Agreement shall be governed by, construed, and enforced in accordance with the laws of the Commonwealth of Massachusetts.

20. Non-Discrimination.

Neither the GBPH nor any TOWN shall discriminate against any person because of race, color, religious creed, national origin, gender, ancestry, sexual orientation, age, handicap, gender identity, genetic information, military service or any other protected Classification under the law with respect to admission to, access to, or operation of its programs, services or activities.

21. Notices.

Any notice permitted or required hereunder to be given or served on any TOWN shall be in writing signed in the name of or on behalf of the TOWN giving or serving the same. Notice shall be deemed to have been received at the time of actual receipt of any hand delivery or three (3) business days after the date of any properly addressed notice sent by mail as set forth below:

Town of Boylston:

April Steward, Town Administrator
asteward@boylston-ma.gov
(508) 869-0143 ext. 221
221 Main Street, Boylston, MA 01505

Town of Northborough:

Timothy P. McInerney, Town Administrator
tmcinerney@town.northborough.ma.us
(508) 393-5040
63 Main Street, Northborough, MA 01532

Town of Southborough:

Mark Purple, Town Administrator

mpurple@southboroughma.com
(508) 485-0710
17 Common Street, Southborough, MA 01772

Town of Westborough:

Kristi Williams, Town Manager
kwilliams@town.westborough.ma.us
(508) 366-3030
34 West Main Street, Westborough, MA 01581

22. Complete Agreement.

This Agreement constitutes the entire agreement between and among the Host TOWN of Northborough and the other TOWNS concerning the subject matter hereof, superseding all prior agreements and understandings. There are no other agreements or understandings between the Host TOWN of Northborough and any of the other TOWNS concerning the subject matter hereof. Each TOWN acknowledges that it has not relied on any representations by any other TOWN or by anyone acting or purporting to act for another TOWN on for whose actions any other TOWN is responsible, other than the express, written representations set forth herein. This Agreement may be executed in multiple counterparts and electronic or scanned signatures shall be sufficient to bind the parties.

[SIGNATURE PAGES FOLLOW]

WITNESS OUR HANDS AND SEALS as of the first date written above.

Town of Northborough Select Board

_____ _____

Signature of Chair of Select Board Date

_____

Printed Name of Chair of Select Board

Town of Northborough Board of Health

_____ _____

Signature of Chair of Board of Health Date

_____

Printed Name of Chair of Board of Health

WITNESS OUR HANDS AND SEALS as of the first date written above.

Town of Southborough Select Board

_____ _____

Signature of Chair of Select Board Date

_____

Printed Name of Chair of Select Board

Town of Southborough Board of Health

_____ _____

Signature of Chair of Board of Health Date

_____

Printed Name of Chair of Board of Health

WITNESS OUR HANDS AND SEALS as of the first date written above.

Town of Westborough Select Board

_____ _____

Signature of Chair of Select Board Date

_____

Printed Name of Chair of Select Board

Town of Westborough Board of Health

_____ _____

Signature of Chair of Board of Health Date

_____

Printed Name of Chair of Board of Health

WITNESS OUR HANDS AND SEALS as of the first date written above.

Town of Boylston Board of Selectmen

_____ _____

Signature of Chair of Board of Selectmen Date

_____

Printed Name of Chair of Board of Selectmen

Town of Boylston Board of Health

_____ _____

Signature of Chair of Board of Health Date

_____

Printed Name of Chair of Board of Health

EXHIBIT A

Grant agreement between the GBPH and the Commonwealth of Massachusetts – to be attached

EXHIBIT B

The GBPH shall provide the following services in coordination with member TOWNS:

- *A Regional Shared Services Coordinator.* This position shall perform all necessary fiscal and administrative functions necessary to provide the services listed in the work plan and budget, but not limited to, for the public health excellence grant. Other essential duties include staff coordination, community engagement, and grant management.

- *A Regional Public Health Agent (Food/Environmental/Housing).* This position will be hired, and services will include, but may not be limited to, performing routine food, and other environmental inspections as assigned by the Towns. This position will assist the Towns to meet required inspections per year as determined by the food code. This position will manage and inspect tenant complaints, hoarding situations, and other housing related situations and connect residents to necessary support services. This position will also assist with any court-related action necessary as the Town's representative. If an inspection identifies the need for or forms the basis for enforcement or other legal proceedings, such proceedings shall be the responsibility of the TOWN in which the inspection was performed to fund, file and prosecute. Additional environmental health inspectional services may be requested. Inspection supplies needed for inspection services shall be purchased and provided through the shared PHE.

- *A Regional Epidemiologist.* This position will be hired, and services will include, but may not be limited to, public health data collection and analysis for communicable and chronic diseases, regional community health needs assessment and improvement planning (CHA and CHIP), and population health program planning. The Epidemiologist will assist municipal public health directors and staff as well as chief municipal officials in research and development, implementation, communication of epidemiological aspects of traditional public health efforts and will perform any and all ancillary services and duties as needed.

- *Public Health Nursing Services.* This position will be hired or contracted out through a third-party nursing vendor and services will include, but may not be limited to infectious disease surveillance, preventative care, immunizations, education and outreach and emergency planning activities. The Nurse will also develop health education programs, organize immunization clinics, and blood pressure screenings, as well as trainings.

- To efficiently deliver and document inspectional services across multiple TOWNS and improve regulatory compliance, each TOWN will implement FoodCode-Pro and HousingCode-Pro software. Each TOWN will have its own administrative access to the software and a generic inspectional account which will allow the shared inspector to perform and report inspections, but the data will remain with the TOWN for which the inspection is performed.

- *Regional Consultant Services*. Consultants and independent contractors, including for, but not limited to, grant administrative support, technical assistance, policy advisement, emergency inspection/clinical services, and training.

- *Regional Health Communication*. Creating and distributing local public health information to communicate PHE grantee shared services regulations and improve resident health in PHE municipalities.

- *Regional Technology Hardware and Software*. Software that supports PHE shared services staff in implementing the recommendations of the Blueprint. Technology for PHE grant-funded shared services staff to complete grant related functions, including Computers, laptops, iPads, tablets, headsets, speakers, microphones, earbuds, monitors, recording equipment, translation equipment, keyboards, and cell phones.

- *Regional Travel*. Mileage reimbursement for PHE grant-funded staff to complete day to day public health services. Please keep records of mileage for auditing purposes. Travel costs related to training and CEUs for new AND existing staff to maintain workforce credentials outlined in the Blueprint (page 61). Travel costs for training may include mileage and lodging using current Federal GSA rates.

- *Regional Training and Credentialing*. Training and credentialing for new AND existing public health staff from all TOWNS that are part of the shared services area:
  To acquire the workforce credentials outlined in the Blueprint (page 61). For CEUs and
  contact hours to maintain workforce credentials outlined in the Blueprint (page 61).
    - For educational materials such as credentialing exam study guides
    - For exam fees required to attain credentials
    - For registration fees to participate in training courses, when relevant to a staff member's responsibilities, from organizations including, but not limited to:
        - Health Resources in Action
        - Local Public Health Institute
        - Massachusetts Association of Health Boards
        - Massachusetts Association of Public Health Nurses
        - Massachusetts Public Health Association
        - Massachusetts Health Officers Association
        - Massachusetts Environmental Health Association
        - NEIWPCC
        - National Environmental Health Association

Provide those additional ancillary services and duties as needed to the member TOWNS in order to provide the shared services described above.

MEMORANDUM

Date: May 09, 2024

To: Carla McAuliffe, Town Accountant
Brian Ballantine, Finance Director
Mark Purple, Town Administrator
Select Board

From: John Parent, Director of Facilities

Re: Use of Salary Appropriations for Non-Salary Items

Using an outside vendor to perform some of the larger outstanding electrical projects in town owned properties over the past year has been a positive experience. As such, I have intentionally left the part-time electrician position within the Facilities Department vacant for the time being. For proper accounting purposes, I need to reallocate some of the funds originally allocated to the part-time electrician position to the operational portion of the budget to pay for the services provided by the electrical services vendor. Use of these funds will not result in an overage of the Facilities Department's budget.

Please let me know if you have any questions regarding this matter.

Thank you,

John A. Parent
Director of Facilities

MEMORANDUM

Date: May 15, 2024

To: Brian Ballantine, Finance Director
Mark Purple, Town Administrator
Select Board

CC: Leah Emerson, EDC Coordinator
Melissa Danza, Conservation Agent

From: Carla McAuliffe, Town Accountant

Re: Reallocation of Budget Funds

Below are budget reallocation requests for four departments:

Due to a new hire this fiscal year in Accounting (135), there is a need to reallocate up to $1,200.00 of the funds that will not be expended on salary to pay for training costs.

For EDC (182) the coordinator was hired at a higher rate than was budgeted for FY 24 which will result in the need to use $180.00 in non-salary funds to cover salary.

For Conservation (171) the admin was granted a raise on 7/1/2023 that was not included in the FY24 budget. This will result in the need to use $2,200.00 in non-salary funds to cover salary.

The reallocation of these funds will not result in an overage in any of the three departments.

For Fire (220) they are requesting to have a bottom-line budget due to the considerable amount of overtime they are paying due to employee vacancies. The dept is doing what they can to minimize spending. The department will most likely need a reserve fund at year end.

Please let me know if you have any questions.

Southborough Police Department
32 Cordaville Road
Southborough, Massachusetts 01772
508-485-2121 Fax 508-485-4634

Ryan M. Newell
Chief of Police

Sean P. McCarthy
Lieutenant

To: Mark Purple
Brian Ballantine
Carla McAuliffe
From: Chief Ryan M. Newell
Date: 5/10/24
Re: FY24 Budget Projection

Good morning all,

Per Carla's request to notify you of any anticipated line items projected to exceed the SB policy of +$15k, I would like to take this opportunity to advise you of my anticipated overage in our Salary's Overtime Budget line item. As you are well aware, we are currently down four officers, and have had to fill these open shifts with overtime hours. Additionally, we have had to incentivize the taking of overtime by offering (through a side letter with the union) the opportunity to earn double time on open, undesirable shifts (weekend midnight shifts, etc). I also have one officer expected to take Paternity leave between now and June 30th, and another officer with a scheduled surgery within that time frame.

Please be advised, though, that I have all the necessary funding in my FY24 budget to cover these overtime hours/shifts.

If you have any questions, concerns, or need anything further from me, please just let me know.

Thank you.

Respectfully,

Ryan M. Newell

Ryan M. Newell
Chief of Police
Records Access Officer
Southborough Police Department
32 Cordaville Road
Southborough, MA. 01772
Tel: (508) 485-2121 FAX: (508) 480-0161

Southborough Police Department
32 Cordaville Road
Southborough, Massachusetts 01772
508-485-2121 Fax 508-485-4634

Ryan M. Newell
Chief of Police

Sean P. McCarthy
Lieutenant

To: Honorable Select Board

From: Chief Ryan M. Newell

Subject: Appointment of PT Dispatchers Marlo Taylor & Jack Sauger

Date: May 17, 2024

Dear Select Board Members:

Please consider my request to appoint Marlo Taylor & Jack Sauger as Part-time Dispatchers with the Town of Southborough, effective May 21, 2024.
Ms. Taylor is a resident of Northborough, MA, and is currently a stay-at-home mother; with previous experience as a restaurant manager for McMenamins. She has an Associate's Degree in Criminal Justice from Pioneer Pacific College.
Mr. Sauger is a resident of Boylston, MA, and is currently working as an Asset Protection Coordinator for Wegmans in Burlington, MA. He has a Bachelor's Degree in Legal Studies from the University of Massachusetts in Amherst.

The starting pay rate for both Ms. Talor and Mr. Sauger would be $22.50 per hour.

Please feel free to contact me with any questions or concerns you may have.

Thank you.

Respectfully,

Ryan M. Newell
Chief of Police
Southborough Police Department
32 Cordaville Road
Southborough, MA. 01772
Tel: (508) 485-2121 FAX: (508) 480-0161

Marlo Taylor



Profile

Hard working and dedicated, I will be an asset to any company I join, I enjoy challenges and excel in an environment where I am able grow, I am looking for a long-term position in a company where I can continue to advance myself and those around me.

Experience

RESTAURANT MANAGER | MCMENAMINS | JUNE 2015 - AUGUST 2019

- I started as a server and was internally promoted multiple times throughout my time at this company.
- As a manager I was responsible for opening and closing of the restaurant, hiring and training of new employees, assisting General manager with reviews of current employees, handled the closing out of cash drawers and setting up deposits for the next day.
- Trained in kitchen to prepare various plates
- Trained as a bartender and was OLCC certified
- Provided customer service to our patrons

ASSOCIATE | CASCADE ATHLETIC CLUB | AUGUST 2008 - JANUARY 2015

- Trained in the cafe to prepare and serve food to our members
- Trained at the front desk to greet and assist current members as well as inform potential new members of our services.
- Trained at the "kids club" where I would assist in watching members children.
- Trained on gym level to understand machines and classes we had to offer to better inform our members.

Education

ASSOCIATES OF CRIMINAL JUSTICE| JANUARY 2015 | PIONEER PACIFIC COLLEGE

Skills & Abilities

Accounting & Budgeting
Proficient with POS systems
Excellent interpersonal and communication skills
Poised under pressure
Experienced in most restaurant positions
Fun and energetic

Activities and Interests

I enjoy health and exercise, traveling and experiencing new places.

JACK SAUGER

Contact Info: [redacted]

Career Summary

Dedicated Civil Service aspirant working for the good of the Commonwealth.

Education

Bachelor in Arts - Legal Studies

University of Massachusetts Amherst - Amherst, MA - August 2021 to May 2023

Cumulative GPA: 3.98, Member of the Commonwealth Honors College, Summa Cum Laude
Relevant Coursework: Due Process, Trial Courts

Associate in Science - Criminal Justice - Transfer Option

Certificate in Law Enforcement

Quinsigamond Community College - Worcester, MA - July 2019 to May 2021

Graduate

Cumulative GPA: 3.94

Relevant Coursework: Counterterrorism and Homeland Security. Introduction to Policing. Criminal Law, Evidence and Court Procedure

Work Experience

Asset Protection Coordinator

Wegmans - Burlington, MA

May 2021 to Present

• Rotation through Store Pharmacy to learn hard security measures for Controlled Substances (1/2/3/4), verifications of DEA numbers and prescriptions, and fraudulent prescription response processes

• Rotation through Store Accounting, learned and conducted process for till audits and accountability, conducted lane audits for cashiers whom were short due to counting discrepancies, and armored car time tables/pick-up processes

• Apprehended shoplifters for thefts of anywhere from $5-$1200, investigation of counterfeiting, fraud, and employee theft. Ejected disruptive customers and wrote affidavits in support of criminal charges.

Police Cadet (non-sworn)

University of Massachusetts Amherst Police Department - Amherst, MA

August 2021 to May 2023

• Assisted Police with traffic control operations and road details

• Assisted Police with in-house detention, prisoner watches of persons in protective custody or awaiting bail clerks after arrest

• Conducted foot patrols in most active parts of the Campus during weekends, confronting drunk and disorderly individuals and acting as "eyes and ears" of the Department, first responder for medical calls, had access to police radio channels

• Liaised with Residential Security to address quality of life issues or nuisances in residence halls/dorms caused by disruptive or disorderly persons

Seafood Clerk

Wegmans - Northborough, MA

August 2019 to May 2021

• Worked with specialized knowledge, in particular; means of preparing, cooking, and producing seafood; supply and demand

• Awarded Wegmans Merit Scholarship due to leadership in night closing crew

Skills, Certifications, and Other Relevant Experience

- **Class A Large Capacity - License to Carry Firearms (MA) -** December 2019 to May 2025
- **First Aid/BLS/AED Certified**
- **UMPD Cadet (non-sworn) Academy Graduate -** 10 day, 80 hour program
- **QCC Criminal Justice Club - Club Treasurer** - Managed club finances, maintain record books to record all club transactions, deposits, withdrawals, and usage of seed money from October 2019 to May 2020
- **UMass North Apartments Advisory Board Member -** Advisor to UMass Residential Hall Association for social interests, event planning for local residents
- **Phi Kappa Phi Honor Society Member** - Top 7.5% of Class invited to society
- **Recipient of the Paul R. Shuldiner Memorial Scholarship** for Legal Studies Majors

Fall 2024 Southborough Town Meeting Date Preference Survey

* 1. How likely are you to attend a Fall 2024 Town Meeting if it were to be scheduled on each of the following dates?

	Very Likely	Somewhat likely	Unsure	Somewhat unlikely	Very Unlikely
Mon 9/23 at 6pm. Continuing on Tuesday 9/24 if needed. *(This is the Select Board's current proposal)*	◯	◯	◯	◯	◯
Sat 9/28 at 10am	◯	◯	◯	◯	◯
Mon 9/30 at 6pm. Continuing on Tuesday 10/1 if needed	◯	◯	◯	◯	◯
Sat 10/12 at 10am	◯	◯	◯	◯	◯

DRAFT

2. What factors are most important to you when deciding whether to attend the Town Meeting?
Select all that apply.

- ☐ Date and time
- ☐ Location accessibility
- ☐ Topics to be discussed
- ☐ Opportunity to voice opinions
- ☐ Length of the meeting
- ☐ Availability of childcare

3. Do you believe Town Meetings are an effective way to participate in local governance?

- ◯ Yes, very effective
- ◯ Somewhat effective
- ◯ Neutral
- ◯ Not very effective
- ◯ Not effective at all

4. What improvements, if any, would you suggest for the Town Meeting process?

5. If you are willing to help Southborough and participate in future opinion polls on topics related to the Town, please share your email address here:

Email address

Done

Powered by
SurveyMonkey
See how easy it is to create surveys and forms.

Privacy & Cookie Notice

DRAFT

FY24 Performance Goals / Objectives **ADMINISTRATION/OPERATIONS**

Description of Goal / Objective	Board/Staff Liaison	Desired outcome - Why	Who does what when	How it will be measured?	Planned Review Dates & Progress	Target completion date	Monthly Status Update as of	Results Achieved Yes/No/Explaination
Committee Simplification and Streamlining	AH	Eliminate overlap and moot committees	SB develop policy and By law changes if needed	Policy or Articles at ATM	Initial review by 10/24	Spring ATM		
IT updates (leveraging MTC expertise); Website update completion, Cloud operation transition, Enhance cyber security, Additional senior IT hire	SS/KC							
Enhance public communication (newsletters, approved social media etc.)	ML/AD							
Develop plan for Regional Fire and Police Dispatch, including cost benefit, town forums and surveys. Educate residents about cost-benefit and optimum efficiency of all options.	AH/SS							
Find a better way (e.g. Agile) to track ongoing projects, matters so that all SB members can access info timely without making separate calls	AD/KC							

Additional tasks for FY24

•Compliance: HIPAA compliance review/updates, ADA compliance	SS
•Deal with Oak Hill truck issue	KC

FY24 Performance Goals / Objectives **FINANCE**

Description of Goal / Objective	Board/Staff liaison	Desired outcome - Why	Who does what when	How it will be measured?	Planned Review Dates & Progress	Target completion date	Monthly Status Update as of	Results Achieved Yes/No/Explaination
Reform Capital Equipment funding – Move to activity specific capital funds like the Town House account and the Building Capital Maintenance Fund	AH	Capital funds, consistent budget expectations, permit managers to manage, reduce Town Meeting overhead.	SB, Advisory, Capital Committee by next ATM	By Law and articles at ATM	Initial review by 10/24	Spring ATM		
Assess Bonding unfunded pension liabilities; pursue special act	AH/AD	Decision on Bonding – May be financially beneficial.	SB, Treasurer, Advisory. Make recommendation by 12/24	Financial/Risk analysis	Initial review by 10/24	Spring ATM		
CPC surcharge increase to 3%	ML/KC							
Develop plan for contracted service of Grantwriter(s); target focus area(s)	SS							
Expand financial projection model to 10 years to include Neary project	KC							
Ask DOR to do combo financial management and financial policy review	KC							

Additional tasks for FY24

•Identify 1-2 realistic new options for increasing non-tax revenue sources by end of December	SS
•Complete the designation of ARPA funds so that all funds have been committed by 6-30-24	KC

FY24 Performance Goals / Objectives **HR & ORGANIZATIONAL DEVELOPMENT**

Description of Goal / Objective	Board/Staff liaison	Desired outcome - Why	Who does what when	How it will be measured?	Review Dates & Progress	Target completion date	Status Update as	Results Achieved Yes/No/Explaination
Enhanced staff training	AD							
Abolish Public Works Planning Board	AH							
Support revision/standardization of job descriptions by Personnel Board	ML							
Create policies manual, and handbooks for Depts. and employees	ML							

Additional tasks for FY24

Performance review process update	SS

FY24 Performance Goals / Objectives **COMMUNITY DEVELOPMENT**

Description of Goal / Objective	Board/ Staff liaison	Desired outcome - Why	Who does what when	How it will be measured?	Planned Review Dates & Progress	Target completion date	Monthly Status Update as of	Results Achieved Yes/No/Explaination
Affordable Housing development Get all the money into the AHTF, through annual warrant article; Restructire AHTFC/SHOPC to be more effective [makeup of the committee]	AH/ML							
Closely monitor 120 Turnpike Road potential 40B application in Summer 2023 and also investigate its appropriateness for Local Initiative Program under Chapter 40B	AD/KC							
Improve communciations with business community, focus on key properties; support EDC and new EDC Coordinator to diversity tax base; obtain report from new EDC coordinator to Select Board by end of December on promoting/retaining downtown businesses	AH/SS							
Fully staff Tricentennial Committee by end of October with first report to Select Board regarding recommended next steps completed by end of December	ML/AD							

Additionol tasks for FY24

Plan for support of increasing senior population	SS

FY24 Performance Goals / Objectives **INFRASTRUCTURE**

Description of Goal / Objective	Board/Staff liaison	Desired outcome - Why	Who does what when	How it will be measured?	Target completion date	Monthly Status Update as of	Results Achieved Yes/No/Explaination
Design overall town plan for Sidewalk & Roads network	AH/KC	Initial build of new sidewalks. Build out plan and funding plan	SB, Capital, Fund initial build from ARPA Funds	Feet of new sidewalks built	Initial review by 8/24	First phase by end of 2024	
Develop/implement potential Town Center historic project (Old Burial Ground, Town Common, St. Mark's Street park completion)	ML/AD						
Finish all work on Hopkinton IMA that includes IMA, ZBA special permit for the Oak Hill tower, and Oak Hill neighborhood meeting to demonstrate impact of proposed new tower	KC						
Carrying cost & determine future use of of 21 Highland	AH/ML						
Analysis of current and future cemetery space, including OBG	AH/ML						

Additionol tasks for FY24

•Facilities plans: School facility {Neary decision], Library facility, Community Center plan	
•Need IMA for Algonquin tennis courts to ensure debt is allocated correctly	
•Finish and name the pocket park	
•Complete senior center addition	
• Deal with Flagg School	
•Install LED streetlights	

RECEIVED
By Town Clerk/ksb at 10:30 am, Jun 21, 2024

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Tuesday, June 4, 2024 6:00 PM
Location: McAuliffe Hearing Room, Town House, 17 Common Street, Southborough, MA
Present: Andrew Dennington, Kathryn Cook, Marguerite Landry, Sam Stivers and Al Hamilton. Town Administrator Mark Purple and Assistant Town Administrator Vanessa Hale.

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Chair Kathy Cook called the meeting to order at 6:04 PM. Ms. Cook recognized Fire Chief Puntini, as tonight is his first meeting in his new role.

II. Town Scholarship Awards

Ms. Isabelle Murphy, Scholarship Committee chair, introduced her fellow members on the Scholarship Advisory Committee: Lisa Braccio, Stephanie Butler, Christine Pearson and Maria Romero Vagnini. Ms. Murphy shared that there has been a decline in donations and thanked the Board for their donation of $5,000 in ARPA funds to assist in awarding scholarships this year. Ms. Braccio presented the Linda Hubley Memorial Scholarship to Evangeline Hamill. Ms. Cook presented a Carol Harris Award to Olivia Labell. Mr. Dennington presented a Carol Harris Award to Maggie Gorman. Mr. Stivers presented a Southborough Scholarship Award to Cassandra Melo. Mr. Hamilton presented a Southborough Scholarship Award to Elliott Le. Ms. Cook presented a Southborough Scholarship Award to Shelby Aker. Mr. Stivers presented a Southborough Scholarship Award to Kevin Tavares. Southborough Scholarship Awards were also presented to Sadya Kanal and Madeline Ho, who could not attend this evening's ceremony. Additionally, Rep. Kate Donaghue presented each award recipient with a citation from the Massachusetts House of Representatives.

The Board recessed at 6:26 PM and resumed meeting at 6:34 PM.

III. Public Comment

There was no call for public comment.

IV. Scheduled Appointments *(Board may vote)*

a. 6:30 PM – Cable Committee Public Hearing

Ms. Cook opened the Public Hearing at 6:34 PM. Mr. Purple read the public hearing notice into the public record. Mr. Barry Rubenstein, chair of the Cable Television Committee, called the meeting of the Cable Television Committee to order at 6:35 PM. Members in attendance: Barry Rubenstein, Will Warren and Sam Stivers. Also in attendance, via ZOOM: Mr. Bill Solomon, attorney for the Committee. Mr. Rubenstein shared the cable license, approved by the Committee, with the Board and indicated Verizon has received but not yet approved the license. He expects completion of the approval process to occur in the near future and then he will return to the Board with an agreement for them to sign. He stated that, with this proposed contract, Southborough Access Media (SAM) would receive 5% of the gross revenue, based on the number of Southborough subscribers, for operating expenses and $128,000 for capital expenses. Mr. Rubenstein stated that the Committee would begin work on the Charter contract soon. The Board discussed the Verizon contract. There was no public comment on the matter. Mr. Stivers moved to close the public hearing at 6:40 PM.

Mr. Dennington seconded the motion. The motion was unanimously approved (5-0-0). Mr. Rubenstein adjourned the Cable Television Committee meeting at 6:41 PM.

b. Trottier School Civics Action Project

Ms. Cook stated that Mr. Hamilton, Advisory Committee Chair Andrew Pfaff and Advisory Committee Member Tim Martel, took part in the Trottier Civics Action Project. Reidma Lothra, Trisha Vedal and Hannah Verges, all 8th grade students at the Trottier Middle School, presented their Road Safety project to the Board. Also attending the meeting was Ms. Julie Jenks, the students' 8th grade teacher. Their presentation focused on lowering speed limits on Oak Hill Road and Parkerville Road. Chief Newell stated that he provided the students with information supplied by his officers. He also commended the students on their project. The Board thanked the students and their teacher for the presentation.

c. Appointment of Recreation director

Ms. Cook reported that the Board would not appoint a new Recreation Director this evening, as the individual that was to be appointed had decided to remain in their current position. She stated that this matter would be addressed at a future meeting.

V. Reports

a. Chair's Report

i. Neary Building Committee financial report

Ms. Cook reported that estimates for each of the twelve options under consideration had been received. She stated that a group, comprised on herself, Mr. Brian Ballantine, Mr. Andrew Pfaff, Ms. Becky Pellegrino and the Town's bond counsel, Unibank, had reviewed the estimates and the tax impacts to the Town for each option. She reported that the Neary School Building Committee (NSBC) had narrowed consideration to the following options: 1) a new 2-grade school; 2) a new 4-grade school; and 3) a renovated and expanded 4-grade school. She reported that the NSBC would make its final recommendation at the end of August. Mr. Hamilton asked that Ms. Cook place on the Board's agenda a discussion of the Town's overall strategy and guidance on funding capital projects that are planned.

ii. Hopkinton water project

Ms. Cook reported that Hopkinton has recently expressed interest in moving forward with this project. She stated she would work with the incoming Select Board Chair in Hopkinton on the previous draft Inter-Municipal Agreement (IMA) and hopes to have a document for the Board to discuss in the near future. She stated the next steps are as follows: 1) execute an IMA between Hopkinton and Southborough; 2) hold a neighborhood forum for Oak Hill residents regarding the proposed tank, including height representations and; 3) apply for a height variance from the Zoning Board of Appeals (ZBA). She also stated that funds for the audit to verify project design had previously been approved at the 2023 Annual Town Meeting.

b. Member's Report

i. MTC survey distribution

Mr. Dennington reported that the Municipal Technology Committee (MTC) survey to determine the best time to set Fall Town Meeting has been widely distributed and he encouraged the public to participate in the survey. Mr. Stivers stated that the survey can be found on the Town's website. Ms. Cook added that the Board would set the date and time for Fall Town Meeting at its June 18th meeting, based on the survey results.

iii. Chestnut Hill Farm update

Mr. Hamilton reported that he attended a Conservation Commission meeting where the Trustees of Chestnut Hill Farm discussed plans to return to a working farm, although there is no specific plan or timeline. He also shared he is meeting with a Vice President of the Trustees of the Reservations for this region to discuss the Conservation Restriction and how the Board might assist the Trustees in resuming farming activities at Chestnut Hill Farm.

iv. CPC meeting re: Affordable Housing update

Mr. Hamilton reported that he attended a meeting of the Community Preservation Committee (CPC) to discuss moving the community housing monies to the Affordable Housing Trust Fund (AHTF). He stated the CPC does not want to present a warrant article to transfer funds at Fall Town Meeting. Mr. Hamilton stated that several options were considered but that much discussion is still needed.

c. Town Administrator's Report

i. One Stop grant update

Mr. Purple reported that Ms. Hale and Economic Development Committee (EDC) Coordinator Leah Emerson have been working to complete a One Stop Grant for branding and way finding in the Downtown District. He stated that there have been delays with the submission portal and Ms. Hale is working to submit the Town's grant this evening or tomorrow.

Mr. Purple acknowledged the students from Assabet Valley Regional Technical High School on the successful completion of the addition at the Senior Center and thanked Mr. John Parent for coordinating the collaboration.

Mr. Purple reported that Mr. Parent learned from Mr. Bill Galvin, from National Grid, that the LED Light Conversion Project has been completed. Mr. Purple also reported that Mr. Parent has requested Mr. Galvin inform National Grid of the project's completion and facilitate receipt of the Town's incentive payment of $60,000. Mr. Purple thanked Mr. Parent, noting that National Grid paid to install the new lights and the Town will receive not only an incentive payment, but also enjoy long-term savings from the lights.

Mr. Stivers remarked that he noticed landscaping has been completed at the Southborough Heritage Park and shared that the Park looks like a wonderful community space.

Ms. Cook acknowledged Chief Puntini and his Pinning Ceremony, which was held last Saturday at the Senior Center.

VI. Consent Agenda

a. Approve Open Session Meeting Minutes: April 23, 2024 (amended); May 21, 2024

Mr. Stivers requested to hold Consent Agenda item "a." **April 23, 2024 minutes:** Mr. Stivers and Mr. Dennington had scrivener's changes to the minutes. **May 21, 2024 minutes:** Mr. Stivers had scrivener's changes to the minutes. Mr. Stivers moved to approve the Open Session Meeting Minutes for April 23, 2024, as amended, and the Open Session Meeting Minutes for May 21, 2024, as amended. Mr. Dennington seconded the motion. The motion unanimously approved (5-0-0).

b. Approve successor agreement for Town Administrator

c. Accept St. Mark's School donation for $100,000

d. Accept Pilgrim Church donation to Youth and Family Services for $500.00

e. Accept Fortin family donation to the Historical Commission for $75.00

f. Approve Personnel Board request for tuition for reimbursement funds transfer

g. Approve budget reallocation request

h. Approve cemetery waiver request

i. Approve Select Board meeting dates through calendar year 2024

Mr. Dennington requested to hold Consent Agenda item "i." The Board discussed their meeting schedule and agreed to the following Board meeting dates through the end of 2024: June 10th - Goal Setting at the Public Safety Building at 6:30 PM, June 18th, July 16th, August 6th, September 4th, September 17th, October 1st, October 15th, November 4th, November 19th, December 3rd and December 17th. Ms. Cook moved to approve the Board meeting schedule through the end of 2024, as discussed. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

j. Approve use of Transfer Station for African Library donations

k. Approve Executive Session Meeting Minutes: May 21, 2024

l. Vote to release Executive Session Meeting Minutes: April 23, 2024

Ms. Cook moved to approve Consent Agenda items "b", "c", "d", "e", "f", "g", "h", "j", "k" and "l." Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

VII. Other Matters *(Board may vote)*

a. Approve special act(s) for submission to Legislature

Ms. Cook asked the Board for comment on the letter, with attachment, from Mr. Purple to Representative Donaghue asking for her legislative assistance to modify two Special Acts. The first request for modification is to: 1) establish the Tree Warden position, appointed by the Board and supervised by the DPW Superintendent; 2) dissolve the Public Works Planning Board; and 3) replace Board of Selectmen with Select Board. Mr. Stivers thanked Mr. Tim Litt for his assistance with this matter. The second request for modification is relative to pension obligation bonds. Mr. Dennington moved that the Board approve submitting the two Special Acts to the Legislature. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

b. Review FY25 Board and Committee Appointments

Ms. Cook stated that the Board would focus on reappointments only. The Board addressed the committees one by one. **21 Highland Future Use Committee:** Mr. Dennington moved to reappoint each member of the 21 Highland Future Use Committee to a term not to exceed December 31, 2024, pending a positive response that they wish to continue to serve. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). **Affordable Housing Trust Fund Committee:** no action was necessary at this time. **Cable Television Committee:** Mr. Dennington moved to reappoint Sam Stivers and William Warren to the Cable Television Committee, term to expire June 30, 2027. Ms. Cook seconded the motion. The motion was approved (4-0-1). Mr. Stivers abstained. **Capital Planning and Improvement Committee:** Mr. Dennington moved to reappoint Steve Holland to the Capital Planning and Improvement Committee, term to expire June 30, 2027. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). **Community Preservation Committee:** Mr. Hamilton requested to hold action on this committee. **Conservation Commission:** Mr. Dennington moved to reappoint Melinda Upton and Kevin Farrington to the Conservation Commission, term to expire June 30, 2027. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). **Council on Aging:** Mr. Dennington moved to reappoint Joyce Macknauskas, Mary Ann Anderson and Bill Harrington to the Council on Aging, term to expire June 30, 2027. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). **Economic Development Committee:** no action was necessary at this time. **Golf Course Committee:** Mr. Dennington moved to reappoint all five members of the Golf Course Committee, term to expire June 30, 2025. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). **Historical Commission:** Mr. Dennington moved to reappoint Michele Hokinson to the Historical Commission, term to expire June 30, 2027. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). **Housing Authority:** No action is necessary at this time. **Metropolitan Area Planning Council:** no action is necessary at this time. **MetroWest Regional Collaborative:** Mr. Dennington moved to reappoint Sam Stivers as the Select Board representative to the MetroWest Regional Collaborative, term to expire June 30, 2025, and reappoint Meme Luttrell as the Planning Board representative to the MetroWest Regional Collaborative, term to expire June 30, 2025. Ms. Cook seconded the motion. The motion was approved (4-0-1). Mr. Stivers abstained. **MetroWest Regional Transit Authority:** Mr. Dennington moved to reappoint Sam Stivers to the MetroWest Regional Transit Authority, term to expire June 30, 2025. Ms. Landry seconded the motion. The motion was approved (4-0-1). Mr. Stivers abstained. **Municipal Technology Committee:** Mr. Dennington moved to reappoint Orla Daly as the Select Board representative and Matt Probst as the Library Trustees representative to the Municipal Technology Committee, term to expire June 30, 2027. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). **Neary School Building Committee:** Mr. Dennington moved to reappoint all existing members to

the Neary School Building Committee, term to expire June 30, 2025. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). **Open Space Preservation Commission:** Mr. Hamilton requested to hold action on this committee. **PILOT Committee:** Ms. Cook stated that Ms. Patricia Burns-Fiore, chair of the committee and sponsor of the Citizens Petition that created the PILOT Committee, has requested that the Board reduce the size of the committee from seven to five at the Fall Town Meeting. Mr. Dennington moved the reappoint all members of the PILOT Committee, each term to expire June 30, 2025. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). **Recreation Commission:** Mr. Dennington moved to reappoint Johanna Shayner and Jennifer Hansen to the Recreation Commission, each for a term to expire June 30, 2027. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). **Southborough Cultural Arts Council:** No action is necessary at this time. **Southborough Emergency Planning Committee:** No action is necessary at this time. **Southborough Housing Opportunity Partnership Committee:** Mr. Hamilton requested to hold action on this committee. **Southborough Public Accessibility Committee:** Mr. Dennington moved to reappoint William Warren to the Southborough Public Accessibility Committee, term to expire June 30, 2027. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). **Southborough Scholarship Advisory Committee:** Ms. Cook stated that the Scholarship Advisory Committee has requested to reduce their committee size from seven to five and she indicated the Board would address this matter at a later date. Mr. Dennington moved to reappoint Maria Romero Vagnini, Christine Pearson and Stephanie Butler to the Southborough Scholarship Advisory Committee, each with terms to expire June 30, 2027. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). **Southborough Stewardship Committee:** Mr. Hamilton requested to hold action on this committee. **Southborough Trails Committee:** Mr. Dennington moved to reappoint Satyendra Sharma, Thomas Marcoulier and Kathryn McKee to the Trails Committee, each for a term to expire June 30, 2027. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). **Taxation Aid Committee:** Mr. Dennington moved to reappoint each of the existing members of the Taxation Aid Committee, each with a term to expire June 30, 2025. Mr. Stivers seconded the motion. The motion was unanimously approved. **Tricentennial Committee:** Mr. Dennington moved to reappoint Andrew Dennington, Jim Blaschke, Patricia Burns-Fiore, Ginny Martins and Don Morris to the Tricentennial Committee, each with a term to expire June 30, 2025. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). **Youth Commission:** Mr. Dennington moved to reappoint Susan Beyer to the Youth Commission. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). **Zoning Board of Appeals:** Mr. Dennington moved to reappoint Doug Manz, as Alternate Member, to the Zoning Board of Appeals, term to expire June 30, 2025. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Mr. Dennington moved to reappoint Mike Robbins to the Zoning Board of Appeals, term to expire June 30, 2029. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

c. Review of committees for possible reorganization and/or discussion of reduction in size

Mr. Hamilton stated that, in his opinion, Town boards/committees should reflect the policy direction set by the elected Select Board. Ms. Cook stated that no votes would be taken on the boards/committees held this evening (CPC, Open Space Preservation Commission, SHOPC and Stewardship) and that those committees would be invited to the June 18th Board meeting. Mr. Hamilton stated he is concerned about the timeliness of the closeout of CPC funded projects. He also wants to ensure that the CPC shares the Board's commitment to measurable progress on affordable housing. Ms. Braccio expressed her frustration with Mr. Hamilton's comments regarding the Board's ability to set policy direction. She stated that she was an elected Select Board member for six years and never chose to withhold an appointment of a volunteer who stepped forward to serve the Town, regardless of their views. She also stated that differing viewpoints offer the opportunity for discussion and collaboration. She stated she has served the Town for nineteen years, is an elected

Planning Board member and is their representative to the CPC. Mr. Grant Farrington, 58 Flagg Road, stated he shares many of Ms. Braccio's concerns and he hopes Mr. Hamilton's views are in the minority on the Board. Ms. Kristin LeVault, 12 Southwood Drive, stated she would like to hear the reaction of other members to Mr. Hamilton's comments. She stated that the CPC acts in the best interests of the Town and, as a volunteer, she is offended by this evening's actions. She stated that this matter highlights why it is difficult to encourage Town volunteerism. Ms. Cook reiterated that a discussion with the committees in question would take place at the Board's June 18th meeting. Mr. Hamilton stated that he held the reappointments for SHOPC so that the Board can move forward with consolidating SHOPC and the AHTFC. Mr. Hamilton stated that he believes the Board should have a conversation with the Open Space Preservation Commission relative to the scope of their authority. The Board had a robust discussion on the issues related to the four committees that were held. The Board agreed that they look forward to meeting with the four committees at the June 18th meeting.

d. RECC update

Ms. Cook moved to this matter following Other Matters "b." Mr. John Butler and Mr. Matt Probst, Chair of the MTC, appeared before the Board on the matter. Mr. Hamilton shared the Regional Emergency Communications Center (RECC) Working Group Update, including recommendations, with the Board. Mr. Hamilton stated that the Working Group is recommending further exploration of joining the MetroWest RECC and also pursuing a virtual RECC option.

Ms. Lisa Braccio stated she had her hand up to speak remotely during the previous discussion, was not recognized and asked to be recognized. Ms. Cook stated that the Board would conclude their discussion on the current matter and recognize Ms. Braccio after that.

Mr. Butler stated that he worked with Mr. Probst and Yash Ukidave, also a member of the MTC, on the concept of a virtual RECC. He stated that there are no technological barriers to creating a virtual RECC and recent trends are pushing the systems closer to first responders. He stated more specified plans would be needed for a virtual RECC and suggested that the Town meet with surrounding communities such as Hopkinton, Westborough and Northborough to gauge their interest in participating in a virtual RECC. Mr. Stivers stated a quick timeline would be necessary to gauge the interest of other communities. The Board also discussed that, absent interest from surrounding communities, joining the MetroWest RECC would be the best path to pursue. The Board discussed the concept of a virtual RECC. They also asked what the State's position is on virtual RECCs. Mr. Hamilton stated he would reach out to State officials tomorrow to determine their position and level of support for a virtual RECC. Mr. Dennington stated that State support would determine whether the Town explores a virtual RECC or pursues the MetroWest RECC. Ms. Cook asked for comment from Police Chief Newell and Fire Chief Puntini. Chief Newell stated he would like to see how a virtual RECC would impact the personnel in his department. He expressed concern that Southborough would be the first in the State to pursue a virtual RECC and stressed the need for participation with other community partners. He reiterated that the State is focused on consolidating public-safety answering points (PSAPs) in RECCs. Chief Puntini stressed that RECCs are more successful with neighboring communities and he also believes any implementation of a virtual RECC would take six-plus months. He also stated that dispatchers are required by law to provide Emergency Medical Dispatch (EMD) and this is most effectively done with two people. The Board discussed the matter and remains open to learning more about the virtual RECC concept as part of the process to make an informed decision on behalf of the Town.

VIII. Public Comment

Ms. LaVault asked for clarification from Mr. Hamilton on his comments regarding the Board setting a policy direction. Mr. Hamilton stated that if someone disagrees with him, they can run for open Board seats.

IX. Adjournment

Mr. Dennington moved to adjourn at 8:57 PM.

Upcoming Meetings	
June 11, 2024	*June 18, 2024*

Respectfully submitted,

Bridgid Rubin, Recording Secretary

List of Documents referred to at the June 4, 2024 SB Meeting:

- Memorandum from Mark Purple and Vanessa Hale, dated June 3, 2024, RE: Process for Recreation Director appointment, with attachment
- Summary of Proposed Cable Television Renewal License and Agreement between the Town of Southborough and Verizon New England, Inc. from Atty. William Solomon, dated May 31, 2024
- Draft Cable Television Renewal License
- Public Hearing Notice to determine whether to issue a cable television license to Verizon New England, Inc.
- Open Session Meeting Minutes for April 23, 2024
- Open Session Meeting Minutes for May 21, 2024
- Employment Agreement between the Town of Southborough and Town Administrator
- Letter from Robert Kuklewicz, dated May 16, 2024, RE: Donations to the Town from St. Mark's School
- Letter from Sarah Cassell, dated May 21, 2024, RE: Donation
- Donation information for Signage, RE: the Historical Commission
- Memorandum from Barry Rubenstein, RE: Personnel Board Budget
- Memorandum from Carla McAuliffe, dated May 30, 2024, RE: Reallocation of Budget Funds – Transfer Information
- Memorandum from William Cundiff, dated May 29, 2024, RE: Resident Request regarding Headstone Size at the Rural Cemetery, with attachments
- Memorandum from Melanie Otsuka, dated June 4, 2024, RE: Proposed Select Board Meeting Dates
- Email Communication from Anya Jandu, dated May 15, 2024, RE: Children's Book Drive Plans, with attachment
- Draft letter from Mark Purple, RE: Public Works - Special Act Modification, with attachment
- FY25 Committee Appointments

Town of Southborough, MA
Meeting of the Select Board
June 4, 2024 6:00 PM
McAuliffe Hearing Room
Town House, 17 Common Street, Southborough, MA

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://ma-southborough.civicplus.com/674/Virtual-Meetings

REVISED AGENDA

I. Call Meeting to Order

II. Town Scholarship Awards

III. Public Comment

IV. Scheduled Appointments *(Board may vote)*
a. Appointment of Recreation Director
b. 6:30 - Cable Committee Public Hearing
c. Trottier School Civics Action Project

V. Reports
a. Chair's Report
    i. Neary Building Committee financial report
    ii. Hopkinton water project
b. Members' Reports
    i. MTC survey distribution
    ii. Chestnut Hill Farm update
    iii. CPAC meeting re: Affordable Housing update
c. Town Administrator Report
    i. One Stop grant update

VI. Consent Agenda
a. Approve Open Session Meeting Minutes: April 23, 2024 [amended]; May 21, 2024
b. Approve successor agreement for Town Administrator
c. Accept St. Mark's School donation for $100,000
d. Accept Pilgrim Church donation to Youth and Family Services for $500.00
e. Accept Fortin family donation to the Historical Commission for $75.00
f. Approve Personnel Board request for tuition reimbursement funds transfer
g. Approve budget reallocation request
h. Approve cemetery waiver request
i. Approve Select Board meeting dates through calendar year 2024
j. Approve use of Transfer Station for African Library donations
k. Approve Executive Session Meeting Minutes: May 21, 2024
l. Vote to release Executive Session Meeting Minutes: April 23, 2024

VII. Other Matters *(Board may vote)*
a. Approve special act(s) for submission to Legislature
b. Review FY25 Board and Committee Appointments
c. Review of committees for possible reorganization and/or discussion of reduction in size
d. RECC Update

VIII. Public Comment

IX. Adjournment

Kathy Cook, Chair

UPCOMING MEETINGS

June 11, 2024 *June 18, 2024*

TOWN OF SOUTHBOROUGH

OFFICE OF THE SELECT BOARD

TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 · FAX (508) 983-7752 · selectboard@southboroughma.com

TO: Select Board
FROM: Mark Purple, Town Administrator
Vanessa Hale, Assistant Town Administrator
RE: Process for Recreation Director appointment
DATE: June 3, 2024

It is with great pleasure that I recommend Ms. Julie Harrington be appointed as Recreation Director.

When we received news of the resignation of Tim Davis, we immediately started recruiting for this position knowing that the busy camp season was nearly upon us. The part-time Administrative Assistant position was also vacant, and the Program Coordinator had only been in the position for a few months. It was a challenging time of transition for the department.

Jen Hansen, Recreation Commission Chair, Don Dumont, Recreation Commission Vice-Chair, and Sarah Cassell, Youth and Family Services Director assisted Ms. Hale with the first-round interviews. The panel interviewed 4 of the 28 applicants and all agreed that two finalists be sent on to the second round. This phase of the recruitment included an interview with me, as well as Brian Ballantine, Finance Director. Additionally, Chris Leroy, DPW Operations Supervisor, conducted a tour of the ground and facilities with each finalist. The remaining members of the Commission were afforded two opportunities to meet the finalists. Ms. Hansen discussed both finalists with me and we wholeheartedly agreed that Ms. Julie Harrington be recommended to the Select Board for appointment.

Ms. Harrington is currently serving as the Director of Parks and Recreation in the Town of Medway where she established the department in 2018. She has extensive experience in management of the operating and revolving budget, programming for all ages [including summer camps], extensive special event and capital planning as well as oversight of several town facilities. Just last year she was recognized statewide when she was awarded Community Professional of the Year in 2023. Prior to that Ms. Harrington was the Assistant Director in Sudbury and brings experience from her time in the Westwood Recreation Department. We believe she is superbly qualified to take the place of Tim Davis and will quickly maximize the community impact of the Southborough Recreation Department.

She is available to commence employment before the end of June.

Julie Harrington
[redacted]

May 5, 2024

Personnel
Town of Southborough
17 Common Street
Southborough, MA 01772

To Whom It May Concern,

I am writing to express my interest in the Recreation Director position at the Southborough Recreation Department, as advertised. With over a decade of experience in the field of recreation, including nearly six years of transformative leadership at Medway Parks and Recreation, I am excited about the opportunity to bring my expertise and passion to your esteemed department.

During my tenure at Medway Parks and Recreation, I had the privilege of starting the department from scratch, spearheading initiatives, and building a robust recreation program that served the diverse needs of the community. This experience equipped me with a deep understanding of the intricacies involved in establishing and managing recreational programs, from conception to implementation. My hands-on approach and dedication to excellence have been instrumental in driving the success of our programs and fostering positive community engagement.

My involvement with the Massachusetts Recreation and Parks Association (MRPA) has further enriched my professional journey. Being recognized as the MRPA Community Professional of the Year in 2023 was a humbling acknowledgment of my commitment to advancing the field of recreation and serving the community. Through my active participation in MRPA events, workshops, and networking opportunities, I have stayed abreast of industry trends and best practices, ensuring that I can bring innovative ideas to the table.

I am an extremely hardworking individual who thrives on challenges and is deeply passionate about the transformative power of recreation. My leadership style is characterized by a collaborative approach, fostering teamwork, and empowering staff to reach their full potential. I am adept at developing strategic plans, managing budgets, and cultivating partnerships to enhance program offerings and maximize community impact.

In conclusion, I am enthusiastic about the opportunity to leverage my skills and experience as the Recreation Director at Southborough Parks and Recreation Department. I am confident that my proven track record of success, coupled with my dedication to excellence, make me a strong candidate for this role. Thank you for considering my application. I look forward to the possibility of contributing to the continued success of your department.

Sincerely,
Julie Harrington

Julie Harrington
[redacted]

Education

Texas Christian University, Fort Worth, TX — September 2009 – May 2011
Masters of Education in Education Administration

Ithaca College, Ithaca, NY — August 1996 - May 2000
Bachelor of Science Degree in Sports Studies

Westwood High School, Westwood, MA — September 1992 – June 1996

Professional Experience

MEDWAY RECREATION DEPARTMENT, Medway, MA — ***July 2018 – Present***
Director of Parks and Recreation
-Developed and established the first Parks and Recreation Department for the town of Medway.
-Started the Choate Summer Camp which had a staff of 8 and approximately 100 participants.
-Hosted community events such as Fishing Derby, Trunk or Treat, Pumpkin Walk, Spring Egg Hunt, Flashlight Egg Hunt, Summer Camp Open House, and Summer Concert Series.
-Field scheduling for three artificial turf fields and multiple grass fields.
-Fundraised, booked talent, marketed and ran the summer concert series.
-Developed and ran new programs.
-Budget, analyze and evaluate all recreation programs.
-Developed new youth sports programs for the community, such as swimming and field hockey.
-Capital planning for town facilities.
-Produced seasonal brochure.
-In 2023, won the Massachusetts Recreation and Park Association's Community Professional of the year.

SUDBURY RECREATION DEPARTMENT, Sudbury, MA — ***November 2016 – July 2018***
Assistant Director of Parks and Recreation
-Hired, evaluated and scheduled staff
-Work with 20+ vendors for various recreation programs
-Ran the annual Halloween 5K and fall festival
-Oversaw 4 summer camps, with a staff of 40 and over 400 participants
-Developed and ran many new programs for the department
-Budgeted, analyzed and evaluated all recreation programs
-Produced seasonal brochure

WESTWOOD RECREATION DEPARTMENT, Westwood, MA — ***June 2013 – November 2016***
Head Swimming Coach
- Head Coached both summer and winter teams which totaled over 300 swimmers
- Created and implemented daily practice schedules
- Oversaw and evaluated a staff of four head age group coaches and five assistant coaches
- Coordinated team schedules
- Completed meet day set up of timing system and organized and coordinated parent volunteers

Aquatics Specialist
- Ran all aspects of the pool from chemical to mechanical use
- Hired, evaluated and scheduled staff
- Budgeted for aquatic programs
- Finalized contracts and schedule pool usage

Event Manager – Westwood Day
- Coordinated and organized Vendor Village serving approximately 7,000 people
- Increased the number of vendors from 90 in 2013 to over 130 in 2015
- Marketed the event via social media (i.e. Facebook, twitter) and email

UNIVERSITY OF SOUTH CAROLINA, Columbia, SC ***August 2011 – July 2012***
Assistant Swimming and Diving Coach
- Assisted with the Men's & Women's Swimming and Diving Programs
- Recruited nationally via telephone calls, mailings and personal visits
- Created and implemented daily practice schedules
- Created, marketed and ran the program's first swim camp

TEXAS CHRISTIAN UNIVERSITY, Fort Worth, TX ***August 2009 – May 2011***
Assistant Swimming and Diving Coach/Director of Swimming Operations
- Assisted with the Men's & Women's Swimming and Diving Programs
- Recruited nationally via telephone calls, mailings and personal visits
- Coordinated team travel plans
- Organized off-season and in-season training programs
- Created and implemented daily practice schedules

Certifications
-MRPA
-NRPA
-Lifeguard training (LGT)
-Water Safety Instructor
-First Aid
-CPR
-Certified Pool Operator

Professional References

Kayla Wright
Former Parks and Recreation Director
Town of Lunenburg
520 Chase Road
Lunenburg, MA 01462
978-870-8123

Susan Perry
Assistant Recreation Director
Westwood Recreation
200 Nahatan Street
Westwood, MA 02090
781-326-7500 x5159
Sperry@townhall.westwood.ma.us

Paula Miller
Retired Head Swimming and Diving Coach
Ithaca College
Ithaca, NY 14850
607-279-8149

Summary

Of

Proposed Cable Television Renewal License and Agreement

Town of Southborough – Verizon New England, Inc.

from

Attorney William Solomon, Special Counsel

(May 31, 2024)

Verizon Cable Subscribers as of 12/31/23 – 1,665. (Note – Charter had 294 Cable Subscribers in Southborough as of 12/31/23 and Comcast had 27 Cable Subscribers as of 12/31/23)

License Term/Verizon Right to Unilateral Termination Effective After 37 Months – The License term is five (5) years from the Effective Date (November 26, 2024 – November 25, 2029). Verizon may terminate this License upon two hundred and seventy (270) days' written notice to the Issuing Authority, however Verizon may not provide a notice of termination sooner than the beginning of the 28th month following the Effective Date. (Section 2.4.)

In the event of such termination, all PEG Access Capital Payments will have been made to the Town prior to the effective date of termination. (Note – in consideration of this right to early termination, Verizon's full capital payment is pursuant to the last draft sent to Verizon paid within 2 years of the Effective Date. (See further description of PEG Capital below.)

PEG Access Channels – The Licensee shall continue to make available to the Issuing Authority and/or the PEG Access Designee, as designated in writing by the Issuing Authority, three (3) SD PEG Access Channels on its Basic Service Tier and one (1) HD PEG Access Channel. The programming on the HD PEG Access Channel shall be distinct programming. The Issuing Authority or the PEG Access Designee may subsequently change the programming on the HD PEG Access Channel from distinct programming to an HD simulcast of an existing SD PEG Access Channel, upon one hundred (180) days prior written notice from the Issuing Authority to the Licensee, which change shall not occur more than once during the License term.

PEG Access Annual Support – continuation of 5.00% of annual Gross Revenue, which percentage was previously increased to said 5.00% based on the increase thereto in the Comcast License. (5% is the cap on a franchise fee in the federal "Cable Act"). If the Town issues or renews any cable licenses (other than the Comcast cable license) on or after the Effective Date that provide for a lower percentage of PEG Access Support, then the Licensee's percentage of PEG Access Support payments shall be reduced to match such lower percentage over that same time period. PEG Access Annual Support will continue to be paid quarterly. (There is no basis for believing that this reduction in percentage support will ever occur.) (Section 5.4.)

PEG Capital Grant – Licensee shall pay to the Issuing Authority, or to the PEG Access Designee if requested in writing by the Issuing Authority, a PEG grant to be used for PEG Access Channel capital funding purposes in the total amount of One Hundred Twenty-Eight Thousand Dollars ($128,000) (the "PEG Grant") payable in three (3) installment of Forty-Two Thousand Six Hundred Sixty-Six Dollars ($42,666) (as rounded off). The first installment to be made within forty-five (45) days of the Effective Date. The two subsequent payments shall be made on the first (1st) and second (2nd) anniversaries of the Effective Date.

PEG Interconnection and Cablecasting:

5.2.1. The Licensee shall continue to connect to equipment owned by the Town and/or the PEG Access Designee at the PEG access studio (Trottier Middle School Studio. 49 Parkerville Road, 1st Floor, Southborough, Massachusetts) ("PEG Access Interconnection Site"). The Licensee shall be responsible for interconnection at this location, including any approvals and/or costs arising therefrom.

5.2.5. The Licensee shall work with the Town and/or the PEG Access Designee to ensure that Licensee provided IP encoders (and corresponding decoders) provided by the Licensee for use on the Town and/or PEG Access Designees IP network and an additional IP encoder (and corresponding decoder) to be provided by the Licensee to the Town or the PEG Access Designee within one hundred twenty days (120) days of the Effective Date, function as part of the Town's and/or PEG Access Designee's IP network to deliver PEG Access Programming from: (i) the Police and Fire Department (32 Cordaville Road); (ii) the Senior Center (9 Cordaville Road and

(iii) the Town House (17 Common Street) (collectively the "Auxiliary Sites") to the PEG Access studio (49 Parkerville Road). The Town and/or the PEG Access Designee shall own said IP encoders and decoders, provided however that the Licensee shall warranty the IP encoders and decoders for a period of one (1) year beginning on the date that the Licensee provided/provides the encoder/decoder to the Town and/or PEG Access Designee.

Electronic Program Guide - If Verizon lists PEG Access Channel program content titles on its electronic program guide in any other municipality in the State (other than on a test or trial basis), then it shall, upon written request of the Issuing Authority, discuss with the Issuing Authority or its PEG Access Designee, the technical feasibility and commercial reasonability of listing the Town's PEG Access Channel program content titles on the Licensee's electronic program guide and the provision thereof by the Licensee; however, the Licensee shall not be required by this Section 5.8 to list the Town's PEG Access Channel program content titles on its electronic program guide. (Section 5.8)

PEG Access Video-On-Demand - If Verizon provides any other municipality in the state with PEG Access Channel "video-on-demand" (VOD) (other than on a test or trial basis), then it shall, upon written request of the Issuing Authority, discuss with the Issuing Authority, the technical feasibility and commercial reasonability of providing, and the provision of PEG Access Channel programming VOD in the Town; however, the Licensee shall not be required by this Section to provide PEG Access Channel programming VOD in the Town. (Section 5.9)

Cable Service To Public Buildings – Subject to Section 3.1 and the applicable provisions of the FCC's 2019 Third Report and Order In the Matter of Implementation of Section 621 of the Cable Act (the "621 Order"), as such 621 Order may be in effect and/or amended during the term of this License, if requested in writing by the Issuing Authority, Licensee shall provide in a reasonable amount of time and after notifying the Issuing Authority of the process by which it shall implement the 621 Order's requirements regarding the provision of free or discounted Cable Service to public buildings under a cable license, one Cable Service drop, an outlet, and monthly Basic Service along its activated Cable System route in the Town at no cost to public buildings in the Town. The current list of public buildings is set forth in **Exhibit A**.

CABLE TELEVISION
RENEWAL LICENSE

GRANTED TO
VERIZON NEW ENGLAND INC.

NOVEMBER 26, 2024

SELECT BOARD

TOWN OF SOUTHBOROUGH,
MASSACHUSETTS

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EXHIBITS

EXHIBIT A -- PUBLIC BUILDINGS TO BE PROVIDED FREE CABLE SERVICE UPON WRITTEN REQUEST (SUBJECT TO SECTION 3.4)

THIS CABLE RENEWAL LICENSE AGREEMENT (this "License") is entered into by and between the Select Board of the Town of Southborough, as Issuing Authority for the grant of the cable television license pursuant to the Massachusetts Cable Law (M.G.L. c. 166A), and Verizon New England Inc., a corporation duly organized under the applicable laws of the State of New York (the "Licensee").

WHEREAS, the Issuing Authority is a "franchising authority" in accordance with Title VI (as hereinafter defined) (see 47 U.S.C. § 522(10)) and is authorized to grant one or more nonexclusive cable licenses pursuant to the Massachusetts Cable Law;

WHEREAS, the Issuing Authority granted to Licensee effective as of November 26, 2019, a nonexclusive Cable Television Renewal License to install, maintain, extend, and operate a Cable System in the Town for a term of five (5) years (the "2019 Renewal License");

WHEREAS, the Licensee has operated a Cable System in accordance with the Final License as of the effective date on its existing Telecommunications Facilities consisting of a Fiber to the Premises Telecommunications Network ("FTTP Network") in the Town which also transmits Non-Cable Services pursuant to authority granted by M.G.L. c. 166 and Title II, which Non-Cable Services are not subject to the Massachusetts Cable Law or Title VI;

WHEREAS, pursuant to and in accordance with applicable federal and State law, the Issuing Authority undertook a process to determine whether it should renew the 2019 Renewal License and the terms for such a renewal;

WHEREAS, the Issuing Authority has examined the past performance of Licensee and has determined that Licensee is and has been in material compliance with the 2919 Renewal License and applicable law;

WHEREAS, pursuant to and in accordance with applicable federal and State law, the Licensee submitted to the Issuing Authority a proposal to renew the 2019 Renewal License to operate a Cable System in the Town; and

WHEREAS, following good faith negotiations between the parties, the Issuing Authority and Licensee have agreed on the terms for a renewal License under which Licensee will continue to operate its Cable System in the Town.

NOW, THEREFORE, in consideration of the Issuing Authority's grant of a renewal License to Licensee, Licensee's promise to continue providing Cable Service to residents of the Town pursuant to the terms and conditions set forth herein, and for other good and valuable consideration, the receipt and the adequacy of which are hereby acknowledged,

THE SIGNATORIES DO HEREBY AGREE AS FOLLOWS:

1. DEFINITIONS

Except as otherwise provided herein, the definitions and word usages set forth in the Communications Act are incorporated herein and shall apply in this License. For the purpose of this License, the following words, terms, phrases and their derivations shall have the meanings given herein, unless the context clearly requires a different meaning in which case such other meaning shall apply. When not inconsistent with the context, the masculine pronoun includes the feminine pronoun, words used in the present tense include the future tense, words in the plural number include the singular number and words in the singular number include the plural number. The word shall is always mandatory and not merely directory. In addition, the following definitions shall apply:

1.1. *Access Channel*: A video Channel, which Licensee shall make available to the Town and/or the PEG Access Designee without charge for non-commercial public, educational, or governmental use for the transmission of Video Programming as directed by the Issuing Authority or the PEG Access Designee and in accordance with the terms of this License.

1.2. *Affiliate:* Any Person who, directly or indirectly, owns or controls, is owned or controlled by, or is under common ownership or control with, the Licensee.

1.3. *Basic Service:* Any service tier which includes the retransmission of local television broadcast signals as well as the PEG Access Channels required by this License.

1.4. *Cable Division:* The Cable Television Division of the Massachusetts Department of Telecommunications and Cable or its successor.

1.5. *Cable Service* or *Cable Services:* Shall be defined herein as it is defined under Section 602(6) of the Communications Act, 47 U.S.C. § 522(6).

1.6. *Cable System* or *System:* Shall be defined herein as it is defined under Section 602(7) of the Communications Act, 47 U.S.C. § 522(7).

1.7. *Channel:* Shall be defined herein as it is defined under Section 602 of the Communications Act, 47 U.S.C. § 522(4).

1.8. *CMR:* The Code of Massachusetts Regulations.

1.9. *Communications Act*: The Communications Act of 1934, as amended (47 U.S.C. § 101 et seq.), which includes the Cable Communications Policy Act of 1984, as amended (including as amended by the Cable Television Consumer Protection and Competition Act of 1992 and the Telecommunications Act of 1996).

1.10. *Control*: The ability to exercise *de facto* or *de jure* control over day-to-day policies and operations or the management of corporate affairs.

1.11. *Educational Access Channel*: An Access Channel made available to the Town pursuant to the terms and conditions of this License and available for the non-commercial use of the local public schools in the Town and/or of the PEG Access Designee.

1.12. *FCC*: The United States Federal Communications Commission, or successor governmental entity thereto.

1.13. *Force Majeure*: Acts of God; acts of public enemies; orders of any kind of the government of the United States of America or of the State or any of their departments, agencies, political subdivisions, or officials, or any civil or military authority; insurrections; riots; epidemics; landslides; lightening; earthquakes; fires; hurricanes; volcanic activity; storms; floods; washouts; droughts; civil disturbances; explosions; strikes, labor disturbances or lockouts; unavailability of essential equipment, services and/or materials and/or other matters beyond the control of the Issuing Authority, the Town or the Licensee, and unreasonable work delays.

1.14. *Franchise Fee:* Shall have the meaning as set forth in Section 622 (g) of the Communications Act (47 U.S.C. §542(g)).

1.15. *FTTP Network*: Shall have the meaning set forth in the recitals of this License.

1.16. *Government Access Channel*: An Access Channel made available by the Licensee to the Town pursuant to the terms and conditions of this License and available for the non-commercial use of the Issuing Authority and/or the PEG Access Designee.

1.17. *Gross Revenue:* All revenue, determined in accordance with United States Generally Accepted Accounting Principles ("GAAP"), which is derived by Licensee and/or its Affiliates from the operation of the Cable System to provide Cable Service in the Town, including, without limitation, the following items: fees, charges and payments collected from Subscribers for Cable Services; installation, reconnection, change-in-service (upgrades, downgrades, etc.) and similar charges; revenues received from rentals or sales to Subscribers of converters, remote controls and other Subscriber equipment used to provide Cable Service over the Cable System; fees from third parties for leased access programming; revenues that the Licensee receives from home shopping channels for the use of the Cable System to sell merchandise as prorated to include such revenue attributable to the Cable System in the Town based on the number of Subscribers; advertising revenues as prorated to include such revenue attributable to the Cable System in the Town based on the number of Subscribers; and all fees imposed on the Licensee by this License and applicable law that are passed through and paid by Subscribers (including the License Fee, the PEG Access Support, and the PEG Grant as long as the Issuing Authority provides evidence that the PEG Grant of the other cable provider(s) in the Town is included in their respective gross revenue. Gross Revenue shall include revenue of an Affiliate only to the extent that such Affiliate revenue relates to the provision of Cable Services over the Cable System in the Town, and not the revenues of any such Affiliate that are not related thereto. In no event shall revenue of an Affiliate be Gross Revenue to the Licensee if such revenue is otherwise subject to Franchise Fees and paid to the Issuing Authority. If Cable Services are provided to Subscribers in conjunction with Non-

Cable Services, nothing herein shall prevent the Licensee from allocating a greater amount of the combined revenue to Cable Services than is otherwise provided pursuant to GAAP.

Provided, however, that Gross Revenue shall not include:

1.17.1. Revenues received by any Affiliate or other Person in exchange for supplying goods or services used by Licensee to provide Cable Service over the Cable System, except to the extent that such revenues are derived from the operation of the Cable System to provide Cable Service in the Town;

1.17.2. Bad debts written off by Licensee in the normal course of its business, provided, however, that bad debt recoveries shall be included in Gross Revenue during the period collected;

1.17.3. Refunds, rebates or discounts made to Subscribers;

1.17.4. Any revenues classified as Non-Cable Services revenue under federal or State law including, without limitation, revenue received from Telecommunications Services; or revenue received from Information Services, including, without limitation, Internet Access Service, electronic mail service, electronic bulletin board service, or similar online computer services;

1.17.5. Any revenue of the Licensee or any other Person which is received directly from the sale of merchandise through any Cable Service distributed over the Cable System, notwithstanding that portion of such revenue which represents or can be attributed to a Subscriber fee or a payment for the use of the Cable System for the sale of such merchandise, which portion shall be included in Gross Revenue;

1.17.6. Revenues from the sale of Cable Services on the Cable System to a reseller, when the reseller is required by law to pay (and does pay) Franchise Fees and other cable license fees to the Town on the resale of the Cable Services. Nothing under this Section is intended to limit the rights of the Town pursuant to Section 622(h) of the Communications Act (47 U.S.C. § 542(h));

1.17.7. Any tax of general applicability imposed by a town, the State, federal or any other governmental entity and required to be collected from Subscribers by Licensee and remitted to the taxing entity (including, but not limited to, sales/use taxes);

1.17.8. Any revenue foregone as a result of the Licensee's provision of free or reduced cost Cable Services as required by this License to any Person, including without limitation, employees of Licensee and public institutions or other institutions as required or permitted herein and to other customers which are exempt, as required or allowed by the Town; provided, however, that such foregone revenue which Licensee chooses not to receive in exchange for trades, barters, services or other items of value shall be included in Gross Revenue;

1.17.9. Revenues from the sales of capital assets or sales of surplus equipment provided that this exclusion shall not include sales to Subscribers of converters, remote controls and other Subscriber equipment for the provision of Cable Service over the Cable System;

1.17.10. Directory or Internet advertising revenue including, but not limited to, yellow page, white page, banner advertisement and electronic publishing.

1.18. *High-Definition (HD) PEG Access Channel*: A PEG Access Channel in the high definition display format for digital television transmissions with video transmitted in a 16:9 aspect ratio with a resolution of 720p or 1080i.

1.19. *Information Services*: Shall be defined herein as it is defined under Section 3 of the Communications Act, 47 U.S.C. § 153(24).

1.20. *Internet Access Service*: Dial-up or broadband access service that enables access to the Internet.

1.21. *Issuing Authority*: The Select Board of the Town of Southborough.

1.22. *License Fee*: The payments to be made by the Licensee to the Town, which shall have the meaning as set forth in Section 9 of the Massachusetts Cable Law.

1.23. *Licensee:* Verizon New England Inc., and its lawful and permitted successors, assigns and transferees.

1.24. *Massachusetts Cable Law:* Chapter 166A of the General Laws of the Commonwealth of Massachusetts.

1.25. *Non-Cable Services*: Any service that does not constitute Cable Service(s), including, but not limited to, Information Services and Telecommunications Services.

1.26. *PEG*: Public, educational, and governmental.

1.27. *PEG Access Channel*: An Access Channel that the Licensee makes available to the Town for non-commercial use pursuant to the terms and conditions of this License, and managed by the Issuing Authority and/or the PEG Access Designee.

1.28. *PEG Access Designee*: Any entity designated by the Issuing Authority for the purpose of owning and/or operating the equipment and facilities used in the production and/or broadcast of PEG Access Channel programming, including, but not limited to, the Town itself and/or an access corporation.

1.29. *PEG Access Programming*: Non-commercial Video Programming transmitted on the PEG Access Channel(s) pursuant to the terms of this License, and applicable laws.

1.30. *Person*: An individual, partnership, association, joint stock company, trust, corporation, other business entity, or governmental entity.

1.31. *Public Access Channel*: An Access Channel made available to the Town pursuant to the terms and conditions of this License and available for the use by the residents in the Town and managed by the Issuing Authority and/or the PEG Access Designee.

1.32. *Public Rights-of-Way*: The surface and the area across, in, over, along, upon and below the surface of the public streets, roads, bridges, sidewalks, lanes, courts, ways, alleys, and boulevards, including, public utility easements and public lands and waterways used as Public Rights-of-Way, as the same now or may thereafter exist, which are under the jurisdiction or control of the Town.

1.33. *Service Area*: The entire existing territorial limits of the Town.

1.34. *Standard Definition ("SD") PEG Access Channel*: A PEG Access Channel in the standard definition display format for digital television transmissions with video transmitted in a 4:3 aspect ratio with a resolution of 480i.

1.35. *State*: The Commonwealth of Massachusetts.

1.36. *Subscriber*: A Person who lawfully receives Cable Service in the Town.

1.37. *Telecommunications Facilities*: Licensee's existing Telecommunications Services and Information Services facilities, including the FTTP Network.

1.38. *Telecommunication Services:* Shall be defined herein as it is defined under Section 3 of the Communications Act, 47 U.S.C. § 153(46).

1.39. *Title II*: Title II of the Communications Act, Common Carriers.

1.40. *Title VI*: Title VI of the Communications Act, Cable Communications,

1.41. *Town*: The Town of Southborough.

1.42. *Transfer*: Any transaction in which:

1.42.1. an ownership or other interest in Licensee is transferred or assigned, directly or indirectly, from one Person or group of Persons to another Person or group of Persons, so that Control of Licensee is transferred; or

1.42.2. the rights held by Licensee under the License are transferred or assigned to another Person or group of Persons.

1.43. *Video Programming:* Shall be defined herein as it is defined under Section 602(20) of the Communications Act, 47 U.S.C. § 522(20).

1.44. *Video Service Provider or VSP:* Any entity using the Public Rights-of-Way to provide Video Programming services to multiple subscribers within the territorial boundaries of the Town, regardless of the transmission method, facilities or technologies used.

2. GRANT OF AUTHORITY; LIMITS AND RESERVATIONS

2.1. *Grant of Authority*: Subject to the terms and conditions of this License and the Massachusetts Cable Law, the Issuing Authority hereby grants the Licensee the right to operate and maintain a Cable System along the Public Rights-of-Way within the Town, for the purpose of providing Cable Service. Reference herein to "Public Rights-of-Way" shall not be construed to be a representation or guarantee by the Town that its property rights are sufficient to permit its use for any purpose, or that the Licensee shall gain or be permitted to exercise any rights to use property in the Town greater than those already possessed by the Town or which is inconsistent with the purposes for which it was taken, purchased and/or dedicated. This License grants no authority for the Licensee to use the Public Rights-of-Way within the Town for any other purpose unless otherwise provided herein. However, nothing in this License shall be construed to prohibit the Licensee from offering any service over the Cable System that is not prohibited by federal or State law provided that any requirements for Town authorization or permitting not inconsistent with federal and State law are satisfied. The Licensee's FTTP Network in the Public Rights-of-Way, which the Licensee has upgraded under its Title II authority, is subject to M.G.L. c. 166. The Licensee shall adhere to all applicable Town bylaws and lawful regulations of the Town regarding rights-of-way and public works matters, including rights-of-way management requirements with regard to public safety and other legitimate municipal concerns. Nothing in this Section 2.1 shall be deemed to prohibit the right of the Licensee to challenge the legality of such a Town bylaw or regulation. No privilege or power of eminent domain is bestowed by this grant; nor is such a privilege or power bestowed by this License.

2.2. *Issuing Authority Does Not Regulate Telecommunications*: The parties recognize that the Licensee's FTTP Network is constructed, operated and maintained as an upgrade to and/or extension of its existing Telecommunications Facilities for the provision of Non-Cable Services. The jurisdiction of the Town over such Telecommunications Facilities is restricted by federal and State law, and the Town does not assert jurisdiction over the Licensee's FTTP Network in contravention of those limitations. Therefore, the Issuing Authority's regulatory authority under Title VI is not applicable to the construction, installation, maintenance or operation of the FTTP Network to the extent the FTTP Network is constructed, installed, maintained and operated for the purpose of upgrading and/or extending Verizon's existing Telecommunications Facilities for the provision of Non-Cable Services.

2.3. *Term*: This License shall become effective on November 26, 2024 (the "Effective Date"). The term of this License shall be five (5) years from the Effective Date unless this License is earlier revoked or terminated as provided herein.

2.4. *Termination Generally:* Notwithstanding any provision herein to the contrary, Licensee may terminate this License upon two hundred and seventy (270) days' written

notice to the Issuing Authority. Licensee shall not provide the notice of termination sooner than the beginning of the 28th month following the Effective Date.

2.5. *Modification/Termination Based on VSP Requirements*:

2.5.1. If the Issuing Authority enters into any cable franchise, cable license or similar agreement with a VSP to provide Video Programming services to residential subscribers in the Town with terms or conditions materially less burdensome than those imposed by this License, Licensee and the Issuing Authority shall, within sixty (60) days of the Issuing Authority's receipt of Licensee's written notice thereof, commence negotiations to modify this License to provide that this License is not on terms or conditions materially more burdensome than the terms in any such cable franchise, cable license or similar agreement. Any modification of the License pursuant to the terms of this Section shall not trigger the requirements of 207 CMR 3.07. The PEG Access Support, as provided in Section 5.4, will not be subject to modification under this Section 2.5.1 or 2.5.2.

2.5.2. Licensee's notice pursuant to Section 2.5.1 shall specify the cable franchise, cable license or similar agreement and the materially less burdensome terms or conditions as set out Section 2.4.1 above. Licensee shall respond to reasonable information requests from the Town, as may be necessary to review the same.

2.5.3. In the event the parties do not, subject to the criteria above, reach mutually acceptable agreement on a modification as set out above, Licensee shall in its sole discretion, have the option of exercising any of the following actions:

a. commencing License renewal proceedings in accordance with 47 U.S.C. 546 with the License term being accelerated, thus being deemed to expire thirty-six (36) months from the date of Licensee's written notice to seek relief hereunder;

b. terminating the License in no less than thirty-six (36) months from written notice to the Issuing Authority;

c. if agreed by both parties, submitting the matter to commercial arbitration by a mutually-selected arbitrator in accordance with the rules of the American Arbitration Association; or

d. if agreed to by both parties, submitting the matter to mediation by a mutually-acceptable mediator.

2.5.4. Modification of the PEG Access Support under this License shall, as applicable, be in accordance with the terms and conditions set forth in Section 5.4 hereunder. As stated above, PEG Access Support is not subject to modification under Section 2.5.1.

2.6. *Grant Not Exclusive*: This License and the rights granted herein to use and occupy the Public Rights-of-Way to provide Cable Services shall not be exclusive, and the Issuing Authority reserves the right to grant other licenses for similar uses or for other uses of the Public Rights-of-Way, or any portions thereof, to any Person, or to make any such use themselves, at any

time during the term of this License. Any such rights shall not be in conflict with the authority as granted by this License. Disputes between the Licensee and other parties regarding use of Public Rights-of-Way shall be resolved in accordance with applicable law.

2.7. *License Subject to Federal and State Law/Preemption*: This License is subject to and shall be governed by all applicable provisions of federal and State law and regulations as they may be amended, including but not limited to the Communications Act and the Massachusetts Cable Law. In the event that federal or State law, rules, or regulations preempt a provision or limit the enforceability of a provision of this License, the provision shall be read to be preempted to the extent, and for the time, but only to the extent and for the time, required by law. In the event such federal or State law, rule or regulation is subsequently repealed, rescinded, amended or otherwise changed so that the provision hereof that had been preempted is no longer preempted, such provision shall return to full force and effect, and shall thereafter be binding on the parties hereto, without the requirement of further action on the part of the parties hereto.

2.8. *No Waiver*:

2.8.1. The failure of the Issuing Authority on one or more occasions to exercise a right or to require compliance or performance under this License, the Massachusetts Cable Law or any other applicable law, bylaw or lawful regulation shall not be deemed to constitute a waiver of such right or a waiver of compliance or performance by the Issuing Authority, nor to excuse Licensee from complying or performing, unless such right or such compliance or performance has been specifically waived in writing by the Issuing Authority.

2.8.2. The failure of the Licensee on one or more occasions to exercise a right under this License or applicable law, or to require performance under this License, shall not be deemed to constitute a waiver of such right or of performance of this License, nor shall it excuse the Issuing Authority from performance, unless such right or performance has been specifically waived in writing by the Licensee.

2.9. *Construction of License*:

2.9.1. The provisions of this License shall be construed to effectuate their objectives.

2.9.2. Nothing herein shall be construed to limit the scope or applicability of Section 625 of the Communications Act, 47 U.S.C. § 545.

2.9.3. Should any change to local bylaws, rules or regulations cause the Licensee's provision of Cable Services in the Town to be commercially impracticable, then the parties shall modify this License to the mutual satisfaction of both parties to ameliorate such commercial impracticability. If the parties cannot reach agreement on the above-referenced modification to this License, then, at the Licensee's option the parties shall submit the matter to binding arbitration.

2.10. *Police Powers*: Nothing in this License shall be construed to prohibit the reasonable, necessary and lawful exercise of the Town's police powers. However, if the

reasonable, necessary and lawful exercise of the Town's police powers causes the Licensee's provision of Cable Services in the Town to be commercially impracticable, then the parties shall modify this License to the mutual satisfaction of both parties to ameliorate such commercial impracticability. If the parties cannot reach agreement on the above-referenced modification to this License, then, at the Licensee's option, the parties shall submit the matter to binding arbitration.

2.11. *Compliance with Federal and State Privacy Laws*: Licensee shall comply with the privacy provisions of Section 631 of the Communications Act and all other applicable federal and State privacy laws and regulations. The parties agree that, during the term hereof, Licensee shall not be subject to any local laws or bylaws which conflict with such applicable federal and/or /State privacy laws, or which would impose additional or distinct requirements upon Licensee with respect to Subscriber privacy other than those which are expressly set forth in applicable federal and/or State privacy laws.

3. PROVISION OF CABLE SERVICE

3.1. *Service Area*:

3.1.1. *Service Area*: Subject to the issuance of all necessary permits by the Town, the Licensee shall continue to offer Cable Service to all residential households in the Service Area, except: (A) for periods of Force Majeure; (B) for periods of delay caused by the Town; (C) for periods of delay resulting from Licensee's inability to obtain authority to access rights-of-way in the Town; (D) in developments or buildings that are subject to claimed exclusive arrangements with other cable providers; (E) in developments, buildings or other residential dwelling units that Licensee cannot obtain permission to access under reasonable terms and conditions after good faith negotiation, as determined in good faith by Licensee; (F) in developments, buildings or other residential dwelling units where the Licensee is unable to provide Cable Service for technical reasons or which require non-standard facilities which are not available on a commercially reasonable basis or where the Licensee determines, in good faith, that providing such service is not commercially reasonable; and (G) in areas where the occupied residential household density does not meet the density requirement set forth in Section 3.1.2.

3.1.2. *Density Requirement*: Subject to Section 3.1.1, the Licensee shall make Cable Services available to residential dwelling units in all areas of the Service Area where the average density is equal to or greater than twenty (20) occupied residential dwelling units served by aerial plant or forty (40) occupied residential units served by underground plant per mile as measured in strand footage from the nearest technically feasible point on the active FTTP Network trunk or feeder line.

3.2. *Availability of Cable Service and Standard Drops*: Licensee shall make Cable Service available to all residential dwelling units within the Town in conformance with Section 3.1 and Licensee shall not discriminate between or among any individuals in the availability of Cable Service. In the areas in which Licensee provides Cable Service, the Licensee shall be required to connect, at Licensee's expense other than a standard installation charge, all

residential dwelling units that are within three hundred (300) feet of trunk or feeder lines not otherwise already served by Licensee's FTTP Network. Where a residential Subscriber connection exceeds such length the Licensee shall be allowed to recover from such Subscriber the actual cost of such connection attributable to the distance in excess of the length above.

3.3. *Availability of Cable Service To Businesses*: The Licensee may make Cable Service available to businesses. The Licensee may recover the actual cost incurred to connect any business to the Cable System for the provision of Cable Service.

3.4. *Cable Service to Public Buildings*: Subject to Section 3.1 and the applicable provisions of the FCC's 2019 Third Report and Order In the Matter of Implementation of Section 621 of the Cable Act (the "621 Order"), as such 621 Order may be in effect and/or amended during the term of this License, if requested in writing by the Issuing Authority, the Licensee shall provide in a reasonable amount of time and after notifying the Issuing Authority of the process by which it will implement the 621 Order's requirements regarding the provision of free Cable Service to public buildings under a cable license, one Cable Service drop, an outlet, and monthly Basic Service along its activated Cable System route in the Town at no cost to public schools, police and fire stations, public libraries, and other public buildings designated in writing by the Issuing Authority. All such written designations shall include the street address of each building. The current designation of such buildings and their addresses is set forth in **Exhibit A**. The Licensee shall coordinate the location of each outlet with representatives for each of the buildings receiving service pursuant to this Section. The parties hereto agree that the exercise of any conditional obligations set forth in this Section shall not constitute a modification or amendment of the License within the meaning of 207CMR 3.07.

4. SYSTEM FACILITIES

4.1. *System Characteristics:* Licensee's Cable System shall meet or exceed the following requirements and/or have at least the following characteristics:

4.1.1. The Cable System shall be operated with an initial digital passband of 50-860 MHz.

4.1.2. The Cable System shall be operated to be an active two-way plant for subscriber interaction, if any, required for the selection or use of Cable Service.

4.1.3. The Cable System shall comply with applicable FCC technical standards, as such standards may be amended from time to time.

4.1.4. The Cable System shall conform in all material respects to the following standards to the extent applicable: the Occupational Safety and Health Administration regulations, the Massachusetts Electrical Code, the National Electrical Code, the National Electrical Safety Code and the rules and regulations of the Cable Division and the FCC.

4.2. *Emergency Alert System*: Licensee shall comply with the Emergency Alert System ("EAS") requirements of the FCC and applicable State and local EAS Plans in order that emergency messages may be distributed over the Cable System.

4.3. *Parental Control Capability*: The Licensee shall comply with all applicable requirements of federal law(s) governing Subscribers' capability to control the reception of any channels being received on their television sets.

5. PEG ACCESS SERVICES AND SUPPORT

5.1. *PEG Access Channels*:

5.1.1. The Licensee shall continue to make available to the Issuing Authority and/or the PEG Access Designee, as designated by the Issuing Authority, capacity for three (3) SD PEG Access Channels on its Basic Service Tier. In accordance with Section 5.1.2 below, the Issuing Authority may also request one (1) HD PEG Access Channel for a total of four (4) PEG Access Channels.

5.1.2. The Licensee shall make one (1) HD PEG Access Channel available to the Issuing Authority and/or the PEG Access Designee, as designated in writing by the Issuing Authority, as follows: Starting on the Effective Date of this License, the Issuing Authority may make a written request for such an HD PEG Access Channel to the Licensee. Upon receipt of the Issuing Authority's written request, the Licensee shall make such an HD PEG Access Channel available to the Issuing Authority or at the discretion of the Issuing Authority to the PEG Access Designee within two hundred seventy (270) days of the Licensee's receipt of such written notice from the Issuing Authority. The Issuing Authority shall include in the written notice a statement of whether the programming on such HD PEG Access Channel shall either be a simulcast of existing SD PEG Access Channel programming or distinct programming. The Issuing Authority or the PEG Access Designee may subsequently change the programming on the HD PEG Access Channel from an SD PEG Access Channel simulcast in HD to distinct programming, or from distinct programming to an SD PEG Access Channel simulcast in HD, upon one hundred eighty (180) days prior written notice from the Issuing Authority to the Licensee which change shall not occur more than once during the License term. To the extent permitted by law, the Licensee shall be allowed to recover from Subscribers applicable costs incurred to transmit HD PEG Access Channel programming of any type.

5.1.3. All programming content for the HD PEG Access Channel shall be transmitted to Licensee in HD-SDI format with a resolution consistent with the definition of "High Definition" in Section 1.18 above. Licensee reserves the right to reassign channel number and location for any or all of the PEG Access Channels at any time during the term. The Issuing Authority expressly acknowledges that an HD PEG Access Channel may not be available at all times during the term of this License on Licensee's Basic Service Tier and that in order to view the HD PEG Access Channel, a Subscriber may be required to upgrade equipment at an additional charge.

5.1.4. The Issuing Authority hereby authorizes the Licensee to transmit PEG Access Programming within the Town's jurisdictional boundaries and outside the Town's jurisdictional boundaries to other areas that are served out of the same central offices of the Licensee as those that serve the Town, provided that PEG Access Programming from outside the Town, which is carried in

the Town shall not be cablecast on any of the PEG Access Channels made available to the Issuing Authority and/or the PEG Access Designee. If a PEG Access Channel provided under this Article is not being utilized by the Issuing Authority and/or the PEG Access Designee, other than due to Force Majeure, the Licensee may utilize such PEG Access Channel by providing at least one hundred twenty (120) days advance written notice to the Issuing Authority, but only in the event that the Issuing Authority or the PEG Access Designee does not commence use of said PEG Access Channel within said one hundred twenty (120) day notice period. In the event that the Issuing Authority and/or the PEG Access Designee determines to use such PEG Access capacity for PEG Access purposes, the Issuing Authority shall have the right to utilize such PEG Access Channel by providing at least one hundred twenty (120) days advance written notice to the Licensee.

5.2. *PEG Interconnection and Cablecasting*:

5.2.1. The Licensee shall continue to connect to equipment owned by the Town and/or the PEG Access Designee at the PEG access studio (Trottier Middle School Studio. 49 Parkerville Road, 1st Floor, Southborough, Massachusetts) ("PEG Access Interconnection Site"). The Licensee shall be responsible for interconnection at this location, including any approvals and/or costs arising therefrom.

5.2.2. The Issuing Authority or, if designated by the Issuing Authority in writing to Licensee, the Town's PEG Access Designee, shall be required to pay Licensee for all direct or reasonably related costs associated with: (i) any equipment upgrade where the need for the upgrade is initiated by the Issuing Authority or PEG Access Designee; (ii) relocating any connection where the need for relocation is initiated by the Issuing Authority or the PEG Access Designee; (iii) re-installing and/or replacing any connection at an existing location where the need for such re-installation and/or replacement is caused by the Town and initiated by the Issuing Authority or its PEG Access Designee; or (iv) installing any new connection if initiated by the Issuing Authority or its PEG Access Designee; provided, however, that Issuing Authority and/or PEG Access Designee responsibility for the foregoing costs is subject to the Issuing Authority's express written consent, and subject further to Licensee's prior disclosure of such costs and prior consent to same by the Issuing Authority or its PEG Access Designee. Any upgrade or change referenced in subsections (i) and (iv) above required in order for PEG Access Channel cablecasting or PEG Access Channel programming as provided to Subscribers to meet a requirement of applicable law or regulation, including with respect to video or audio quality, shall not be deemed to be "initiated" by the Issuing Authority or its PEG Access Designee.

5.2.3. The demarcation point between the Licensee's signal processing equipment (which the Licensee shall own, install and maintain) and the Town's and/or the PEG Access Designee's PEG Access equipment shall be at the output of the Town's and/or the PEG Access Designee's signal processing equipment at the PEG Access Interconnection Site. The Town and/or the PEG Access Designee shall be solely responsible for operating its switching equipment and the picture and audio quality of all PEG Access Programming up to the demarcation point and for providing that all PEG Access Programming is inserted on the appropriate upstream PEG Access Channel. All PEG Access Programming shall be transmitted to the Licensee in baseband, SD-SDI or HD-SDI format with either mono or stereo audio signals, and with signals received by Licensee in stereo cablecast by Licensee in stereo. Notwithstanding the foregoing, the

Licensee shall not be obligated to provide the Town or the PEG Access Designee with either cablecast equipment and facilities or the personnel responsible for maintaining and operating equipment and facilities on the Town's or PEG Access Designee's side of the demarcation point and used to generate or administer any PEG Access signals, except as necessary to implement the Licensee's responsibilities specified herein. The Issuing Authority and the Licensee shall work together in good faith to resolve any connection issues.

5.2.4. The Licensee shall provide, install, maintain, repair and replace all equipment necessary to receive and transmit all such PEG Access Programming and all PEG Access Channels as described in Section 5.2.1 above to Subscribers, including any amplification, optical conversion, receiving, cable system headend, processing, and transmitting equipment needed.

5.2.5. The Licensee shall work with the Town and/or the PEG Access Designee to ensure that Licensee provided IP encoders (and corresponding decoders) provided by the Licensee for use on the Town and/or PEG Access Designees IP network and an additional IP encoder (and corresponding decoder) to be provided by the Licensee to the Town or the PEG Access Designee within one hundred twenty days (120) days of the Effective Date, function as part of the Town's and/or PEG Access Designee's IP network to deliver PEG Access Programming from: (i) the Police and Fire Department (32 Cordaville Road); (ii) the Senior Center (9 Cordaville Road and (iii) the Town House (17 Common Street) (collectively the "Auxiliary Sites") to the PEG Access studio (49 Parkerville Road). The Town and/or the PEG Access Designee shall own said IP encoders and decoders, provided however that the Licensee shall warranty the IP encoders and decoders for a period of one (1) year beginning on the date that the Licensee provided/provides the encoder/decoder to the Town and/or PEG Access Designee.

5.2.6. The Licensee shall monitor the PEG Access Channels for technical quality consistent with applicable FCC technical standards, as such standards may be amended from time to time and shall ensure that they are maintained at standards the same or better than those which apply to the Cable System's commercial channels, provided, however, that the Licensee is not responsible for the production quality of PEG Access Programming productions, nor for any deficiencies in the source signal it receives from any party over which the Licensee has no control.

5.3. *PEG Grant*

5.3.1. Licensee shall pay to the Issuing Authority a PEG grant in the total amount of _____ dollars ($_____) to be used for PEG Access Channel capital funding purposes (the "PEG Grant"), as follows: Within forty-five days of the Effective Date, Licensee shall pay to the Issuing Authority the sum of _____ Dollars ($_____). Two (2) additional payments in the amount of _____ dollars ($____) each shall be paid by the Licensee to the Issuing Authority on the first and second anniversaries of the Effective Date. The Issuing Authority and/or PEG Access Designee, as determined by the Issuing Authority, shall own all facilities and equipment purchased with the PEG Grant. The Licensee shall have no obligation to maintain, repair, replace or insure any equipment or facilities purchased with the PEG Grant.

5.3.2. Licensee shall be allowed to submit or correct any payments that were incorrectly omitted, and shall be refunded any payments that were incorrectly submitted, in connection with the PEG Grant remittances within ninety (90) days following the PEG Grant payment date for which such payments were applicable. Any such refund shall be requested in writing by Licensee and shall include an itemized account of the basis of the refund requested. The PEG Grant shall not be counted against either the PEG Access Support payment required by Section 5.4, or any License Fee required by Section 6.1. The Issuing Authority and/or PEG Access Designee shall own all facilities and equipment purchased with the PEG/I-Net Grant. The Licensee shall have no obligation to maintain, repair, replace or insure any equipment or facilities purchased with the PEG Grant.

5.4. *PEG Access Support*:

5.4.1. The Licensee shall provide annual funding to the Issuing Authority for PEG Access Channel operating support or other PEG Access Channel costs and expenses ("PEG Access Support") in the amount equal to five percent (5.0%) of annual Gross Revenues as defined above, subject to the limitation in Section 6.2. If the Town issues or renews any cable licenses (other than the cable license held by Comcast or its successor in the Pine Hill Road area of Town) after the Effective Date that provide for a lower percentage of PEG Access Support, then the Licensee's percentage of PEG Access Support payments shall be reduced to match such lower percentage over that same time period. The Issuing Authority shall place Licensee's PEG Access Support payments in a restricted account for cable related purposes in the nature of a grant account and not into the general fund, which account will be under the Issuing Authority's control.

5.4.2. The PEG Access Support payments shall be made no later than forty-five (45) days following the end of each calendar quarter. Each such payment shall be accompanied by a Gross Revenue report documenting, in reasonable detail, the Gross Revenue as defined above. The Licensee shall be allowed to provide an extra payment if needed to correct any payments that were incorrectly omitted, and shall have the right to offset against future payments any payments that were incorrectly submitted, in connection with the quarterly remittances, within ninety (90) days following the close of the calendar quarter for which such payments were applicable. For purposes of the PEG Access Support payment, the period for determining Gross Revenues shall be the preceding calendar quarter.

5.4.3. In no case shall said five percent (5.0%) payments include: (i) the PEG/I-Net Grant ; (ii) costs of PEG Access Channels, interconnection and cablecasting obligations required above; or (iii) any other fees or payments required by applicable law, except as provided in Section 6.2, below; provided however, that said five percent (5.0%) payments shall be a Franchise Fee, and subject to the five percent (5.0%) cap on Franchise Fees pursuant to Section 622(h) of the Communications Act (47 U.S.C. §542(b).

5.5. *PEG Operational Rules*: The Issuing Authority or its designee shall establish rules and regulations for use of PEG facilities consistent with, and as required by, Section 611 of the Communications Act (47 U.S.C. § 531), and shall require all local producers and users of any of the PEG Access Channel facilities or PEG Access Channels to assume individual

responsibility for any program-based liability including, but not limited to, liability for copyright infringement or defamation.

5.6. *Recovery of Costs*. To the extent permitted by federal law and regulations, the Licensee shall be allowed to recover from Subscribers the costs of the PEG Grant, costs of PEG interconnection, the PEG Access Support payments, and any other costs arising from the provision of PEG services and related payments, required by this License and to accurately reflect such costs as separately billed line items on each Subscriber's bill.

5.7. *Late Payments*. In the event that the PEG Grant, the PEG Access Support or the License Fee payments is not paid on or before the due date set forth in this License for such payment, then interest shall accrue from the due date until the date paid at the rate equal to the Prime Rate, as published in the *Wall Street Journal.*

5.8. *Listing of PEG Access Channels On Licensee's Electronic Program Guide*: If the Licensee lists PEG Access Channel program content titles on its electronic program guide in any other municipality in the State (other than on a test or trial basis), then it shall, upon written request of the Issuing Authority, discuss with the Issuing Authority or the PEG Access Designee, the technical feasibility and commercial reasonability of listing the Town's PEG Access Channel program content titles on the Licensee's electronic program guide and the provision thereof by the Licensee; however, the Licensee shall not be required by this Section to list the Town's PEG Access Channel program content titles on its electronic program guide.

5.9. *PEG Access Video-On-Demand*: If the Licensee provides any other municipality in the State with PEG Access Channel programming "video-on-demand" (VOD) (other than on a test or trial basis), then it shall, upon written request of the Issuing Authority, discuss with the Issuing Authority, the technical feasibility and commercial reasonability of providing, and the provision of, PEG Access Channel programming VOD in the Town; however, the Licensee shall not be required by this Section 5.9 to provide PEG Access Channel programming VOD in the Town.

5.10. *Censorship*: Subject to Section 611(e) of the Communications Act (47 U.S.C. §531(e)), the Licensee shall comply with applicable federal laws restricting censorship or control of the content of PEG Access Programming over the Cable System.

5.11. *Non-Commercial Programming*: The Issuing Authority and PEG Access Designee shall not use the PEG Access Channels to provide for-profit commercial programming. Nothing in this Section shall prohibit the Issuing Authority or its PEG Access Designee from having memberships, sponsorships, underwriting or acknowledgements (such as underwriting and acknowledgements accepted by PBS), to the extent not otherwise prohibited by applicable law and regulation.

5.12 *Leased Access:* The Licensee shall comply with Section 612 of the Communications Act (47 U.S.C. §532) with respect to designating channel capacity for commercial use.

5.13. *No PEG Access Designee Rights:* The Issuing Authority and the Licensee herein acknowledge and agree that any PEG Access Designee is not a party to this License and that any provisions herein that may affect a PEG Access Designee are not intended to create any rights on behalf of any PEG Access Designee.

6. FRANCHISE AND LICENSE FEES

6.1. *License Fee*: Pursuant to Massachusetts Cable Law, (M.G.L. c. 166A, Section 9), the Licensee shall pay to the Town, throughout the term of this License, a license fee equal to fifty cents ($.50) per Subscriber per year (the "License Fee"), or such other amount as may in the future be designated by applicable State law.

6.2. *Maximum Franchise Fee Obligation*: The Licensee shall not be liable for a total Franchise Fee, pursuant to this License and applicable law in excess of five percent (5.0%) of annual Gross Revenue (as defined above).

6.3. *Payment Information:* In determining the License Fee, the number of Subscribers shall be measured as of December 31st of the preceding calendar year. The License Fee shall be paid no later than March 15th of each year during the term of this License.

6.4. *Limitation on Actions*: The parties agree that the period of limitation for recovery of any payment obligation under this License shall be three (3) years from the date on which payment by Licensee is due.

6.5. *Method of Payment*: The PEG Grant, the PEG Access Support and the License Fee shall be made payable to the Town and provided to the Issuing Authority, unless the Licensee is otherwise notified in writing by the Issuing Authority.

6.6. *Other Payment Obligations and Exclusions*:

6.6.1. Unless otherwise required by applicable law, the License Fee and Franchise Fee payments shall be in addition to and shall not constitute an offset or credit against any and all taxes or other fees or charges of general applicability which Licensee or any Affiliate shall be required to pay to the Town, or to any State or federal agency or authority, as required herein or by law; the payment of said taxes, fees or charges shall not constitute a credit or offset against the License Fee or Franchise Fee payments all of which shall be separate and distinct obligations of the Licensee and each Affiliate.

6.6.2. In accordance with Section 622(h) of the Communications Act (47 U.S.C. §542(h)), nothing in the Communications Act or this License shall be construed to limit any authority of the Issuing Authority to impose a tax, fee or other assessment of any kind on any Person (other than the Licensee) with respect to Cable Service or other communications service provided by such Person over the Cable System for which charges are assessed to Subscribers but not received by the Licensee. For any twelve (12) month period, the fees paid by any such Person with respect to any such Cable Service or other communications service shall not exceed five

percent (5%) of such Person's gross revenues derived in such period from the provision of such service over the Cable System.

6.7. *Affiliates Use of System*: Use of the Cable System and the provision of Cable Services within the Town by Affiliates shall be in compliance with applicable federal and State laws and regulations and this License.

6.8. *Recomputation and Audit*

6.8.1. Tender or acceptance of any payment made pursuant to Articles 5 or 6 shall not be construed as an accord that the amount paid is correct, nor shall such acceptance of payment be construed as a release of any claim that the Issuing Authority may have for additional sums.

6.8.2. If the Issuing Authority has reason to believe that any payments made pursuant to Articles 5 or 6 are incorrect, it may conduct an audit no more than once during any two (2) year period during the term of this License. The Issuing Authority shall not conduct a "success-based" audit. If, after such audit and recomputation, an additional fee is owed to the Town, such fee, including interest pursuant to Section 5.7 above, shall be paid within thirty (30) business days after such audit and recomputation; provided, however, the Licensee shall be provided a reasonable opportunity to review the results of any audit and to dispute any audit results which indicate an underpayment to the Town.

7. CUSTOMER SERVICE

7.1. *Standards:* The Licensee shall comply with the FCC's cable television customer service and notice regulations codified at 47 C.F.R. § 76.309(c), 47 C.F.R. § 76.1602, and 47 C.F.R. § 76.1603, as amended, and the billing and termination of service provisions contained in 207 CMR § 10.00, as amended; provided, however, that Licensee may satisfy the requirements of 47 C.F.R. § 76.309(c)(1)(v) through its website. For Subscriber equipment pick-up, the Licensee shall provide for one or more of the following methods: (i) setting a specific appointment time or four (4) hour time period during Normal Business Hours, during which Licensee's representative(s) shall visit the Subscriber's premises to pick-up or exchange Subscriber equipment; (ii) using a mailer; or (iii) establishing a reasonably convenient location for the pick-up and exchange of Subscriber equipment. Measurement of the telephone availability standards in 47 C.F.R. § 76.309(c)(1)(ii) shall include all calls received by the Licensee at all call centers receiving calls from Subscribers, whether they are answered by a live representative, by an automated attendant, or abandoned after thirty (30) seconds of call waiting.

7.2. Outage Credits: In the event that all Cable Service is interrupted for twenty-four (24) or more hours, Licensee will grant affected Subscribers a pro rata credit or rebate.

7.3. Denial of Service: Subject to applicable laws and regulations, nothing in these standards shall limit the right of the Licensee to deny Cable Service for non-payment of previously provided Cable Services, refusal to pay any required deposit, theft of Cable Service, damage to the Licensee's equipment, abusive and/or threatening behavior toward the Licensee's

employees or representatives, refusal to provide credit history information or refusal to allow the Licensee to validate the identity, credit history and credit worthiness via an external credit agency, or failure to abide by the Licensee's terms and conditions of service.

8. REPORTS AND RECORDS AND PERFORMANCE EVALUATIONS

8.1. *Open Books and Records*: Upon at least thirty (30) business days written notice to the Licensee, the Issuing Authority or its designee shall have the right to inspect at a location reasonably and mutually convenient to the parties hereto the Licensee's books and records pertaining to the Licensee's provision of Cable Service in the Town at any time during Licensee's regular business hours and on a reasonable and nondisruptive basis, as is reasonably necessary to ensure compliance with the terms of this License. Such notice shall specifically reference the section or subsection of this License which is under review, so that the Licensee may organize the necessary books and records for appropriate access by the Issuing Authority. The Licensee shall not be required to maintain any books and records for License compliance purposes longer than three (3) years. Notwithstanding anything to the contrary set forth herein, the Licensee shall not be required to disclose information that it reasonably deems to be proprietary or confidential in nature, nor disclose any of its or an Affiliate's books and records not relating to the provision of Cable Service in the Town. If the Licensee believes that the requested information is proprietary or confidential, the Licensee shall provide the following information to the Issuing Authority: (i) specific identification of the information; (ii) a statement attesting to the reason(s) the Licensee believes the information is confidential; and (iii) a statement that the documents are available at the Licensee's designated offices for inspection by the Issuing Authority. The Issuing Authority shall take reasonable steps consistent with applicable law to protect the proprietary and confidential nature of any books, records, maps, plans or other documents requested by the Issuing Authority that are provided pursuant to this License to the extent they are designated as such by the Licensee. In the event that the Issuing Authority receives a request to disclose any information provided to the Issuing Authority by the Licensee pursuant to this License, which information is deemed by the Licensee to be confidential or proprietary, then the Issuing Authority shall promptly notify the Licensee in writing of such request, prior to disclosure of such information, consistent with applicable law, and to maintain such information as confidential and proprietary consistent with applicable law. The Licensee shall not be required to provide Subscriber information in violation of Section 631 of the Communications Act, 47 U.S.C. § 551.

8.2. *Copying of Books and Records*: The Town shall have the right to copy any such books and records, at the Town's expense, except to the extent that the Town's review as the Issuing Authority is prohibited pursuant to applicable law.

8.3. *Complete and Accurate Records*: The Licensee shall keep complete and accurate books of account and records of its business and operations under and in connection with the License. Unless otherwise provided in this License or by applicable law, all such materials and information shall be maintained for a period of three (3) years. Said records shall include, but not be limited to the following:

8.3.1. Records of all written complaints for a period of three (3) years after receipt by Licensee. The term "complaint" as used herein refers to complaints about any aspect of the Cable System or Licensee's cable operations, including, without limitation, complaints about employee courtesy. Complaints recorded will not be limited to complaints requiring an employee service call;

8.3.2. Records of outages for a period of three (3) years after occurrence, indicating date, duration, area, and the number of Subscribers affected, type of outage, and cause;

8.3.3. Records of service calls for repair and maintenance for a period of three (3) years after resolution by Licensee, indicating the date and time service was required, the date of acknowledgment and date and time service was scheduled (if it was scheduled), and the date and time service was provided, and (if different) the date and time the problem was resolved;

8.3.4. Records of installation/reconnection and requests for service extension for a period of three (3) years after the request was fulfilled by Licensee, indicating the date of request, date of acknowledgment, and the date and time service was extended;

8.3.5. Financial records necessary for the Issuing Authority to conduct an audit pursuant to Section 6.8 above for a period of three (3) years; and

8.3.6. A map showing the area of coverage for the provisioning of Cable Services.

8.4. *Additional Reports*: The Licensee shall, upon written request by the Issuing Authority, provide the Issuing Authority with a copy of any documents or forms filed by the Licensee with the FCC and/or the DTC that materially pertain to the Licensee's Cable System in the Town.

8.5. *Proof of Performance Tests*: Upon written request of the Issuing Authority, the Licensee shall provide copies of performance tests required by applicable law.

8.6. *Performance Evaluations*: The Licensee, if requested in writing by the Issuing Authority, shall attend a performance evaluation hearing no more than once per year. Nothing in this Section 8.8 shall limit any rights that the Issuing Authority may have to conduct additional hearings and/or compel the Licensee's attendance at such hearing. The Issuing Authority shall provide Licensee with the results of its performance evaluation in writing within sixty (60) days after the conclusion of such hearing.

8.7. *Quality of Service*: If there exists credible evidence which, in the reasonable judgment of the Issuing Authority, casts doubt upon the reliability or technical quality of the Licensee's Cable Services in the Town, then, after notice to the Licensee and an opportunity to cure, the Issuing Authority shall have the right to require the Licensee to test, analyze and report in writing on the performance of the Cable System.

9. INSURANCE AND INDEMNIFICATION

9.1. *Insurance*:

9.1.1. Licensee shall maintain in full force and effect, at its own cost and expense (including all deductibles) during the term of this License, the following insurance coverage:

9.1.1.1. Commercial General Liability Insurance in the amount of six million dollars ($6,000,000) per occurrence for property damage and bodily injury (including death) and six million dollars ($6,000,000) general aggregate. Such insurance shall cover the construction, operation, maintenance and removal of the Cable System, and the conduct of Licensee's Cable Service operations and business in the Town.

9.1.1.2. Commercial Automobile Liability Insurance covering all owned, non-owned, hired and/or rented motor vehicles in the amount of six million dollars ($6,000,000) combined single limit each accident for bodily injury and property damage coverage.

9.1.1.3. Workers' Compensation Insurance in compliance with the statutory requirements of the states of operation and Employers' Liability Insurance in the following amounts: (A) $100,000 Bodily Injury by Accident; (B) $100,000 Bodily Injury by Disease-each employee; and $500,000 disease-policy limit.

9.1.2. The Town shall be included as an additional insured as their interests may appear under this License on the Commercial General Liability Insurance and Commercial Automobile Liability Insurance required herein.

9.1.3. Upon receipt of notice from its insurer(s), Licensee shall provide the Issuing Authority with thirty (30) days' prior written notice of cancellation of any required coverage.

9.1.4. Each of the required insurance policies shall be with insurers qualified to do business in the State, with a A- or better rating for financial condition and financial performance by Best's Key Rating Guide, Property/Casualty Edition or its successor.

9.1.5. Licensee shall deliver to the Issuing Authority Certificates of Insurance showing evidence of the required coverage.

9.1.6. All insurance shall be primary with respect to any insurance maintained by the Town and shall not call on the Town's insurance for contribution.

9.1.7. The Licensee shall require that every one of its contractors and their subcontractors carry in full force and effect, substantially the same insurance with substantially the same amounts as required of Licensee herein.

9.1.8. Neither this Section 9.1, nor the provision of insurance or insurance proceeds pursuant to this Section 9.1, shall limit the liability of the Licensee or its obligation to indemnify the Town pursuant to this License.

9.2. *Indemnification*:

9.2.1. The Licensee shall, at its sole cost and expense, defend, indemnify, and hold harmless the Issuing Authority, the Town, its officials, boards, commissions, committees, agents and/or employees (hereinafter referred to as the "Town" for purposes of this Section 9.2) against all claims for damage, suits, causes of action, proceedings, judgments, including for damage to Persons or property, real or personal, due to the acts or omissions of the Licensee, its employees, officers or agents arising out of the installation, maintenance and/or operation of the Cable System under this License. Indemnified expenses shall include all reasonable attorneys' fees and costs incurred by the Town up to such time that the Licensee assumes defense of any action hereunder. The Town shall give the Licensee timely written notice of its obligation to indemnify, hold harmless and defend the Town, provided that in any event the Town shall provide the Licensee with such written notice within a period of time that allows the Licensee to take action to avoid entry of a default judgment and does not prejudice the Licensee's ability to defend the claim or action.

9.2.2. With respect to the Licensee's indemnification obligations set forth in Section 9.2.1, the Licensee shall, at its own expense, provide the defense of any claims, suits, causes of action or proceedings brought against the Town by selecting counsel of Licensee's choice to defend the claim, subject to applicable professional ethics and responsibility laws and the consent of the Town, which shall not unreasonably be withheld. The Licensee shall, subject to the consent of the Town as described herein, have the right to defend, settle or compromise any claim or action arising hereunder, and the Licensee shall have the authority to decide the appropriateness and amount of any such settlement, so long as the settlement includes a full release of the Town with respect to the claim giving rise to Licensee's indemnification obligation. In the event that the Town does not consent to the terms of any such settlement or compromise, the Licensee shall not settle the claim or action but its obligation to indemnify the Town shall in no event exceed the amount of the otherwise agreed upon settlement. Nothing herein shall be deemed to prevent the Town from cooperating with the Licensee and participating in the defense of any litigation by its own counsel at its own cost and expense.

9.2.3. Neither the provisions of this Section 9.2, nor any damages recovered by the Town shall be construed to limit the liability of the Licensee or its subcontractors for damages under this License or to excuse the faithful performance of obligations required by this License, except to the extent that any monetary damages suffered by the Town have been satisfied by a financial recovery under this section or other provisions of this License.

10. PERFORMANCE BOND

The Licensee shall maintain, without charge to the Town, throughout the term of the License a faithful performance bond running to the Town, with good and sufficient surety licensed to do business in the State in the sum of Twenty Thousand Dollars ($20,000). Said bond shall be conditioned upon the faithful performance and discharge of all of the obligations imposed by this License. The performance bond shall be effective throughout the term of this License and thereafter until the Licensee has satisfied all of its obligations to the Town that may have arisen from this License or from the exercise of any privilege herein granted and shall be conditioned that in the event that the

Licensee shall fail to comply with any one or more provisions of this License, or to comply with any order, permit or direction of any department, agency, commission, board, division or office of the Town having jurisdiction over its acts, or to pay any claims, liens or taxes due the Town which arise by reason of the construction, upgrade, maintenance and/or operation of the Cable System, the Town shall recover from the surety of such bond all damages suffered by the Town as a result thereof, pursuant to Article 13 below. Said bond shall be a continuing obligation of this License, and thereafter until the Licensee has satisfied all of its obligations to the Town that may have arisen from the grant of the License or from the exercise of any privilege herein granted. In the event that a performance bond provided pursuant to this License is not renewed or cancelled, the Licensee shall provide a new performance bond pursuant to this Section within thirty (30) days of such failure to renew or cancellation. Neither cancellation, nor termination nor refusal by the surety to extend the bond, nor the inability of the Licensee to file a replacement bond or replacement security for its obligations under this License, shall constitute a loss to the Town recoverable under the bond. Neither this Section, any bond accepted pursuant thereto, nor any damages recovered thereunder shall limit the liability of the Licensee under the License. Recourse by the Issuing Authority of remedies available under this Section shall not be exclusive of other lawful remedies available to the Town at law and equity.

11. TRANSFER OF LICENSE

11.1. *Town Approval Required*: Subject to Section 617 of the Communications Act (47 U.S.C. §537) and Sections 11.2 and 11.3 below, Licensee shall not Transfer this License, voluntarily or involuntarily, directly or indirectly, to any other Person, without the prior written consent of the Issuing Authority, which consent shall not be arbitrarily or unreasonably withheld or delayed. Such consent shall be given only upon a written application therefore on forms prescribed by the Cable Division and/or the FCC.

11.2. *No Consent Required For Transfers Securing Indebtedness*: The Licensee shall not be required to file an application or obtain the consent or approval of the Town for a Transfer in trust, by mortgage, by other hypothecation, by assignment of any rights, title, or interest of the Licensee in this License, the Licensee or Cable System in order to secure indebtedness. However, the Licensee shall notify the Town within thirty (30) business days if at any time there is a mortgage or security interest granted on substantially all of the assets of the Cable System. The submission of the Licensee's audited financial statements prepared for the Licensee's bondholders shall constitute such notice.

11.3. *No Consent Required For Any Affiliate Transfers*: Unless required by applicable federal or State law, the Licensee shall not be required to file an application or obtain the consent or approval of the Town for: any Transfer of an ownership or other interest in Licensee, the Cable System, or the Cable System assets to the parent of Licensee or to another Affiliate of Licensee; any Transfer of an interest in the License or the rights held by the Licensee under this License to the parent of Licensee or to another Affiliate of Licensee; any action which is the result of a merger of the parent of Licensee; or any action which is the result of a merger of another Affiliate of the Licensee, except to the extent that any of the foregoing are determined to be a transfer of control pursuant to 207 CMR 4.01, in which case such transaction shall be subject to

the Cable Division's transfer regulations (207 CMR 4.01). However, the Licensee shall notify the Town within thirty (30) business days if at any time a Transfer covered by this Section 11.3 occurs. The transferee of any Transfer covered by this Section 11.3 shall be legally qualified to hold, and shall be bound by the terms and conditions of, this License.

11.4. *Transfer Procedures*: Subject to applicable law, the Licensee shall submit to the Issuing Authority an original and a copy of the application and FCC Form 394 requesting any such Transfer consent. Pursuant to 207 CMR 4.03, the consent of the Issuing Authority shall be given only after a public hearing to consider the written application for Transfer. The Issuing Authority shall have one hundred twenty (120) days from the filing of a completed FCC Form 394 to take final action on it unless said one hundred twenty (120) day period is extended by applicable law, including by mutual consent of the parties. After one hundred twenty (120) days, the application shall be deemed approved, unless said 120 day period is extended pursuant to applicable law, including by mutual consent of the parties.

11.5. *Non-Waiver*: The consent or approval of the Issuing Authority to any Transfer shall not constitute a waiver or release of any rights of the Town under this License, whether arising before or after the date of said Transfer.

11.6. *Transferee Subject to Terms and Conditions of License*: In the event that this License is transferred, the transferee shall be subject to all of the terms and conditions contained in this License.

12. RENEWAL OF LICENSE

The Issuing Authority and the Licensee agree that any proceedings undertaken by the Issuing Authority that relate to the renewal of this License shall be governed by and comply with the provisions of Section 626 of the Communications Act (47 U.S.C. § 546) and the applicable provisions of the Massachusetts Cable Law.

13. ENFORCEMENT AND TERMINATION OF LICENSE

13.1. *Notice of Violation*: If at any time the Issuing Authority believes that Licensee has not complied with the terms of this License, the Issuing Authority shall informally discuss the matter with Licensee. If these discussions do not lead to resolution of the problem in a reasonable time, the Issuing Authority shall then notify Licensee in writing of the exact nature of the alleged noncompliance (for purposes of this Article, the "Noncompliance Notice").

13.2. *Licensee's Right to Cure or Respond:* The Licensee shall have thirty (30) days from receipt of the Noncompliance Notice to: (i) respond in writing to the Issuing Authority, if Licensee contests (in whole or in part) the assertion of noncompliance; (ii) cure such noncompliance; or (iii) in the event that, by its nature, such noncompliance cannot be cured within such thirty (30) day period, initiate reasonable steps to remedy such noncompliance as soon as reasonably possible and notify the Issuing Authority of the steps being taken and the date by which they are projected to be completed, all of which shall be to the reasonable satisfaction of the Issuing

Authority. If the Licensee believes it has cured the subject non-compliance, it shall provide written notice of such to the Issuing Authority. The Issuing Authority shall provide the Licensee with a written response as to whether such cure has been effected.

13.3. *Public Hearing*: In the event that the Licensee fails to respond to the Noncompliance Notice pursuant to the procedures required by Section 13.2 above, or in the event that the alleged noncompliance is not remedied within thirty (30) days or the date projected pursuant to Section 13.2(iii) above, and if the Town seeks to continue its investigation into the alleged noncompliance, then the Issuing Authority shall schedule a public hearing. The Issuing Authority shall provide the Licensee with the following minimum written notice of such public hearing, which will specify the time, place and purpose of such public hearing, and provide Licensee the opportunity to be heard: (i) for a hearing for which the Issuing Authority states in the written notice that that revocation of the License shall not be a possible consequence – thirty (30) days written notice, and (ii) for a hearing for which the Issuing Authority does not state in the written notice that that revocation of the License shall not be a possible consequence – forty-five (45) days written notice.

13.4. *Enforcement*: Subject to applicable federal and State law, in the event the Issuing Authority, after the public hearing set forth in Section 13.3, determines that Licensee is in default of any provision of this License, the Issuing Authority may:

13.4.1. Seek specific performance of any provision, which reasonably lends itself to such remedy, as an alternative to damages;

13.4.2. Commence an action at law for monetary damages or seek other equitable relief;

13.4.3. Submit a claim against an appropriate part of the performance bond pursuant to Section 10 above.

13.4.4. In the case of a substantial noncompliance of a material provision of this License, revoke this License in accordance with Section 13.5; and/or

13.4.5. Invoke any other lawful remedy available to the Town.

13.5. *Revocation Hearing*:

13.5.1. At the designated public hearing in which revocation is a possible consequence, the Licensee shall be provided a fair opportunity for full participation, including the rights to be represented by legal counsel, to introduce relevant evidence, to require the production of evidence, to compel the relevant testimony of the officials, agents, employees or consultants of the Issuing Authority, to compel the testimony of other persons as permitted by law, and to question and/or cross examine witnesses. Unless otherwise agreed to in writing by the parties, a complete verbatim record and transcript shall be made by the Issuing Authority of such hearing with the cost shared by the parties.

13.5.2. Following the public hearing where revocation is a possible consequence, the Licensee shall be provided up to thirty (30) days to submit its proposed findings and conclusions to the Issuing Authority in writing and thereafter the Issuing Authority shall determine (i) whether an event of default has occurred under this License; (ii) whether such event of default is excusable; and (iii) whether such event of default has been cured by the Licensee. The Issuing Authority shall also determine whether it will revoke this License based on the information presented, or, in the reasonable discretion of the Issuing Authority, grant additional time to the Licensee to effect any cure. If the Issuing Authority determines that it will revoke this License, the Issuing Authority shall promptly provide Licensee with a written determination setting forth the Issuing Authority's reasoning for such revocation. In accordance with applicable law, Licensee may appeal such written determination of the Issuing Authority to the Cable Division or to an appropriate court, which shall have the power to review the decision of the Issuing Authority *de novo* if permitted by applicable law. Licensee shall be entitled to such relief as the Cable Division or court finds appropriate. Such appeal must be taken within sixty (60) days of Licensee's receipt of the written determination of the Issuing Authority.

13.5.3. The Issuing Authority may, at its sole discretion, take any lawful action that it deems appropriate to enforce the Issuing Authority's rights under this License in lieu of revocation of this License.

14. MISCELLANEOUS PROVISIONS

14.1. *Actions of Parties*: In any action by the Issuing Authority or Licensee that is mandated or permitted under the terms hereof, such party shall act in a reasonable, expeditious, and timely manner.

14.2. *Binding Acceptance*: This License shall bind and benefit the parties hereto and their respective receivers, trustees, successors and assigns, and the promises and obligations contained in Article 9- Insurance and Indemnification and Article 10 – Performance Bond herein shall survive the revocation, termination or expiration date hereof.

14.3. *Preemption*: In the event that federal or State law, rules, or regulations preempt a provision or limit the enforceability of a provision of this License, such provision shall be read to be preempted to the extent and for the time, but only to the extent and for the time, required by law. In the event such federal or State law, rule or regulation is subsequently repealed, rescinded, amended or otherwise changed so that the provision hereof that had been preempted is no longer preempted, such provision shall thereupon return to full force and effect, and shall thereafter be binding on the parties hereto, without the requirement of further action on the part of the Issuing Authority.

14.4. *Captions and Headings*: The captions and headings to sections throughout this License are intended solely to facilitate reading and reference to the sections and provisions of the License. Such captions and headings shall not affect the meaning or interpretation of the License.

14.5. *Exhibits*: The Exhibit to this License attached hereto, and all portions thereof, are, except as otherwise specified in such Exhibit, incorporated herein by reference and expressly made a part of this License.

14.6. *Recitals*: The recitals set forth in this License are incorporated into the body of this License as if they had been originally set forth herein.

14.7. *Equal Employment Opportunity*: The Licensee shall adhere to applicable Equal Employment Opportunity regulations of the FCC and to all federal, State and local laws pertaining to discrimination, equal employment opportunity and affirmative action that are applicable to the Licensee.

14.8. *Force Majeure*: If by reason of Force Majeure, either party is unable in whole or in part to carry out its obligations hereunder, said party shall not be held in default under, or in noncompliance with, the provisions of the License, nor suffer any enforcement or penalty relating to noncompliance or default, where such noncompliance or alleged defaults were caused by a Force Majeure, provided that the party takes reasonable steps under the circumstances to comply with the obligations of the License to the maximum extent possible without endangering the health or safety of its employees, its property, the public or public property. In the event that any such delay in performance or failure to perform affects only part of the party's capacity to perform, the party shall perform to the maximum extent it is able to do so in as expeditious a manner as possible under the circumstances.

14.9. *Acts or Omissions of Affiliates*: During the term of this License, the Licensee shall be liable for the acts or omissions of its Affiliates to the extent arising out of any such Affiliate's installation, maintenance or operation of the Cable System to provide Cable Services in the Town.

14.10. *Warranties*: Each party hereto warrants, represents and acknowledges to the other party that, as of the Effective Date such party has the requisite power and authority under applicable law and its organizational documents and its documents and is authorized and has secured all consents, if any, which are required to be obtained as of the Effective Date, to enter into and be legally bound by the terms of this Licensee.

14.11. *Delivery of Payments:* Licensee may use electronic funds transfer to make any payments to the Town or Issuing Authority required under this License. Said electronic transfer must be in the form, including necessary explanatory information and documentation, and to the account, all as reasonably required by the Town or Issuing Authority.

14.12. *Notices*: Unless otherwise expressly stated herein, notices required under this License shall be forwarded in one of the following ways: (i) hand delivered (signature required), (ii) sent by express mail (signature required) or (iii) by certified mail/return receipt requested to, to the addressees below. Each party may change its designee by providing written notice to the other party.

Notices to Licensee shall be to:

Verizon New England Inc.
6 Bowdoin Square
10th Floor
Boston, MA 02114
Attention: Nial Connors, Franchise Service Manager

with a copy to:

Verizon Legal Department
140 West Street, 6th Floor
New York NY 10007
Attention: Tonya Rutherford, VP and Deputy General Counsel

Notices to the Issuing Authority shall be to:

Select Board
Town of Southborough
Town House
17 Common Street
Southborough, MA 01772

With a copy to:

Cable Television Committee
Town of Southborough
Town House
17 Common Street
Southborough, MA 01772

William H. Solomon
Cable Counsel
2 Old Petersham Road
New Salem, MA 01355

14.13. *Entire Agreeme*nt: This License and the Exhibit hereto constitute the entire agreement between the Licensee and the Issuing Authority, and supersede all prior or contemporaneous agreements, representations or understandings (written or oral) of the parties regarding the subject matter hereof.

14.14. *Amendments*: Amendments or modifications to this License shall be mutually agreed to in writing by the parties, unless otherwise specified herein.

14.15. *Severability*: If any section, subsection, sentence, paragraph, term or provision hereof is determined to be illegal, invalid, unconstitutional or unenforceable by any court of competent jurisdiction or by any State or federal regulatory authority having jurisdiction thereof, such determination shall have no effect on the validity of any other section, subsection, sentence, paragraph, term or provision hereof, all of which will remain in full force and effect for the term of this License.

14.16. *No Third Party Beneficiary*: Nothing in this License shall be construed to create or confer any rights or benefits to any third party.

14.17. *No Recourse Against Issuing Authority*: Pursuant to Section 635A(a) of the Communications Act (47 U.S.C. §555(a)), the Licensee shall have no recourse against the Issuing Authority, the Town and/or its officials, members, employees or agents, other than injunctive relief or declaratory relief, arising from the regulation of Cable Service or from a decision of approval or disapproval with respect to a grant, renewal, transfer, or amendment of this License.

14.18. *Town's Right of Intervention*: The Town hereby reserves the right, as authorized by applicable law and/or regulation, to intervene in any suit, action or proceeding involving this License, or any provision in this License; provided, however, that this section shall not restrict the right of the Licensee to oppose such intervention, pursuant to applicable law.

14.19. *FTTP Network Transfer Prohibition*: Under no circumstance including, without limitation, upon expiration, revocation, termination, or denial of renewal of this License or any other action to forbid or disallow Licensee from providing Cable Services, shall Licensee or its assignees be required to sell any right, title, interest, use or control of any portion of Licensee's FTTP Network including, without limitation, the Cable System and any capacity used for Cable Service or otherwise, to the Town or any third party. Licensee shall not be required to remove the FTTP Network or to relocate the FTTP Network or any portion thereof as a result of revocation, expiration, termination, or denial of renewal or any other action to forbid or disallow Licensee from providing Cable Services. This provision is not intended to contravene leased access requirements under Title VI or the PEG requirements set out in this License.

14.20. *Interpretation*: The Town and Licensee each acknowledge that it has received independent legal advice in entering into this License. In the event that a dispute arises over the meaning or application of any term(s) of this License, such term(s) shall not be construed by the reference to any doctrine calling for ambiguities to be construed against the drafter of the License.

14.21. *Jurisdiction*: Except as otherwise set forth in this License, exclusive jurisdiction and venue over any dispute arising out of this License shall be in a court of appropriate venue and subject matter jurisdiction located in the Commonwealth of Massachusetts, and the parties hereby agree to be subject to the personal jurisdiction of said court for the resolution of any such dispute. This provision is not intended to limit the right of either party to remove a matter to Federal or State court in Massachusetts as permitted by law.

14.22. *Counterparts:* This License may be executed in counterparts, each of which shall be deemed an original and all of which shall constitute one and the same instrument. Further, this License may be executed by facsimile, email, electronic signature or other electronic means, and so executed shall have the full force and legal effect as an executed original of this License.

[SIGNATURE PAGE FOLLOWS]

AGREED TO THIS ____ DAY OF _____ 2024.

TOWN OF SOUTHBOROUGH
By its Select Board:

_____
Andrew Dennington II, Chair

_____
Kathryn Cook

_____
Alfred Hamilton

_____
Marguerite Landry

_____
Sam Stivers

Approved as to legal form:

_____
William H. Solomon
Special Cable Counsel

VERIZON NEW ENGLAND INC.

_____
Paul Sullivan, Region President
Consumer & Mass Business Markets

Approved as to form:

_____
Pamela N. Goldstein
Associate General Counsel
Verizon Law Department

EXHIBITS

EXHIBIT A – PUBLIC BUILDINGS TO BE PROVIDED FREE CABLE SERVICE UPON WRITTEN REQUEST (SUBJECT TO SECTION 3.4)

EXHIBIT A

PUBLIC BUILDINGS TO BE PROVIDED FREE CABLE SERVICE UPON WRITTEN REQUEST (SUBJECT TO SECTION 3.4)

1. Cemetery Building	Cordaville Rd.
2. Finn School	60 Richard Rd.
3. Flagg School	25 Common St.
4. Main Fire Station	32 Cordaville Rd.
5. Southborough Access Media	49 Parkerville Rd.
6. DPW Office	147 Cordaville Rd.
7. Library	25 Main St.
8. Neary School	53 Parkerville Rd.
9. Police Department	32 Cordaville Rd.
10. Trottier School	49 Parkerville Rd.
11. Town House	17 Common St.
12. Southborough Arts/Recreation Center	21 Highland Ave.
13. Woodward School	28 Cordaville Rd.
15. Cordaville Hall/Senior Center	9 Cordaville Rd

NOTICE OF CABLE TELEVISION PUBLIC HEARING

Please take notice that the Select Board of the Town of Southborough, Massachusetts, as Issuing Authority for a cable license under M.G.L. c.166A, will hold a public hearing on June 4, 2024 at 6:30 p.m. The public hearing will be held in Town House, 17 Common Street, Southborough, Massachusetts. The purpose of the public hearing will be to determine whether to issue a cable television license to Verizon New England, Inc.. All applications, reports, statements and license drafts to be considered at the hearing that constitute public records under state law are available for public inspection during regular business hours and for reproduction at a reasonable fee. Members of the public are invited to attend and be heard on the topic: (a) whether the current cable operator is in full compliance with its currently-existing cable license; and (b) what are the Town's future community-related cable needs. If you wish to join the meeting and provide comment via Zoom, please visit the Town's virtual meeting page for the appropriate link: https://www.southboroughma.gov/674/Virtual-Meetings.

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Tuesday, April 23, 2024 6:30 PM
Location: McAuliffe Hearing Room, Town House, 17 Common Street, Southborough, MA
Present: Andrew Dennington, Kathryn Cook, Marguerite Landry, Sam Stivers and Al Hamilton. Town Administrator Mark Purple and Assistant Town Administrator Vanessa Hale.

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Mr. Dennington called the meeting to order at 6:30 PM.

II. Public Comment

There was no public comment.

III. Scheduled Appointments *(Board may vote)*

a. 6:30 PM Liquor License transfer – 110 Southville Road

Mr. Purple read the public hearing notice into the public record. Attorney Arthur Pearlman appeared before the Board on behalf of Kapish, Inc. Mr. Hitendra Patel also appeared before the Board. Atty. Pearlman described the history of the project and stated that, currently, Mr. Patel and another individual hold the liquor license under B.K.P., Inc. and Mr. Patel is now the sole owner of the business. Atty. Pearlman requested that the Board transfer the liquor license from B.K.P., Inc. to Kapish, Inc. Mr. Stivers asked if the Town's health and building codes had been followed and if the appropriate permits were in order. Atty. Pearlman replied that Town codes had been followed and permits were in order. Mr. Dennington moved to approve the liquor license transfer from B.K.P., Inc. to Kapish, Inc. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

b. Interview/appoint Karen Bernhardt to 21 Highland Future Use Committee; term to expire June 30, 2025

The Board tabled this matter to a later date.

c. Tim Theis, Pare Corporation – Atwood Road lead testing and next steps

Mr. Tim Theis from the Pare Corporation appeared before the Board to discuss the lead testing at the Atwood water tower site and his recommendations. Mr. Theis discussed the history of the tank and its removal from the site and stated that, at some time, the site had been backfilled. He described the testing that was conducted. Mr. Theis reported that lead was found on the surface in concentrations of less than 200 parts per million, which is the clean-up standard. He stated that at the 12-18 inch depth, very high concentrations were found, with some samples containing over 1,000 parts per million. He stated that at the 18-24 inch depth, concentration levels were greatly reduced. Additionally, Mr. Theis stated that samples were taken at the southern property line (Town side) and all samples were below 200 parts per million. He also stated that he recommends further investigation of the lead under the tank to ascertain how far the lead extends beyond the base of the tank and to what depth. Mr. Hamilton asked if it was reasonable to extend testing to the abutter at the southern property line and Mr. Theis stated that he recommended testing there after the impact of lead has been determined under the tank. Mr. Theis stated that it would cost approximately $80,000 to further investigate the distribution pattern of lead prior to recommending remediation. Mr. Dennington asked if there were any deadlines for remediation relative to Massachusetts Department of Environmental Protection (Mass DEP) regulations. Mr. Theis stated that the lead must

be mitigated but is exempt from Mass DEP reporting and timelines. The Board agreed to hear DPW Superintendent Cundiff's feedback on the testing recommendations. Mr. Carl Alviti, an abutter to the north of the site, asked when the tank was removed from the site. Mr. Theis stated that he did not know that information. Mr. Alviti asked how quickly the site would need to be remediated if it was not exempt. Mr. Theis stated that, depending on the levels found, within a couple of years. The Board suggested Mr. Theis speak with Mr. John Boland, former DWP Superintendent, for additional information on the site. Mr. Alviti urged the Board to move quickly to remediate the site. The Board discussed the timing of testing of Mr. Sturgeon's property. Mr. Theis stated that once the Board approves the estimate, it could take approximately 8-10 weeks to learn the results. Mr. Bruce Sturgeon, the southern abutter, requested that testing of his site occur at the same time as the additional testing. The Board agreed to have Mr. Theis and Mr. Cundiff discuss the timing of testing Mr. Sturgeon's site and report back to the Board. Mr. Dennington stated that the Board would continue to discuss this matter at its May 7th meeting.

d. Tim Davis, Recreation Director – Batting cage approval

Mr. Tim Davis appeared before the Board on the matter. Mr. Davis stated that the Recreation Department and the Algonquin Baseball and Softball Association would like to add a batting cage and storage shed at the softball field behind Trottier School. Mr. Davis reported that he has received approval from the Recreation Commission, the Conservation Commission, the Department of Public Works and the School Department. He also stated that all permits are in place from the Building Department. Mr. Dennington asked if there was any cost to the Town. Mr. Davis stated there is no cost to the Town. Mr. Stivers asked if there is any opposition to this project. Mr. Davis stated there is no opposition. Mr. Dennington asked who would be responsible for maintenance of the batting cage and storage shed. Mr. Davis stated that the Algonquin Baseball and Softball Association would be responsible for maintenance. Mr. Dennington acknowledged that Mr. Davis has resigned to accept a position with the Brookline Recreation Department and thanked him for 5 years of outstanding service to the Town. The Board also thanked Mr. Davis for his outstanding service to the Town. Mr. Dennington moved to approve the construction of the batting cage. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Mr. Dennington acknowledged Ms. Patricia Richardson's passing and offered condolences to her family. Mr. Davis fondly recalled that Ms. Richardson was able to play tennis last fall with students from Algonquin Regional High School and Trottier Middle School at the Richardson Tennis Courts.

IV. Reports

a. Chair's Report

i. Trottier class visit

Mr. Dennington reported that on Friday, April 12, he and Mr. Hamilton met with an 8th grade Civics class at Trottier Middle School to discuss a potential local business fair in 2025. Mr. Dennington thanked Ms. Leah Emerson, EDC Coordinator, for arranging the opportunity.

b. Member's Report

i. Using CivicPlus to report resident concerns

Ms. Landry reported that she is working to propose that the Town's website be configured to utilize CivicPlus to enforce current bylaws and to create a more responsive process for resident reported problems. The Board suggested that Ms. Landry work with Mr. Montijo on a proposal for the Board to review.

ii. Regional Dispatch update

Mr. Hamilton reported he sent a questionnaire to 15 Regional Emergency Communications Centers (RECCs) to determine long-term operating costs without State support. To date, he has received five responses, three of which were comparable in size to the potential Westborough RECC. He learned that for a small RECC, the long-term operating costs are similar to the Town's current cost for

dispatch, noting that the benefit is that greater coverage is provided. He also learned that a larger RECC would provide a significant savings over current costs. He also reported that call volume per dispatcher is higher in the smaller RECCs.

iii. New Water Tower Antenna

Mr. Hamilton reported that he met with Fire Chief Fillebrown to discuss the installation of a public safety antenna on top of the proposed new water tower. He stated that a new antenna would improve communication issues in several areas of Town. Ms. Cook noted that a neighborhood meeting would need to occur as this project progresses.

iv. Office Hours

Ms. Cook reported that she and Mr. Dennington held office hours on April 9th. She thanked Ms. Emerson and Ms. Claire Reynolds for attending office hours for discussion purposes.

v. Neary School Building Project Update

Ms. Cook reported that the Neary School Building Project is moving forward. She stated that twelve options are currently under evaluation and will be sent to the Massachusetts School Building Authority (MSBA) on May 21st for review. She stated the final recommendation would be made to the MSBA in August and she emphasized that, if residents wish to weigh in on this important matter, they should make their opinions known now. She also informed the Board and public that the project website, Nearybuilding.com, is online and contains all information related to the project.

c. Town Administrator's Report

There was no Town Administrator's Report.

V. Consent Agenda

a. Approve Open Session Meeting Minutes: April 2, 2024; April 4, 2024

Mr. Stivers requested to hold Consent Agenda Item "a." Mr. Stivers had scrivener's changes to the April 4, 2024 minutes. Mr. Dennington moved to approve the April 2, 2024 Open Session Meeting Minutes, as written, and the April 4, 2024 Open Session Meeting Minutes, as amended. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

b. Appoint Steve Hinterneder to Community Garden Coordinator, term to expire 6/30/2025

Mr. Stivers requested to hold Consent Agenda Item "b." Mr. Hinterneder appeared before the Board on the matter. He stated that he has been the Community Garden Coordinator for the last three years. Mr. Dennington moved to appoint Steve Hinterneder to the Community Garden Coordinator, term to expire 6/30/2025. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

c. Approve request for take-home vehicle for Police Lieutenant

Mr. Dennington moved to approve Consent Agenda Items "c", "d", "e", "g", "h", "I" and "j." Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

d. Approve warrant for the May 14, 2024 Annual Town Election; vote to assign Police Officers to polls

e. Appoint Bill Cundiff as the Alternate Designee on the MWRA Advisory Board

f. Award contract for the Public Safety Staffing Study

Ms. Cook requested to hold Consent Agenda Item "f." Ms. Cook requested that the scope of work with Municipal Resources, Inc. (MRI) include the following: 1) specific recommendations regarding the Deputy Fire Chief position; 2) a description of the local dispatch structure, should the Town decide to pursue the local option; and 3) feedback on Chief Newell's request for the lieutenant and patrol officer positions. The Board agreed with Ms. Cook's request. Ms. Cook moved that the Board approve the proposal from Municipal Resources, Inc. including the three caveats described above. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

g. Approve Common Victualer license for Cordaville Market; 110 Southville Road

h. Appoint Anthony Carter as DPW Truck Driver

i. Approval of Job Description
    i. Business Administrator I, DPW
    ii. Police Business Administrator
    iii. Police Lieutenant
    iv. Administrative Assistant, Recreation
    v. Recreation Director
    vi. Program Coordinator, Recreation

j. Approve Executive Session Meeting Minutes: March 19, 2024; April 4, 2024

k. Approve employment agreement for Fire Chief

Ms. Cook requested to hold Consent Agenda Item "k."

Mr. Dennington stated Consent Agenda Item "k" would be discussed in Executive Session.

The Board recessed at 8:32 PM and resumed meeting at 8:38 PM.

VI. Other Matters *(Board may vote)*

a. Potential reorganization of affordable housing committees
    i. CPC-AHTF-SHOPC discussions

Mr. Dennington discussed the reorganization of the Affordable Housing Trust Fund Committee (AHTFC), Southborough Housing Opportunity Partnership Committee (SHOPC), and the Community Preservation Committee (CPC). He stated the committees are charged with addressing the issue of affordable housing and the present structure does not assist the Town effectively to move forward when potential projects arise. The Board discussed combining the AHTFC and SHOPC, thus reducing the number of committees addressing affordable housing from three to two. The Board discussed forming a working group to reorganize the AHTFC and SHOPC, which would include the following: 1) developing a charge; 2) determining an effective way to transfer CPA funds for use by the newly formed entity; and 3) determining how to bring the reorganization effort to Fall Town Meeting for approval. Ms. Lisa Braccio, former Board member, offered to assist in the reorganization effort in any way possible. The Board agreed to further discuss the matter at its next meeting.

b. ARPA Allocations

The Board moved to Other Matters "b" after a brief recess.

Ms. Cook stated that Ms. McAuliffe is meeting with ARPA fund recipients to inform them ARPA monies must be spent by June 30, 2024 or they may risk losing the funds. Additionally, Ms. Cook stated there would be unspent ARPA funds that would need to be reallocated by the Board. Ms. Cook moved to allocate $5,000 from the Unallocated Funds category to the Scholarship Committee. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

    i. John Parent – Request for allocation of Senior Center funds

Ms. Cook moved to expand the Senior Center ARPA category to include new furniture for the Senior Center room, repainting or residing of the Senior Center and plantings around the Townhouse. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

    ii. Council on Aging – Community Assessment

Ms. Cook moved to allocate $35,000 from the Unallocated Funds category to the Senior Survey, to be conducted by the Council on Aging. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

    iii. Sidewalks

The Board agreed to discuss the ARPA Sidewalk allocation with DPW Superintendent Cundiff when he returns from vacation. Mr. Tim Fling, 18 Main Street, suggested that the Board commit ARPA funds to purchase trashcans for sidewalks.

    iv. Wi-Fi Study and next steps

Ms. Cook moved to return $94,000 from the WiFi Updgrade category to the Unallocated Funds category. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Ms. Cook moved to return $5,075.21 from the WiFi Study to the Unallocated Funds category. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Ms. Cook moved to return $3,276.50 from SHOPC to the Unallocated Funds category. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

c. One Stop Grant application – Expressions of Interest

Ms. Vanessa Hale, Assistant Town Administrator, described potential grant ideas for the Board to consider in the Town's Expression of Interest, noting initial applications are due on April 30th. She thanked Ms. Emerson for her assistance in identifying and researching grant ideas. Ms. Hale noted the State is looking for grant applications that focus on housing and economic development and are further along in the development process. She suggested the Board consider placemaking and wayfinding opportunities related to the Tricentennial Committee's efforts. Mr. Stivers suggested a history walk and the Board agreed with his suggestion. Ms. Hale stated she would present the history walk concept to the Tricentennial Committee at their next meeting. Ms. Hale stated that the State would provide feedback on the Expression of Interest and that the final grant application deadline is in early June.

d. Potential letter to Planning Board regarding 120 Turnpike Road

Ms. Cook read a draft letter to be sent to the Planning Board that indicates the Board's support of the 120 Turnpike Road 40B project. The Board agreed with the content of the draft letter. Ms. Meme Luttrell, chair of the Planning Board, asked for clarification as to the Board's position relative to waiving the condition of the land donation. Ms. Cook stated that it makes sense to negotiate relative to the land donation but that is the Planning Board's jurisdiction to determine. Mr. Paul Carter, 12 Maplecrest Drive, stated that he believes the Select Board should wait to offer their opinion on the matter until the Planning Board, Zoning Board of Appeals and the Conservation Commission have reviewed all aspects of the project. Ms. Freddie Gillespie, speaking as a private citizen, stated that she is disappointed that the Board never sought input from the Open Space Preservation Commission or the Stewardship Committee on this project. Mr. Dennington moved to send the letter to the Planning Board, as read by Ms. Cook. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

e. Review draft Planning Board letter regarding MBTA Communities compliance

The Board reviewed the draft Planning Board letter. The Board was supportive of the letter. The Board asked for clarification as to the path the Planning Board is pursuing relative to compliance. Ms. Luttrell stated that the Planning Board is pursuing parallel tracks of compliance, along with a request for relaxation of the number of units within the .5-mile radius of the commuter rail station. Mr. Stivers offered clarifying language and agreed to attend the Planning Board's April 29th meeting to help finalize the letter to the State. Mr. Dennington moved to appoint Mr. Stivers to work with the Planning Board to create the final draft and Mr. Dennington will sign the letter. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

f. Northboro Road 61A parcels – department/committee responses

Mr. Dennington heard this matter after Scheduled Appointments. Mr. Dennington reviewed the history of the matter and stated the Town had sent a letter to the property owner indicating that it did not believe the offer was a bona fide offer. He reported that SHOPC, the Open Space Preservation Commission and the CPC are all in support of the Town exercising its right of first refusal (ROFR) on the property. Mr. Dennington described the process of exercising the ROFR. Mr. Dennington stated that it is important to determine how the Town would pay for the purchase of this property, should it choose to exercise its ROFR. The Board discussed that the amount needed to purchase the property is approximately $5 million dollars. Ms. Freddie Gillespie, chair of the Open Space Preservation Commission, appeared before the Board and read prepared remarks into the

public record. She stated that at its March 23rd meeting, the Open Space Preservation Commission voted to support the Town exercising its ROFR. She also stated she met with SHOPC and CPC to discuss a joint project utilizing Community Preservation Act (CPA) monies. Ms. Gillespie stated that the CPC voted unanimously to support the concept and to support purchasing the parcels utilizing CPA funds. Ms. Lisa Braccio, 13 Oregon Road and speaking as a private citizen, appeared before the Board to express her support of a project that advances the Town's goal to provide more affordable housing. She stated a potential project represents economic diversity in Town and urged the Board to continue the conversation about a potential project involving the parcels. Mr. Paul Desmond, 5 Pinecone Lane and member of SHOPC, appeared before the Board and offered support for this unique opportunity to provide affordable housing and preserve open space. Mr. Al Hamilton, 35 Pine Hill Road and speaking as a private citizen, stated that he has recused himself from this matter, as he is related to an abutter on Northboro Road. He stated he does not support using all of the CPA monies, including funds in the AHTF, towards one project that does not have a clear plan and developer and does not feel this is a responsible path to pursue. Mr. Stivers stated he would like to see a specific proposal with a community developer/partner, accompanied by financials, for the Board to consider. He stated that purchasing a few acres of the property for a smaller project is an avenue to pursue and he is supportive of continued discussion on the matter. Ms. Cook stated she agrees with Mr. Hamilton and Mr. Stivers. She stated that the focus should be on the affordable housing aspect, not on open space, and she suggested considering an increase in the CPA surtax from 1% to 3%. Mr. Dennington stated that SHOPC's Strategic 5 Year Plan recommended smaller projects to increase the Town's affordable housing stock and that the Town is not currently set up to develop a project of this scale. Ms. Gillespie stated that she is glad the Board is open to hearing additional information on the project and that she believes open space should be given consideration, should a project be developed. Mr. Dennington stated that the Board would take no action on the matter this evening.

g. Fall Town Meeting – Continued discussion of weekday vs. weekend date

Mr. Stivers suggested the Board ask the Municipal Technology Committee (MTC) to create a survey to obtain feedback on the best time to schedule Fall Town Meeting. Mr. Dennington suggested MTC survey information be analyzed with voter data from Town Clerk Hegarty to determine the best time to schedule Fall Town Meeting. Mr. Dennington moved that the Board request that the MTC conduct a simple survey to determine whether a weekday (Monday at 7 PM and likely Tuesday at 7 PM) or weekend (Saturday at 10 AM) is the best time to schedule Fall Town Meeting. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

VII. Public Comment

The Board allowed Amir Rosenbaum to speak over Zoom as he had his hand up. He stated he was not from Southborough but worked, ate, and drove through here often. He made a variety of inappropriate comments. He was removed from the Zoom room by the host.

Ms. Luttrell, 19Oregon Road, commented that the State has not reduced its funding to the CPA. Rather, she stated that there are more communities drawing from the funding source and Southborough's share is a smaller portion for that reason.

VII. Executive Session

Mr. Dennington moved to enter into Executive Session at 9:29 PM, per M.G.L. Chapter 30A, Section 21, and potentially return to Open Session, to discuss contract negotiations for the Town Administrator and Fire Chief (Exemption 2), as the Chair has determined that an open meeting may have a detrimental effect on the Town's position. Mr. Stivers seconded the motion. The motion was

unanimously approved by roll call vote: Mr. Dennington aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye (5-0-0).

At 9:55 p.m. the Select Board re-convened the open session. Mr. Dennington moved that the Board approve the employment agreement for Mr. Puntini (including a starting salary of $168,000, with eligibility for up to 4% annual raises during the term); Mr. Stivers seconded the motion; Vote 5-0 to approve (Dennington—aye; Cook—aye; Stivers—aye; Landry—aye; Hamilton—aye)

9:57PM Mr. Dennington moved to adjourn the meeting; Mr. Stivers seconded the motion; Vote 5-0 to approve (Dennington—aye; Cook—aye; Stivers—aye; Landry—aye; Hamilton—aye).

Upcoming Meetings	
May 7, 2024	*May 21, 2024*

Respectfully submitted,

Bridgid Rubin, Recording Secretary

List of Documents referred to at the April 23, 2024 SB Meeting:

- Public hearing notice for transfer of liquor license
- Application for liquor license for Kapish, Inc., with attachments
- Application for a transfer of liquor license from B.K.P., Inc. to Kapish, Inc., with attachments
- Board and Committee Volunteer Form for Karen Bernhardt
- Letter from Tim Theis, dated March 13, 2024, RE: Atwood Tank Site Preliminary Investigation, with attachments
- Letter from Tim Davis, dated April 19, 2024, RE: Installation of Batting Cage and Shed at Trottier Softball Field
- Open Session Meeting Minutes, dated April 2, 2024
- Open Session Meeting Minutes, dated April 4, 2024
- Letter from Melissa Danza, dated April 12, 2024, RE: Steve Hinterneder
- Board and Committee Volunteer Form for Steve Hinterneder
- Email from Police Chief Ryan Newell, dated April 5, 2024, RE: Lieutenant Vehicle
- Warrant for the 2024 Annual Town Election
- Email from Mark Purple, dated April 18, 2024, RE: Request to use funds from Consulting Services article, with attachments
- Application for Common Victualer License from Kapish, Inc. DBA Cordaville Market, with attachments
- Email from William Cundiff, dated April 18, 2024, RE: Appointment of Truck Driver
- Job Description for Business Administrator I, DPW
- Job Description for Police Department Business Administrator
- Job Description for Police Lieutenant (Executive Officer)
- Job Description for Administrative Assistant, Recreation Department
- Job Description for Recreation Director
- Job Description for Program Coordinator, Recreation

- ARPA Funds Worksheet
- Letter from John Parent, dated April 18, 2024, RE: ARPA Reallocation
- Draft Letter from Andrew Dennington and Meme Luttrell, RE: MBTA Communities
- Memorandum from Carla McAuliffe, dated April 19, 2024, RE: CPC and Affordable Housing Trust Fund Balances
- Letter from Benjamin Smith, dated April 6, 2024, RE: Northboro Road Parcels
- Email from Doriann Jasinski, dated February 27, 2024, RE: Northboro Road Parcels
- Letter from Mark Purple, dated February 28, 2024, RE: Northboro Road Parcels, with attachments
- Memorandum from Jason Montijo, dated April 23, 2024, RE: WiFi Update and Hearing Room Hybrid Integration

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Tuesday, May 21, 2024 6:30 PM
Location: McAuliffe Hearing Room, Town House, 17 Common Street, Southborough, MA
Present: Andrew Dennington, Kathryn Cook, Marguerite Landry, Sam Stivers and Al Hamilton. Town Administrator Mark Purple and Assistant Town Administrator Vanessa Hale.

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Mr. Dennington called the meeting to order at 6:30 PM.

II. Public Comment

There was no public comment.

III. Scheduled Appointments *(Board may vote)*

a. Appoint new Student Police Officers – Aaron Sparks & Cole Trainor

Police Chief Ryan Newell appeared before the Board to request that the Board appoint Mr. Aaron Sparks and Mr. Cole Trainor as Student Police Officers within the Southborough Police Department. Chief Newell introduced Mr. Sparks and Mr. Trainor to the Board. He stated that, with tonight's appointment, the student officers would be enrolled in the earliest possible police academy training, which would take approximately 23 weeks to complete. He stated that following training, the student officers would be trained within the Southborough Police Department for an additional 12 weeks and, with their appointment, the total number of sworn officers would increase to 20. Mr. Dennington moved to appoint as new Student Police Officers Aaron Sparks and Cole Trainor. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

b. 7:00 PM Pole Hearing: National Grid – Southville Road/257 & 262 Parkerville Road (Jeff Silva, National Grid rep.)

Town Administrator Purple read the public hearing notice into the public record. Mr. Dennington opened the public hearing at 7:42 PM. Mr. Jeff Silva, National Grid, appeared before the Board, via ZOOM, on the matter. Mr. Silva stated that National Grid seeks to install a pole to provide extra support to existing pole 21-84, which is located across the street, due to the strain from the spacer cable. Mr. and Mrs. Tarlow, 174 Southville Road, appeared before the Board to request that National Grid site the pole so that it does not block the only access to the back of their property. Mr. Dennington asked that Mr. Silva meet with Mr. and Mrs. Tarlow to determine a suitable location for the pole. Mr. Dennington moved to close the public hearing at 7:54 PM. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Mr. Dennington moved to approve the application for the new pole on the condition that a representative of National Grid meet on the site with Mr. and Mrs. Tarlow and they agree on the location of the pole. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Mr. and Mrs. Tarlow will follow up with Mr. Purple to confirm the matter has been resolved.

c. BETA Group - Pavement Management Plan presentation

Mr. Dennington moved to Scheduled Appointments "c" after Chief Newell discussed Consent Agenda item "f." DPW Superintendent Bill Cundiff provided a brief introduction on the Pavement Management Plan. He stated that BETA Group has prepared a plan that identifies the condition of the roads, scores them and provides different methodologies for prioritizing the work to

repair/maintain roads. Superintendent Cundiff stated that this plan is for pavement only and does not include underground utilities, drainage or any other related issues. Mr. Purple stated that the plan was funded through a Community Compact Grant. Mr. Anthony Garo, Senior Vice President with BETA, and Mr. Peter Dadaria, Project Manager with BETA, appeared before the Board on the matter. Mr. Garo shared the BETA Pavement Management Presentation with the Board and described the roadway assessment program. He stated that 72.48 miles of accepted road were evaluated by BETA, which is consistent with the State Department of Transportation (DOT) records for the Town. He noted that consistency of the number of miles of accepted roads between the Town and State is important for the Town's Chapter 90 allotment. He stated that a determination of condition and a strategy for maintenance/repair is based on a road score between 0-100. He stated that a pavement management system is a useful financial tool and that the idea is to maintain/repair roads before they become expensive capital projects. Mr. Garo shared that Southborough's network rating is 72.4. Superintendent Cundiff stressed that this program is a planning tool. Ms. Cook asked who would update the model with work completed each year. Superintendent Cundiff stated that BETA or another consultant would manage that function. Mr. Dennington asked about future road assessments. Superintendent Cundiff stated that the assessments would occur approximately every three years, noting that the baseline data was collected in the fall of 2022. Mr. Garo shared the ManageMyRoads platform that Superintendent Cundiff is using to manage data and make decisions. Superintendent Cundiff reminded the Board that infrastructure issues would need to be addressed and cited examples of corrugated metal pipes that are failing in areas of the Town. The Board discussed how a storm water enterprise fund might assist with infrastructure issues relative to road management. Mr. Garo stated that other features of the system include tracking roadway improvements and curb ramp and sidewalk inventories that have been mapped in GIS. Superintendent Cundiff asked that residents be informed about the pavement management system so there is clarity about the systematic approach to Town road maintenance/repair and there is effective use of tax dollars. Ms. Cook stated that the three-year contract with BETA cost $35,000. Mr. Garo stated that Superintendent Cundiff currently has access to the program as part of the contract. Ms. Cook thanked Mr. Stivers for pursuing the pavement management system for the Town's consideration.

IV. Reports

a. Chair's Report

i. Resignation of Steve Valentine from Tricentennial Committee (Veterans' representative)

Mr. Dennington stated that Steve Valentine has submitted his resignation from the Tricentennial Committee, as he has taken a new job in Washington, D.C.

ii. Resignation of CJ Tully from the Open Space Preservation Commission

Mr. Dennington stated that Mr. Tully has submitted his resignation from the Open Space Preservation Commission.

On behalf of the Board, Mr. Dennington thanked Mr. Valentine and Mr. Tully for their service to the Town.

b. Member's Report

i. Update on Neary School building project

Ms. Cook reported that the Preliminary Design Program (PDP) was submitted today to the Massachusetts School Building Authority (MSBA) and contained twelve scenarios ranging in cost from $51 million dollars to $122 million dollars, noting the cost estimates are preliminary. She stated that this information would be available for the public to view on the Neary Building Committee website. She stated the final project choice would be made at the end of August and added that the Neary Finance Subcommittee would meet on May 28th to begin discussion of the long-term financial impact of the project on the Town.

iii. SeeClickFix software update

Ms. Landry reported that DPW, the Planning Department, the Building Department and the Conservation Commission are all interested in the software. She stated the software is offered by CivicPlus at a cost of $7,500 per year. She stated the software is featured on the websites of many surrounding towns (Framingham, Natick, Marlborough, etc.) and urged residents to view it. She also stated that residents could view tutorials at CivicPlus.com for more information. Ms. Landry stated she recommends a trial use of one year. Ms. Cook stated that this item is not in the FY25 IT budget and the Board would need to determine how to pay for it. Mr. Purple stated a demo is scheduled for department heads on May 29th at 1 PM.

iv. Chestnut Hill CSA suspension

Mr. Hamilton reported that the Trustees have experienced some financial challenges in the last few years and have suspended farm operations. He is concerned that another business that contributes to life in Southborough has left. The Board discussed that matter and agreed that Mr. Hamilton would contact the Trustees to learn more about the situation and offer assistance from the Board.

c. Town Administrator's Report

i. June 1, 2024 Fire Chief Installation Ceremony

Mr. Purple reported that Ms. Hale is coordinating with Chief Puntini on his Installation Ceremony, which will be held on June 1, 2024 at the Community Center.

ii. Power Choice contract update (electricity aggregation)

Mr. Purple reported that on May 8, 2024 the Town signed a Successor Agreement for the electricity aggregation program. He stated that the new rate is 13.016 cents/KWh, as compared to the current rate of 10.99 cents/KWh. He added that residents also can choose a 50% "green" option at 13.886 cents/KWh or a 100% "green" option is 15.886 cents/KWh. He stated the new contract would be effective December 1, 2024 and the program information would be communicated through postcards to both current and new residents.

Mr. Purple read a letter announcing that, on May 9th, Taylor West received the Presidential Award for her outstanding commitment to public health nursing from the Massachusetts Association of Public Health Nurses.

V. Consent Agenda

a. Approve Open Session Meeting Minutes: April 8, 2024; May 7, 2024; May 13, 2024

Mr. Stivers requested to hold Consent Agenda item "a." **April 8, 2024:** Mr. Stivers had scrivener's changes to the minutes. **May 7, 2024:** Mr. Dennington and Mr. Stivers had scrivener's changes to the minutes. Mr. Dennington moved to approve the April 8, 2024 and May 7, 2024 Open Session Meeting Minutes, as amended. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

b. FY25 Staff Appointment

c. Review of Board of Health IMA

Ms. Cook requested to hold Consent Agenda item "c." Ms. Cook recognized the Board of Health, including Chair Chelsea Malinowski, for their effective use of regional resources to enhance Town services. Mr. Stivers echoed Ms. Cook's comments and added that the Board of Health has transitioned from septic approvals to a broader focus on public health. Mr. Stivers moved that the Board support the agreement and is prepared to have the Board chair sign the agreement, subject to the changes sent to Ms. Malinowski. Mr. Dennington seconded the motion. The motion was unanimously approved (5-0-0).

d. Approval to spend outside of FY24 budgeted line items

e. Approve Executive Session Meeting Minutes: May 13, 2024

Mr. Dennington requested to hold Consent Agenda item "e." Mr. Dennington stated that the Board would discuss the minutes during Executive Session.

f. Appoint part-time Police Dispatcher: Marlo Taylor & Jack

Mr. Dennington asked Chief Newell to address this matter after Scheduled Appointment "a." Chief Newell stated that these part-time dispatchers are part of a reserve pool when the full-time dispatchers are unavailable and fall under the FY24 budget. He stated they might be considered for full-time employment in the future.

Mr. Dennington moved to approve the Open Session Meeting Minutes for May 13, 2024 and Consent Agenda items "b" (with the expiration date of June 30, 2025), "d" and "f." Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

The Board recessed at 8:23 PM and resumed meeting at 8:33 PM.

VI. Other Matters *(Board may vote)*

a. Continued discussion of One Stop Grant opportunities

Mr. Dennington stated that updating Route 9 zoning is an important issue. He suggested that the Board prioritize the One Stop application as one of its goals for the upcoming Board goal-setting session. He also suggested that the Board work with the Planning Board and the Economic Development Committee (EDC) in the winter timeframe to craft a strong application on behalf of the Town. Ms. Cook agreed that focusing on Route 9 zoning to enhance the business climate in Southborough is an important goal and she suggested working on the grant application in the fall rather than winter. Mr. Stivers, Ms. Landry and Mr. Hamilton all agreed with Mr. Dennington's suggestion and Ms. Cook's timeframe. Mr. Dennington stated that the Town's current application relating to the Tricentennial Celebration would be submitted by the June 5th deadline.

b. MTC survey for Fall Town Meeting Date and Time

The Board discussed the draft survey for Fall Town Meeting Date and Time. They agreed that Matt Probst, chair of the Municipal Technology Committee (MTC), would work with Jay Montijo to publicize the survey on the Town's website. The Board also discussed the timeframe for setting the Fall Town Meeting date, relative to the survey results and the Planning Board MBTA bylaw. Mr. Dennington moved to approve the draft survey for Fall Town Meeting Date and Time. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Mr. Purple will work with Mr. Probst to publicize the survey.

c. Recruitment to fill Board and Committee vacancies in FY25

Mr. Dennington stated that the list in tonight's packet is a draft and the Board will consider the finalized list of appointments and vacancies at its next meeting. He stated this process would be complete by June 30th. The Board discussed encouraging recruitment for various boards/committees including the EDC, Cable Television Committee, Community Preservation Committee and the Open Space Preservation Commission. Mr. Dennington asked Mr. Stivers to conduct a review of boards/committees to ensure the Town's website is up to date and provide a report on the matter at the Board's next meeting. Ms. Cook reported that the PILOT Committee has requested that their membership be reduced from seven to five.

d. Scheduling of Goal-Setting Meeting for FY25

The Board discussed goal-setting in general and a meeting date for their annual goal-setting session. The Board agreed to hold their annual goal-setting session on Tuesday, June 11th, at 6:30 PM at the Public Safety Building.

e. Town Administrator evaluation

Mr. Dennington described the process for the Town Administrator's evaluation. He stated that Mr. Purple had completed the following goals set by him and the Board for this year: completing the employee handbook, creating the Town Administrator newsletter, completing the Department of Revenue policy review process and completing the Southborough Heritage Park. Mr. Dennington stated that Mr. Purple consistently performed above expectations in most categories and met expectations in the remaining categories. He also stated that four out of five Board members ranked

Mr. Purple's aggregate performance in a range of 3.8-4.1 on a scale of 1-5. Each Board member offered comments on Mr. Purple's performance. Mr. Purple thanked the Board for their comments. He also thanked Ms. Hale and praised the team of department heads and employees who work to advance common goals in the Town. He stated he appreciates the opportunity to work with the Board and the confidence they have in him in his role as Town Administrator. Mr. Dennington stated that the contract for Mr. Purple is in its final year and he is eligible for the standard SAP increase of 4.5%. Mr. Dennington recommended that Mr. Purple receive the increase based on the positive consensus evaluations and the successful achievement of outlined goals. The Board agreed with Mr. Dennington's recommendation. Mr. Dennington moved that the Town Administrator's salary for FY25 reflect the annual SAP increase of 4.5% above that of FY24. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

VII. Reorganization of Board

The Board discussed reorganization following the recent election. Mr. Stivers stated he supports Ms. Cook for the position of Chair and Mr. Dennington for the position of Vice Chair for reasons of consistency and effectiveness. The Board discussed reorganization. Both Ms. Cook and Mr. Dennington agreed to serve in the positions described. Mr. Stivers moved to appoint Ms. Cook as Chair and Mr. Dennington as Vice Chair for the next year. Ms. Landry seconded the motion. The motion was unanimously approved (5-0-0).

VIII. Public Comment

There was no public comment.

IX. Executive Session

Mr. Dennington moved to enter into Executive Session at 9:17 PM, per M.G.L. Chapter 30A, Section 21, and not return to Open Session for the following items: (1) to discuss contract negotiations for the Town Administrator (Exemption 2), as the Chair has determined that an open meeting may have a detrimental effect on the Town's position; and (2) to review and approve April 23, 2024 and May 13, 2024 Executive Session minutes. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Dennington aye; Ms. Cook, aye; Mr. Stivers, aye; Ms. Landry, aye; Mr. Hamilton, aye (5-0-0).

Upcoming Meetings

June 4, 2024 *June 18, 2024*

Respectfully submitted,

Bridgid Rubin, Recording Secretary

List of Documents referred to at the May 21, 2024 SB Meeting:

- Memorandum from Ryan Newell, dated May 17, 2024, RE: Appointment of Student Officer Aaron Sparks
- Resume of Aaron Sparks
- Memorandum from Ryan Newell, dated May 17, 2024, RE: Appointment of Student Officer Cole Trainor
- Resume of Cole Trainor
- Legal Notice for Pole Hearing to Consider Request by National Grid

- Petition for Pole and Wire Locations, with attachments
- BETA Pavement Management Program presentation, dated May 21, 2024
- BETA Pavement Management Program Draft Report, dated May 21, 2024
- Open Session Meeting Minutes, dated April 8, 2024
- Open Session Meeting Minutes, dated May 7, 2024
- Open Session Meeting Minutes, dated May 13, 2024
- List of Staff Appointments FY2025
- Memorandum from Chelsea Malinowski, dated May 15, 2024, RE: Greater Borough Partnership for Public Health IMA
- Greater Boroughs Partnership for Health Inter-municipal Agreement (IMA) for the Public Health Excellence for Shared Services Grant
- Memorandum from John Parent, dated May 9, 2024, RE: Use of Salary Appropriations for Non-Salary Items
- Memorandum from Carla McAuliffe, dated May 15, 2024, RE: Reallocation of Budget Funds
- Memorandum from Ryan Newell, dated May 10, 2024, RE: FY24 Budget Projection
- Memorandum from Ryan Newell, dated May 17, 2024, RE: Appointment of PT Dispatchers Marlo Taylor & Jack Sauger
- Resume of Marlo Taylor
- Resume of Jack Sauger
- Fall 2024 Southborough Town Meeting Date Preference Survey
- Select Board FY24 Performance Goals/Objectives
-

DRAFT

EMPLOYMENT AGREEMENT BETWEEN
TOWN OF SOUTHBOROUGH
AND
TOWN ADMINISTRATOR

This agreement, pursuant to Chapter 41, Section 108N of the Massachusetts General Laws, made and entered into this 4th day of June, 2024, by and between the Town of Southborough, Commonwealth of Massachusetts, a municipal corporation in Worcester County, hereafter called the "Town," acting by and through its Select Board, with no personal liability to themselves, hereafter referred to as "the Board" and Mark J. Purple of Shrewsbury, Massachusetts hereafter called "Town Administrator".

WHEREAS, the Town desires to employ the professional services of Mark J. Purple as Town Administrator of the Town of Southborough as provided by the Bylaws of the Town contained in Article II, Section 27-2 as amended;

WHEREAS, the Board, under Chapter 41, Section 108N of the General Laws may contract with the Town Administrator for such services;

WHEREAS, it is the desire of the Board to contract for the salary and benefits of said Town Administrator and establish conditions of employment;

WHEREAS, it is the desire of the Board to obtain the professional services of the Town Administrator, and to provide inducement for him to remain in such employment; and to make possible the full work production of the Town Administrator and utilization of all skills attributable hereto;

WHEREAS, Mark Purple agrees to accept employment as Town Administrator of said Town and devote the necessary time, skills, education, professional services, and efforts in carrying out all of his obligations, responsibilities and duties to the Town and for this the Town Administrator represents that he has, and will maintain the skills, desires and ability to perform such obligations, responsibilities and duties to the extent he is able to do so under Section VIII.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the Board and the Town Administrator agree as follows:

Section I. Functions and Duties of the Town Administrator.

The Town hereby agrees to employ Mark J. Purple as Town Administrator of the Town of Southborough, and the Town Administrator accepts said offer. The Town Administrator shall act as the Chief Administrative Officer for the Select Board and shall perform the duties specified in the attached job description for Town Administrator [Exhibit A which is integrated herein by reference] and Town By-Laws in compliance with all other applicable laws and such other duties as the Board shall from time to time assign to him.

Section II. Term.

A. This agreement shall become effective July 1, 2025 and shall remain in full force and effect until June 30, 2028 unless sooner terminated as provided for hereunder or by law.

B. Parties agree to endeavor to meet and confer approximately seven months prior to the expiration date of this agreement for the purpose of discussing whether the agreement will be extended, subject to the provisions of Section XII.

Section III. Termination and Severance Pay.

A. The Board may terminate the Town Administrator for cause during the term of this agreement by majority vote.

In the event the Town Administrator is terminated by the Town prior to the expiration of the term of this agreement, the Town agrees that it shall pay the Town Administrator a lump sum cash payment equal to ten (10) months aggregate salary, which amount shall be paid to the Town Administrator, on or before the effective date of termination of his employment; provided, however, that in the event the Town Administrator is terminated for commission of a felony, conduct unbecoming a managerial employee or incompetence, the Town shall have no obligation to pay the base severance pay provided in this paragraph. The acceptance by the Town Administrator of the severance benefits provided under this Agreement shall constitute a full and complete release of any other rights, claims, or causes of action whether in law, equity or otherwise, that the Town Administrator may have against the Town, including all of its employees, elected or appointed officials, officers, agents, representatives and attorneys of such entities.

B. In the event the Town Administrator voluntarily terminates his position with the Town before the expiration of the term of this Agreement, the Town Administrator shall give two [2] month's written notice in advance, unless the parties agree otherwise. A copy of the resignation shall be filed with the Town Clerk. The Town Administrator shall not be allowed use of paid vacation leave during this time without prior approval of the Select Board.

Section IV. Salary.

A. Subject to the terms and conditions of this Agreement, and while he is engaged as and performing the duties of the Town Administrator, the Town shall pay in accordance with its normal payroll practices, an annual salary to the Town Administrator, as set forth below.

1. In the first year of the Agreement, effective July 1, 2025, the Town Administrator's total annual base salary shall be $218,000, subject to applicable withholdings and deductions.

2. In the second year of the Agreement, the Town Administrator shall receive an increase of 3%, effective July 1, 2026, for a total annual base salary of $224,540, subject to applicable withholdings and deductions.

3. In the third year of the Agreement, the Town Administrator shall receive an increase of 3%, effective July 1, 2027, for a total annual base salary of $231,276, subject to applicable withholdings and deductions.

B. The Town shall contribute to the annual cost of a long-term disability insurance policy for the Town Administrator, up to $1,200, as selected by the Town Administrator. The Town Administrator shall provide a copy of the invoice for the insurance premium to the Town for payment.

Section V. Town Administrator Evaluation.

A. The Board shall review and evaluate the Town Administrator every year by the end of the fiscal year. Said review and evaluation shall be based on the goals and objectives developed jointly and mutually agreed to by the Select Board and the Town Administrator. Further, the Chairman of the Board shall provide the Town Administrator with a summary written statement of the evaluation findings annually by the Board and shall provide an adequate opportunity for the Town Administrator to discuss his evaluation with the Board.

B. Annually the Board and the Town Administrator shall mutually define the goals and objectives which they determine necessary for the proper operation of the Town and the attainment of the Board's policy objectives, and shall further establish a general priority among those various goals and objectives, reduced to writing. Goals shall be added by the end of every fiscal year for the following year as an appendix which will be an addendum to the agreement.

C. The Town Administrator shall conduct, at least annually, during the term of this agreement a complete assessment of his own performance in a written document approved in advance by the Board for this purpose, soliciting subjective feedback from individuals as determined by the Select Board with input from the Town Administrator. The results of this assessment will be made available to the Board.

Section VI. Hours of Work.

A. The Town Administrator's workweek shall ordinarily consist of five (5) business days, (Monday through Friday), plus whatever evening and/or weekend hours that may be necessary in order to properly respond to the demands of the position. It is understood that the Town Administrator shall also generally participate in the Select Board's meetings, Town Meetings and other meetings at which his attendance would be beneficial to the orderly conduct of the Town's business. Because of the nature of the position it is also understood that the Town Administrator will not be entitled to additional compensation for any hours spent beyond normal office hours.

B. The Town Administrator is an exempt employee for the purpose of the Fair Labor Standards Act.

C. The Town Administrator shall notify and coordinate with the Chair of the Select Board if he shall be absent from duty or on leave for more than a full day and who shall be responsible for the administration of the Town during such absence or leave.

Other Employment: The Town Administrator position is a full-time job. Other employment must be approved in writing by the Board. If the Employee accepts employment without prior written approval, this employment agreement may be terminated immediately by the Town.

Exempt Activities: The Town Administrator may engage in additional professional activities related to the position of Town Administrator, such as guest lecturing and participation in professional activities,

provided that such participation does not interfere with his job duties and responsibilities and with prior notice to the Select Board.

Section VII. Health and Dental Insurance

The Town shall provide the Town Administrator health and dental insurance policies which are consistent with the policies which other non-union Town employees are eligible.

Section VIII. Vacation, Holidays, Sick Leave, Bereavement Leave, and Personal Leave.

A. Vacation

1. The Town Administrator shall be entitled to four (4) weeks paid vacation per fiscal year. A week shall be defined as five (5) working days.

2. The Town Administrator shall be compensated for up to 5 unused days of vacation per year or carry over up to 5 unused days of vacation per year, but at no time shall the accrued paid vacation leave of the Town Administrator exceed five (5) weeks in any fiscal year.

B. Holidays

The Town Administrator shall follow the Salary Administration Plan (SAP) for eligible paid holidays.

C. Sick Leave

The Town Administrator shall receive 15 sick days per year. Absences on account of sickness in excess of that authorized shall be charged to vacation or other available paid leave. Sick leave shall be payable only in cases of genuine illness, non-work connected accident, or work connected accidents not covered by Massachusetts General Laws Chapter 152 (Workers' Compensation).

D. Bereavement Leave

In the event of the death of a spouse, father, mother, child, father-in-law, mother-in-law, brother, sister, grandparent, or of any other person then residing with the Town Administrator, heshall be entitled to receive three days' leave for the purpose of the funeral and disposition of the deceased. If out-of-state travel is required, the Board may authorize up to two additional days of travel time.

E. Personal Leave

The Town Administrator shall be entitled to three personal days per year, which shall be approved by the Board. Personal days shall not accumulate from year to year.

Section IX. Professional Development, Dues and Subscriptions.

The Town agrees to budget and to pay, subject to appropriation and Board approval in advance for the professional dues, subscriptions and conference expenses of Town Administrator necessary for his continuation and full participation in national, regional, state and local associations and organizations necessary and desirable for his continued professional participation, growth and advancement, and for the good of the Town.

Section X. Expenses.

A. The Town Administrator shall be reimbursed for any normal and reasonable expenses incurred in the performance of his duties, or as an official representative of the Town, including attendance by him at civic or social events.

Section XI. Indemnification.

The Town shall defend, save harmless and indemnify the Town Administrator against any tort, professional liability, claim or demand, or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of his duties as Town Administrator, even if said claim has been made following his termination from employment, provided that the Town Administrator acted within the scope of his duties. The Town shall pay the amount of any settlement or judgment rendered thereon, subject to M.G.L. Chapter 258 Section 13. The Town may compromise and settle any such claim or suit and will pay the amount of any settlement or judgment rendered thereon without recourse to the Town Administrator.

The Town shall have the discretion to determine whether to assign counsel or reimburse the Town Administrator for his reasonable attorneys' fees and costs in connection with such claims or suits involving the Town Administrator in his professional capacity, provided that the Town Administrator acted within the scope of his duties. Separate counsel will be assigned to the Town Administrator in the case of a conflict of interest between the Town and the Town Administrator's interests in any such matter.

This indemnification shall also apply to the Town Administrator after he leaves the employment of the Town. The provisions of this section shall not apply to disputes between the Town and the Town Administrator regarding the terms and provisions of this Agreement.

This section shall survive the termination of this Agreement.

Section XII. Non-Renewal of Agreement.

If the Board decides not to renew this Agreement, the Board shall give the Town Administrator written notice a minimum of six (6) months before the expiration of this Agreement (December 30, 2023). The Town Administrator has an affirmative obligation to notify the Board in writing of the renewal provision, at least nine (9) months before the last day of this contract (September 30, 2023). If the Board fails to give such written notice of non-renewal, this Agreement shall be extended for an additional one year period.

Should the Town Administrator decide not to renew this agreement, the Town Administrator will provide written notice to the Board a minimum of six [6] months in advance of the expiration of the contract (December 30, 2027).

It is expressly understood that a decision not to renew this Agreement shall not be construed as a dismissal or require a hearing.

Section XIII. No Reduction in Benefits.

The Town shall not at any time during the term of the Agreement reduce the salary, compensation, or other benefits of the Town Administrator, except to the degree such a reduction is consistent with the

reduction for all other management employees of the Town.

Section XIV. Death During Term of Employment.

If the Town Administrator dies during the term of his employment, the Town shall pay to the Town Administrator's estate all the compensation which would otherwise be payable to the Town Administrator up to the date of the Town Administrator's death, including accrued unused vacation and personal leave. The Town shall continue to contribute its share of the health insurance premiums to the Town Administrator's surviving spouse and family, if they are otherwise eligible under Chapter 32B and such other benefits as are available to other Town non-union employees.

Section XV. General Provisions.

A. The text herein shall constitute the entire Agreement between the parties.

B. This agreement shall be binding upon and inure to the benefit of the heirs at law and executors of the Town Administrator.

C. This agreement shall prevail over any conflicting provisions of the Town by-laws or rules and regulations.

D. If any provision or any portion thereof, contained in this Agreement is held, invalid or unenforceable, the remainder of this Agreement, or portion thereof , shall be deemed severable, shall not be affected, and shall remain in full force. This agreement shall be interpreted and enforced in accordance with the laws of the Commonwealth of Massachusetts.

E. If the Town moves to a Town Manager form of government, the Board shall consider the Town Administrator for that Town Manager position prior to its consideration of other applicants to the extent allowed under State Law and Town by-law.

F. Any prior discussions or verbal agreements between the parties made prior, to this agreement shall not be binding upon the agreements unless reduced to writing, dated and signed by both parties.

G. This Agreement shall become effective when executed by both parties.

H. This Employment Agreement is the result of negotiation and compromise by and among the parties and no party shall be prejudiced as having been the drafter of the Employment Agreement.

IN WITNESS WHEREOF, the Town of Southborough, Massachusetts, has caused this Agreement to be signed and executed on its behalf by its Select Board, and the Town Administrator has signed and executed this Agreement, both in duplicate.

TOWN OF SOUTHBOROUGH
Acting by and through its Select Board

_____
Kathryn Cook, Chair

_____
Andrew R. Dennington, Vice-Chair

_____
Sam Stivers, Member

_____
Marguerite Landry, Member

_____
Alfred Hamilton, Member

DATE:_____

TOWN ADMINISTRATOR

_____
Mark J. Purple

DATE:_____

Approved as to legal form and content

_____
Town Counsel

ST. MARK'S SCHOOL

May 16, 2024

Kathryn M. Cook, Chair
Select Board
Town of Southborough
17 Common Street
Southborough, MA 01772

Dear Ms. Cook & Southborough Select Board Members,

Enclosed please find our donations to the Town of Southborough from the St. Mark's School. We have included two separate checks which represent a total increase of approximately 7% over the prior year's contributions. We are truly excited about this continued contribution including the totals provided for the equipment noted below:

- A $30,000 payment represents our annual base contribution.
- A contribution of $20,000 for turnout gear for the Southborough Fire Department.
- A contribution of $50,000 for the Southborough Police & Fire Department for a defibrillator, which was also an identified need.

We appreciate all the work done by the Select Board on behalf of the Town and we look forward to continuing to work together as a proud member of our Southborough community.

Sincerely,

Robert M. Kuklewicz
Chief Financial & Operations Officer

Cc: John C. Warren, Head of School
Mark J. Purple, Town Administrator
Brian Ballantine, Treasurer-Collector

SOUTHBOROUGH YOUTH AND FAMILY SERVICES

STRENGTHENING OUR COMMUNITY BY SUPPORTING ITS FAMILIES

05/21/2024

Town of Southborough
Select Board
17 Common Street
Southborough, MA 01772

Dear Select Board Members:

We request that you accept the attached donation into our donation account. This will be used to pay for items not covered by our Town Budget.

Thank you.

Sincerely,

Sarah Cassell

Sarah Cassell
Director
Southborough Youth and Family Services

21 Highland St Southborough, MA 01772
Phone: (508) 481-5676 Fax: (508) 983-7753
www.southboroughtown/youth-and-family-services

TOWN OF SOUTHBOROUGH

SCHEDULE OF DEPARTMENTAL PAYMENTS TO TREASURER

DATE: 5/21/2024

DEPT. **Youth/Family**

TREASURER: _____

DESCRIPTION	AMOUNT
Youth and Family Donations 2673-4-542-483-48310	
Pilgrim Congregational Church	$500.00
TOTAL	**$500.00**

5/20/2024

Cost

Signs are currently provided free of charge to Southborough residents, although the Southborough Historical Commission encourages donations in any amount from recipients and others wishing to help us continue to fund the program. The current cost to the Southborough Historical Commission is approximately $75 per sign.

To donate to the program, make checks payable to the "Town of Southborough" and write "Historical Commission donation account" in the memo line to ensure the funds are properly credited.

Mail checks to:

Town of Southborough Treasurer
17 Common Street
Southborough, MA 01772

TOWN OF SOUTHBOROUGH

PERSONNEL BOARD
TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 · FAX (508) 480-0161 · personnel@southboroughma.com

To: Select Board

From: Personnel Board

Re: Personnel Board Budget

The Personnel Board has historically budgeted $5,000 each fiscal year for tuition reimbursement. The Tuition Reimbursement Policy requires that applications for these funds be submitted by employees by December 31. No applications were received for funding in the current fiscal year.

The Board plans to fund a number of training programs in FY24, the cost of which will be $7,950, slightly exceeding the $7,500 in the current fiscal year's budget for employee development, and to do so using a portion of the unused tuition reimbursement funds. Since these funds serve similar purposes, the Board considers this to be a prudent reallocation of resources that will have a significant positive impact on employee productivity and morale.

Even with this redistribution, the Personnel Board expects to have a budget surplus in FY 24.

Barry J. Rubenstein
Chair

MEMORANDUM

Date: May 30, 2024

To: Mark Purple, Town Administrator
Select Board

CC: Sara Cassell, Family and Youth Director
Brian Ballantine, Finance Director

From: Carla McAuliffe, Town Accountant

Re: Reallocation of Budget Funds – Transfer Information

Family and Youth (542) had changes in personnel this fiscal year which will resulted in unexpended salary funds. The translation expense for the migrant families is being charged to their budget. This creates a need of up to $8,725.00 of salary funds to cover the charge. The reallocation of these funds will not result in an overage for the department.

Treasurer/Collector (145) had a reclassification and retroactive rate adjustment approved by the Personnel Board for the Deputy Treasurer/ Collector position which was effective November 2023. This will result in an overall budget shortfall of $1,020.00. We will be looking to cover that with an interdepartmental transfer at year end.

Please let me know if you have any questions.

INTEROFFICE MEMORANDUM

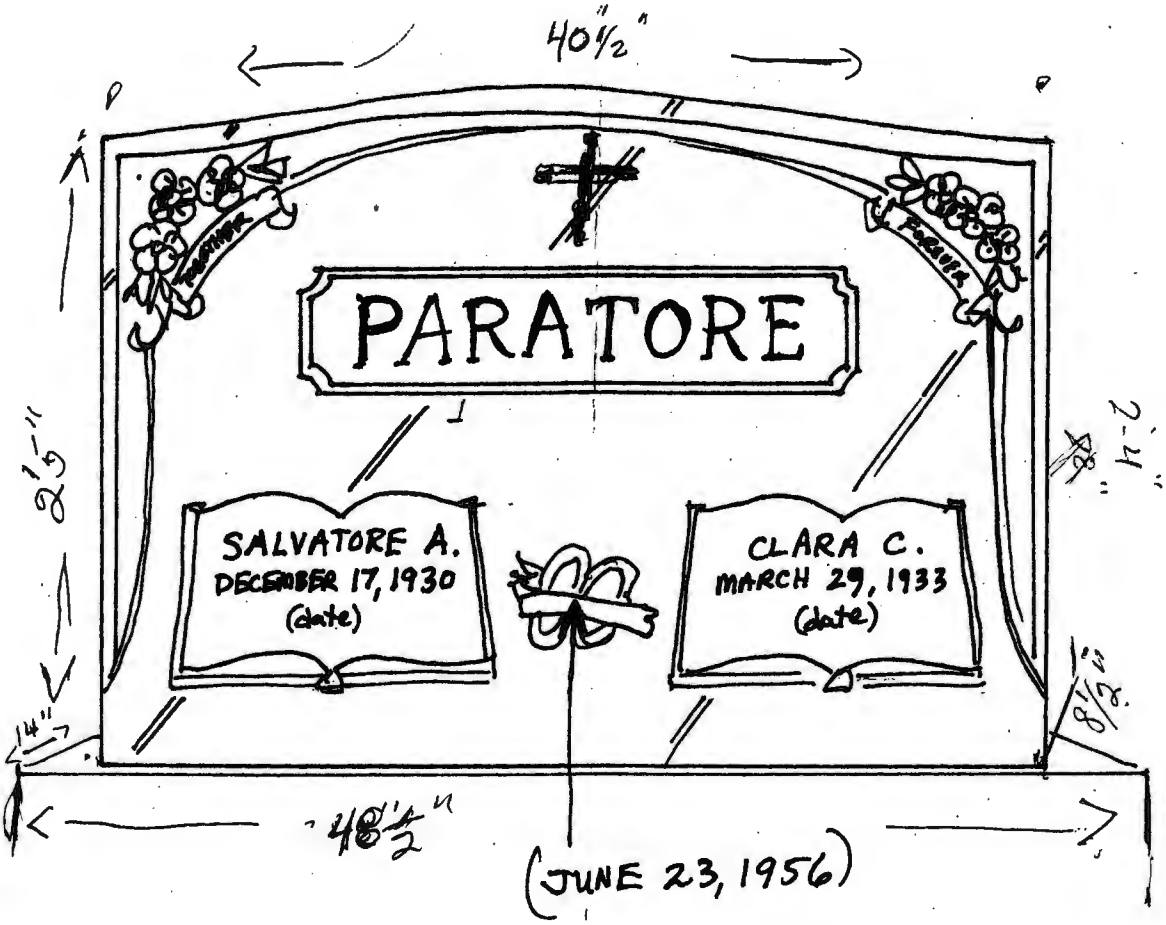
To: Cemetery Commissioners / Select Board
From: William J. Cundiff, P.E. , DPW Superintendent
Date: May 29, 2024
RE: Resident Request regarding Headstone size at the Rural Cemetery

Clara Paratore, a resident who moved to Southborough in 2019 has purchased a two-grave cemetery lot and is requesting to relocate a headstone, which is currently located in Sudbury, to the new site in Southborough. The existing headstone dimensions are 48" wide by 14" deep. The **Memorial & Rules for Memorial Work** Section of the **Town of Southborough Massachusetts Rural Cemetery Rules and Regulations** dated February 2012 (Pages 8 and 9) require a maximum headstone size of 40" wide by 14" deep for a two-grave lot. Accordingly, Ms. Paratore is seeking relief for the 8" width exceedance on the headstone size. I have attached Ms. Paratore's request along with the relevant pages of the Regulations, for your convenience.

I am requesting a waiver to have the stone placed onto a 48" base. The existing stone is in Sudbury New Town section and we would like to have it replaced in Southboro since this is our first residents. We moved from Sudbury to Southboro on Aug 29, 2019.

Clara Garafore


PARATORE
SALVATORE A.
CIARA C.


40½"
TOGETHER
FOREVER
PARATORE
SALVATORE A.
DECEMBER 17, 1930
(date)
CLARA C.
MARCH 29, 1933
(date)
(JUNE 23, 1956)
48½"
14"
8½"

growth and ordinary wear, and includes the management and care of cutting of lawns, cleaning and maintenance of roadways, walks and buildings, provided there is sufficient income funds for these purposes.

The Care Fund income in no case means the maintenance, repair or replacement of any memorial placed or erected upon any lot or grave: nor the planting, cutting, watering or care of any privately planted flowers, trees or shrubs: nor does it mean the reconstruction of any granite or special work in the cemetery of a lot or grave.

Memorial & Rules for Memorial Work

The license holder, its heirs and its authorized agents (memorial dealers) shall comply with all the rules and regulations of the cemeteries operated by the Town of Southborough.

The management reserves the right at all times to approve and prescribe the kind, size, design, symbolism, quality, and material of memorials, inscriptions, monuments and markers placed in the cemeteries. All memorials and inscriptions are subject to the approval of the management prior to their placement. Memorials deemed by the management to be obscene, offensive or unreasonable will be rejected.

Management reserves the right to fix the days and hours when memorial work may be completed in its cemeteries.

All memorial work, or placement of a memorial shall be with the approval of the holder of said lot or grave.

Memorial dealers shall submit a detailed drawing and design of the memorial as well as a certificate of insurance to management naming the Town of Southborough as certificate holder and additional insured with the request for foundation placement.

The location and position in which the memorial is to be placed or erected shall be entirely subject to approval and under the supervision of management.

Memorial employees, in placing or erecting memorials or bringing materials in regard to such work, shall operate in a safe and efficient manner at all times. As independent contractors, they shall be responsible at all times for their work as well as any damage to other memorials and/or Cemetery grounds. All work must conform to the Cemetery Rules and Regulations. Such memorial employees may be required to sign an acknowledgment statement consistent with this provision, provided however, that if no form is required, the provisions hereof will remain in full force and effect upon such employee.

Should any memorial, monument or tomb, becomes unsightly, dilapidated or a menace to safety of persons within the cemetery, the management shall have the right to give written notice to the holder to correct the condition or to remove the same, in either case the expense is to the holder.

Soliciting memorial sales or service work within the Cemetery is strictly prohibited.

Memorials shall be limited to one upright memorial per lot and shall be placed in the center of the lot.

The maximum length of memorials and bases base shall be:

Lawn Crypts ---------- 2' – 0" Slant Face Marker, 1'- 0" deep,
18" high with a 2" margin on front of slant face

1 grave lot* ---------- 2' – 0"
2 grave lot* ---------- 3' – 4"
3 grave lot* ---------- 4' – 0"
4 grave lot* ---------- 5' – 0"
Maximum size ------- 5' – 0" Maximum width is ---------1' - 2"
* Contiguous graves in same row

Government and Flat Markers shall be limited to three (3) per grave and shall be set flush with the surrounding turf.

Private Family Estate Mausoleums & Tombs
Private family estate Mausoleums and Tombs are not allowed at this time.

Lawn Crypts
Refer to Appendix A on page 11 of this document for regulations relating to preinstalled lawn crypts.

Garden Columbarium
Refer to Appendix B on page 15 of this document for regulations relating to Cremation niches.

In General
Persons aggrieved by these Rules and Regulations and their interpretation or application by management, have the right of appeal when made in writing to the Board of Selectmen and the Department of Public Works within 30 days of the date of aggrievement.

The statement of any employee of the cemetery shall not be binding upon management, except as such statement coincides with the document conveying the right of interment and with the rules and regulations.

The Town of Southborough and its cemeteries, through its management, reserves the right and authority, without notice, to make temporary exceptions, suspensions, amendments or modifications of any of the Rules and Regulations, when in its judgment, the same appears advisable in the public interest for public health, safety and welfare purpose. In no way will it be considered as affecting the general application of such Rules and Regulations.

MEMORANDUM

DATE: June 4, 2024

TO: Select Board

FROM: Melanie Otsuka, Executive Assistant

SUBJECT: PROPOSED SELECT BOARD MEETING DATES

Below are proposed dates for regular Select Board meetings for the remainder of calendar year 2024:

- June 11
- June 18
- July 16
- August 13
- September 2 or 4
- September 17
- October 1
- October 15
- November 4 or 6
- November 19
- December 3
- December 17

This schedule maintains the typical 1st and 3rd Tuesday meeting schedule, except during July and August. The State Primary election on September 3 and the Presidential Election on November 5 also impact this schedule; special or workshop meetings, in addition to regular meetings, can be added as needed.

Melanie Otsuka

From: Anya Jandu <anyajandu1@gmail.com>
Sent: Wednesday, May 15, 2024 3:31 PM
To: William Cundiff
Subject: Children's Book Drive Plans
Attachments: Transfer Station - Book Drive Flyer.pdf

[EXTERNAL]

Hello Mr. Cundiff,

Outlined here are my plans and timeline for my book drive:

I am working with the African Library Project to create a children's library of 500 books in South Africa. My goal is to collect 500 children's books by July 15th and then ship them to the organization's warehouse in New Orleans; from there, the books are shipped to South Africa. July 15th is a tentative deadline and the African Library Project is able to extend it to allow me more time to collect books if needed.

I plan to locate collection boxes in specific places throughout Northborough and Southborough: the Southboro transfer station, Algonquin Regional High School, the Northboro/Southboro Libraries, and potentially more locations.

In the transfer station specifically, a coat box will be placed in the swap shop and will be prominently labeled. This coat box will be in the swap shop starting in the coming weeks of May and be there until July 15th (unless extension of the book drive is needed).

- Attached below is a draft of the flyer that I would be using to promote the book drive (the general formatting/layout might be edited later on but the same information will be included):

Thank you,
Anya Jandu



KID'S BOOK DRIVE

IN SUPPORT OF THE AFRICAN LIBRARY PROJECT

AFRICAN LIBRARY PROJECT

Donate used or new books for children of all ages and help us reach our goal of 500 books! Your donations will create a new library for students in South Africa!

DONATION BOX LOCATED IN THE SWAPSHOP

MAY - JULY 15TH

TO ARRANGE FOR PICK-UP OF A DONATION, EMAIL:

ANYAJANDU1@GMAIL.COM

The African Library Project changes lives book by book, together with partners in Africa and North American volunteers, to create, improve, and sustain libraries in African communities. Donated books are collected, sorted, packed and shipped to Africa by volunteering book drive organizers.



TOWN OF SOUTHBOROUGH

OFFICE OF THE SELECT BOARD
TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 · FAX (508) 983-7752 · selectboard@southboroughma.com

June __, 2024

The Honorable Kate Donaghue
House of Representatives
Room 33
Boston, MA 02133

I have enclosed a certified copy of the results of a Town Meeting article from the March 23, 2024 Southborough Annual Town Meeting warrant. As you know, the article requires the modification of a Special Act of the State Legislature. On behalf of the Select Board we are grateful for your ability to usher this matter through the hearing and committee process. The Town meeting approved the following:

ARTICLE 33: To see if the Town will vote to authorize the Select Board under Clause (1) of Section 8 of Article 2, as amended, of the Amendments to the Constitution of the Commonwealth of Massachusetts to submit to the General Court a Home Rule Petition, accompanied by a proposed Special Act relating to the Town of Southborough public works. The General Court may make clerical or editorial changes of form only to the proposed, unless after a public hearing the Select Board approves amendments to the bill before enactment by the General Court. The Select Board is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition. Said submission shall be accompanied by an attested copy of the motion and vote of the Town Meeting on this article.

Said proposed Special Act shall make the following modifications to Ch. 447 of the acts of 1991: (a) Re- establish the office of Tree Warden as an appointee of the Select Board, supervised by the DPW superintendent; (b) dissolve the Public Works Planning Board of the town of Southborough; and (c) replace "board of selectmen" with "select board" throughout.

The form and wording of said submission shall be determined by the Select Board in consultation with Town Counsel and the Town's representatives to General court.

We also attach language of the proposed special act. Because Town Meeting approved changes throughout the original act, we felt it was easier to replace the act rather than descrie the several amendments.

Please let me know if you require other information from the Town to have a hearing scheduled at your level. Many thanks for your continued support of Southborough.

Sincerely,

Mark J. Purple
Town Administrator

cc: Southborough Select Board
Jay Talerman, Town Counsel

AN ACT AMENDING THE CHAPTER447 OF THE ACTS OF 1991, ESTABLISHING A DEPARTMENT OF PUBLIC WORKS IN THE TOWN OF SOUTHBOROUGH.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. This Act replaces, in its entirety, the provisions Chapter 447 of the Acts of 1991.

SECTION 2. There is hereby established in the town of Southborough a department of public works, hereinafter called the department, which shall be under the jurisdiction of the town's select board. The department shall have all the powers and duties now vested by the General Law and town by-law in the highway department, cemetery department and water department. Said departments are hereby abolished and their powers and duties shall be transferred to and shall be under the direction of the department. No contracts, obligations or liabilities in force on the effective date of this act shall be affected hereby, but the department shall in all respects be the lawful successor of said departments and offices now included in the department.

SECTION 3. The select board shall appoint a superintendent of public works, whose qualifications, powers and duties shall be determined and prescribed by said board, and who shall be responsible to said board. The superintendent shall have authority for carrying out the policies of said board and over the operations of the department. The superintendent shall appoint and remove such employees as they deem necessary, subject to appropriation and the approval of said board. Said superintendent shall be appointed for a term of three years commencing on July first and expiring on June thirtieth at the conclusion of the statutory period. The select board shall appoint a tree warden as described under Chapter 87 of the General Laws.

SECTION 4. All powers and duties now vested by the General Law and town by-law in the boards of water commissions and board of cemetery commissioners shall be assumed by the select board and said boards of water commissioners and board of cemetery commissioners are hereby abolished.

SECTION 5. All equipment owned by the town of Southborough and under the control of the highway, cemetery and water departments and office of tree warden shall, upon the effective date of this act, be under the control and direction of the department of public works.

SECTION 6. This act shall take effect upon its passage.

AN ACT AMENDING THE CHAPTER447 OF THE ACTS OF 1991, ESTABLISHING A DEPARTMENT OF PUBLIC WORKS IN THE TOWN OF SOUTHBOROUGH.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. This Act replaces, in its entirety, the provisions Chapter 447 of the Acts of 1991.

SECTION 2. There is hereby established in the town of Southborough a department of public works, hereinafter called the department, which shall be under the jurisdiction of the town's ~~board of selectmen~~select board. The department shall have all the powers and duties now vested by the General Law and town by-law in the highway department, cemetery department and~~,~~ water department ~~and the office of tree warden~~. Said departments ~~are office~~ are hereby abolished and their powers and duties shall be transferred to and shall be under the direction of the department. No contracts, obligations or liabilities in force on the effective date of this act shall be affected hereby, but the department shall in all respects be the lawful successor of said departments and offices now included in the department.

SECTION ~~3~~2. The ~~board of selectmen~~select board shall appoint a superintendent of public works, whose qualifications, powers and duties shall be determined and prescribed by said board, and who shall be responsible to said board. The superintendent shall have authority for carrying out the policies of said board and over the operations of the department. The superintendent shall appoint and remove such employees as ~~he~~ they deem~~s~~ necessary, subject to appropriation and the approval of said board. Said superintendent shall be appointed for a term of three years commencing on July first and expiring on June thirtieth at the conclusion of the statutory period. The select board shall appoint a tree warden as described under Chapter 87 of the General Laws.

SECTION ~~4~~3. All powers and duties now vested by the General Law and town by-law in the boards of water commissions and~~,~~ board of cemetery commissioners ~~and tree warden~~ shall be assumed by the ~~board of selectmen~~select board and said boards of water commissioners~~,~~ and board of cemetery commissioners ~~and tree warden~~ are hereby abolished.

SECTION 54. All equipment owned by the town of Southborough and under the control of the highway, cemetery and water departments and office of tree warden shall,

upon the effective date of this act, be under the control and direction of the department of public works.

~~SECTION 5. There is hereby established in the town of Southborough a public works planning board to advise the board of selectmen in matters of planning, managing and financing of said town. Said board shall consist of five member, three of whom shall be appointed by the moderator of said town and two of whom shall be appointed by the planning board of said town. Said members shall serve for a term of three years; provide, however, that of the initial appointments made by the moderator, one member shall be for a term of one year, one member shall be for a term of two years and one member shall be for a term of three years and of the initial appointments made by the planning board, one member shall be for a term of two years and one member shall be for a term of three years.~~

SECTION ~~6~~65. This act shall take effect upon its passage.

AN ACT AUTHORIZING THE TOWN OF SOUTHBOROUGH TO ISSUE PENSION OBLIGATION BONDS OR NOTES.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:

SECTION 1. The town of Southborough may issue, at 1 time or from time to time, bonds or notes for the purpose of funding the portion of the unfunded pension liability of the Worcester Regional Retirement System allocable to the town of Southborough. The proceeds of any such issuance, other than amounts to be applied to issuance costs, the establishment of reserves and any other expenses incidental or related thereto, shall be paid by the town of Southborough to the Worcester Regional Retirement System, shall be allocated solely to reduce the unfunded pension liability allocable to the town of Southborough to which the bonds or notes relate, shall be invested in any investments which are permitted under chapter 32 of the General Laws and shall otherwise be held and expended on behalf of the town by the Worcester Regional Retirement System in accordance with law. The terms of any such bonds or notes shall not exceed 30 years from the date of issuance and the amount of any such bonds or notes shall be outside the limit of indebtedness prescribed in section 10 of chapter 44 of the General Laws. Upon the authorization of the issuance of pension obligation bonds by the town, the town shall submit the vote and a plan demonstrating how the town will finance and allocate the debt service associated with the bonds or notes to the executive office for administration and finance, and no bonds or notes authorized to be issued by this act shall be issued until the secretary for administration and finance has approved the plan and the issuance of such bonds or notes. Except as otherwise provided in this act, such bonds or notes shall be subject to said chapter 44.

SECTION 2. The aggregate principal amount of the bonds or notes issued during any calendar year under authority of this act shall not be greater than the amount sufficient to extinguish the unfunded pension liability of the Worcester Regional Retirement System allocable to the town of Southborough, as of a particular date as determined in accordance with this section, plus an amount to provide for issuance costs, the establishment of any reserves as described below and any other expenses incidental or related thereto. The Worcester Regional Retirement System shall first determine the amount sufficient to extinguish the unfunded pension liability of the town of Southborough, in accordance with the report of a nationally recognized independent consulting firm, which may be the consulting actuary generally retained by the Worcester Regional Retirement System, and which amount shall be approved by the public employee retirement administration commission. The report shall also set forth the present value savings to the town reasonably expected to be achieved as a result of the issuance of such bonds or notes.

SECTION 3. The maturities of such bonds or notes shall be scheduled so that the annual combined payments of principal and interest for each issue shall be as nearly equal as practicable in the opinion of the town treasurer, in any manner that shall provide for a more rapid amortization of principal, or in accordance with any other manner consistent with the town's approved funding schedule, as the secretary for administration and finance shall approve. In granting the approval, the secretary may require the establishment of a reserve which may be created from a portion of the amount of the annual savings used to calculate the present value savings, through the issuance of bonds in accordance with this act, or otherwise, and the town of

Southborough is authorized to establish any such reserve fund upon such terms and conditions as may be required by the secretary for administration and finance, or, if no such reserve is required to be established by the secretary of administration and finance, such a reserve fund may be established upon such terms and conditions as the town shall determine and may be funded with proceeds of bonds issued pursuant to this act, or otherwise. Any such reserve shall be held and controlled by the town and shall be separate from any other reserve or fund of the town allowed or required by statute. The secretary shall establish a method to calculate both the required amount of annual contribution to the reserve and the minimum value to be maintained in the reserve and shall prescribe conditions for expenditure from the reserve, including its use if necessary to prevent or limit any future unfunded actuarial pension liability, and the conditions under which all or a portion of the funds in the reserve may be available for unrestricted purposes in which case such funds or portions thereof shall be transferred to the town treasury. Any funds in the reserve fund established pursuant to this act shall be trust funds within the meaning of section 54 of chapter 44 of the General Laws and, except as otherwise provided in this act, shall be subject to the provisions of said section 54.

SECTION 4. If the unfunded pension liability to be funded with the proceeds of an issue of bonds or notes issued under this act relates in part to employees of a governmental unit other than the town of Southborough, each such governmental unit shall be responsible for reimbursing the town of Southborough for bonds or notes issued hereunder as is equal to the proportion of the total unfunded pension liability to be funded with the proceeds of the bonds or notes as relates to each of such entities. Notwithstanding any general or special law to the contrary, the public employee retirement administration commission shall increase the annual amount to be certified under section 22 of the General Laws as the amount necessary to be paid by each such governmental unit other than the town of Southborough by each such governmental unit's proportionate share of the annual debt service expense as determined herein. The town of Southborough shall have the same legal rights and authority as the retirement board of the Worcester Regional Retirement System to collect any amount so assessed to any such governmental unit.

SECTION 5. Notwithstanding chapter 70 of the General Laws or any other general or special law to the contrary, the portion of the annual debt service paid by the town of Southborough for bonds or notes issued under this act applicable to school department personnel who are members of the Worcester Regional Retirement System shall be included in the computation of net school spending for the purposes of said chapter 70 or any other law.

SECTION 6. This act shall take effect upon its passage.

FY 25 COMMITTEE APPOINTMENTS

					Vacancy		
					No Response		
					Reappointment		
					Not expiring		
					No expiration		
21 Highland Future Use Committee	**AD HOC**						***NOTES***
21 Highland Future Use Committee		VACANCY			Citizen-at-large	6/30/2024	
21 Highland Future Use Committee		Destin		Heilman	Resident living within 1/2 mile	6/30/2024	
21 Highland Future Use Committee		Frederica		Gillespie	Open Space Rep.	6/30/2024	
21 Highland Future Use Committee		Lisa		Braccio	Planning Board Rep.	6/30/2024	***PB voted 5/20***
21 Highland Future Use Committee		Kevin		Miller	Historical Comm. Rep.	6/30/2024	
21 Highland Future Use Committee		Albena		Phillipo	Resident living within 1/2 mile	6/30/2024	
21 Highland Future Use Committee		Johanna		Sheyner	Recreation Rep.	6/30/2024	
Affordable Housing Trust Fund Committee	**BYLAW**						
Affordable Housing Trust Fund Committee		William		Boland		6/30/2025	
Affordable Housing Trust Fund Committee		Marguerite		Landry		6/30/2025	
Affordable Housing Trust Fund Committee		Al		Hamilton		6/30/2025	
Affordable Housing Trust Fund Committee		Kathryn		Cook		6/30/2025	
Affordable Housing Trust Fund Committee		Andrew		Dennington		6/30/2025	
Affordable Housing Trust Fund Committee		Doriann		Jasinski		6/30/2025	
Affordable Housing Trust Fund Committee		Sam		Stivers		6/30/2025	
Cable Television Committee	**AD HOC**						
Cable Television Committee		VACANCY				6/30/2025	
Cable Television Committee		VACANCY				6/30/2026	
Cable Television Committee		Sam		Stivers		6/30/2024	
Cable Television Committee		William	B.	Warren		6/30/2024	
Cable Television Committee		Barry	J.	Rubenstein		6/30/2026	
Capital Improvement and Planning Committee	**BYLAW**						
Capital Improvement and Planning Committee		VACANCY				6/30/2024	
Capital Improvement and Planning Committee		VACANCY				6/30/2025	
Capital Improvement and Planning Committee		Steve		Holland		6/30/2024	
Capital Improvement and Planning Committee		Jason	W.	Malinowski	Chair	6/30/2026	
Capital Improvement and Planning Committee		Tony	P.	Schoener		6/30/2025	
Capital Improvement and Planning Committee		Jeffrey		Hark	Clerk	6/30/2026	
Capital Improvement and Planning Committee		Joseph	E.	Palmer		6/30/2026	
Capital Improvement and Planning Committee		Brian	P.	Ballantine	Ex-Officio	No Exp.	
Capital Improvement and Planning Committee		Mark	J.	Purple	Ex-Officio	No Exp.	
Community Preservation Committee	**BYLAW**						
Community Preservation Committee		VACANCY			Open Space Pres. Comm. Rep	6/30/2025	
Community Preservation Committee		VACANCY			Housing Authority Rep.	6/30/2023	
Community Preservation Committee		VACANCY			SHOPC Rep.	6/30/2023	
Community Preservation Committee		Lisa		Braccio	Planning Board Rep.	6/30/2024	***PB voted 5/20***
Community Preservation Committee		Kristen		LeVault	Recreation Commission Rep.	6/30/2024	

Community Preservation Committee		Benjamin	B.	Smith	Conservation Commission Rep.	6/30/2024	
Community Preservation Committee		Ellen		Marya	Citizen-at-large	6/30/2026	
Community Preservation Committee		Brett		Peters	Citizen-at-large	6/30/2026	
Community Preservation Committee		Grant		Farrington	Historical Commission Rep.	6/30/2025	
Conservation Commission							
Conservation Commission		VACANCY				6/30/2024	
Conservation Commission		VACANCY				6/30/2025	
Conservation Commission		Melinda		Upton		6/30/2024	
Conservation Commission		Kevin		Farrington		6/30/2024	
Conservation Commission		Benjamin	B.	Smith		6/30/2026	
Conservation Commission		Elizabeth		Zulick		6/30/2026	
Conservation Commission		Mark	S.	Possemato		6/30/2026	
Council on Aging	**BYLAW**						
Council on Aging		VACANCY			Alternate Member	6/30/2026	
Council on Aging		Joyce		Macknauskas		6/30/2024	
Council on Aging		Mary Ann		Anderson		6/30/2024	
Council on Aging		William	W.	Harrington		6/30/2024	
Council on Aging		Douglas	C.	Peck	Chair	6/30/2026	
Council on Aging		Jeff		Schiebe	Alternate Member	6/30/2025	
Council on Aging		Gerald		Capra		6/30/2025	
Council on Aging		Sandra	L.	Kiess		6/30/2025	
Council on Aging		Michael	L.	Backer		6/30/2025	
Council on Aging		Carol	A.	Yozzo		6/30/2025	
Council on Aging		P.	Brent	Trottier		6/30/2025	
EDC	**BYLAW**						
Economic Development Committee [EDC]		VACANCY				6/30/2024	***Rob Anderson (Chair) not renew***
Economic Development Committee [EDC]		VACANCY				6/30/2024	***Michael Moorehead not renewing***
Economic Development Committee [EDC]		Khoi		Nguyen		6/30/2025	
Economic Development Committee [EDC]		Karen		Anglim		6/30/2025	
Economic Development Committee [EDC]		Michael		Nordstrom		6/30/2025	
Golf Course Committee	**AD HOC**						
Golf Course Committee		Jennifer		Selig		6/30/2024	
Golf Course Committee		Rosemary		Fedorchak		6/30/2024	
Golf Course Committee		Kathleen		Coburn		6/30/2024	
Golf Course Committee		Ira		Schild		6/30/2024	
Golf Course Committee		Anthony	P.	Schoener		6/30/2024	
Historical Commission	**BYLAW**						
Historical Commission		Michele		Hokinson		6/30/2024	
Historical Commission		Kelly		O'Brien		6/30/2026	
Historical Commission		Grant		Farrington		6/30/2026	
Historical Commission		James		Blaschke		6/30/2025	
Historical Commission		Kevin	D.	Miller	Chair	6/30/2025	
Historical Commission		Daniel		Blanchard		6/30/2025	
Historical Commission		Anne	M.	Pfaff		6/30/2025	

Housing Authority	**MGL**						
Housing Authority		Nancy		Soter		6/30/2028	
MAPC	**MGL**						
Metropolitan Area Planning Council		VACANCY				6/30/2026	
Metropolitan Area Planning Council		Deb		DeMuria		6/30/2025	
MWRC							
MetroWest Regional Collaborative		Sam		Stivers	Selectmen Rep.	6/30/2024	
MetroWest Regional Collaborative		Meme		Lutrell	Planning Board Rep.	6/30/2024	***PB voted 5/20***
MWRTA							
MetroWest Regional Transit Authority		Sam		Stivers		6/30/2024	
MTC	**BYLAW**						
Municipal Technology Committee		Daly		Orla	Select Board Appointee	6/30/2024	
Municipal Technology Committee		Matthew	J.	Probst	Library Trustees Appointee	6/30/2024	
Municipal Technology Committee		Ukidave		Yash	School Committee Appointee	6/30/2026	
Municipal Technology Committee		Angela	K.	Varner	Select Board Appointee	6/30/2025	
Municipal Technology Committee		Joseph		Provo	School Committee Appointee	6/30/2025	
Municipal Technology Committee		Ryan		O'Leary	School District Tech. Mgr.	No Exp.	
Municipal Technology Committee		Jason		Montijo	Ex-Officio	No Exp.	
Municipal Technology Committee		Ryan		Donovan	Ex-Officio	No Exp.	
Neary School Building Committee	**AD HOC**						
Neary School Building Committee- AD HOC		Christopher		Evers	Resident	6/30/2024	
Neary School Building Committee- AD HOC		Mark		Davis	Resident	6/30/2024	
Neary School Building Committee- AD HOC		Denise		Eddy	Resident	6/30/2024	
Neary School Building Committee- AD HOC		Jason		Malinowski	Capital Planning Comm. Rep.; Chair	6/30/2024	
Neary School Building Committee- AD HOC		Andrew		Pfaff	Advisory Committee Rep.; Clerk	6/30/2024	
Neary School Building Committee- AD HOC		Kathy		Cook	Select Board Member	6/30/2024	
Neary School Building Committee- AD HOC		Roger		Challen	Southborough School Committee Rep.	6/30/2024	
Neary School Building Committee- AD HOC		Brian		Ballantine	Town Treasurer; Ex-officio	6/30/2024	
Neary School Building Committee- AD HOC		Gregory		Martineau	Superintendent of Schools; Ex-offcio	6/30/2024	
Neary School Building Committee- AD HOC		Stefanie		Reinhorn	Asst. Superintendent of Schools; Ex-officio	6/30/2024	
Neary School Building Committee- AD HOC		Keith		Lavoie	Asst. Superintendent of Schools; Ex-officio	6/30/2024	
Neary School Building Committee- AD HOC		Mark		Purple	Town Administrator; Ex-officio	6/30/2024	
Neary School Building Committee- AD HOC		Kathleen		Valenti	Neary School Principal; Ex-officio	6/30/2024	
Neary School Building Committee- AD HOC		Rebecca		Pellegrino	School Director of Finance; Ex-officio	6/30/2024	
Neary School Building Committee- AD HOC		Steven		Mucci	Woodward School Principal; Ex-officio	6/30/2024	
Open Space Preservation Commission	**BYLAW**						
Open Space Preservation Commission		VACANCY				6/30/2028	
Open Space Preservation Commission		VACANCY				6/30/2025	***Christopher Tully resigned***
Open Space Preservation Commission		Leslie		Naditch		6/30/2024	
Open Space Preservation Commission		Joan		Levenson		6/30/2027	
Open Space Preservation Commission		Frederica	J.	Gillespie		6/30/2026	
PILOT Committee	**BYLAW**						
PILOT Committee		VACANCY			Council on Aging Rep.	6/30/2024	
PILOT Committee		Tony		Schoener	CIPC Rep.	6/30/2024	

PILOT Committee		Parul		Sharma	Citizen-at-large	6/30/2024	
PILOT Committee		Patricia		Burns-Fiore	Citizen-at-large	6/30/2024	
PILOT Committee		Michele		Hokinson	Historical Comm. Rep.	6/30/2024	
PILOT Committee		Kathryn		Cook	Select Board Rep.	6/30/2024	
Recreation Commission	**BYLAW**						
Recreation Commission		Johanna		Sheyner		6/30/2024	
Recreation Commission		Jennifer	P.	Hansen		6/30/2024	
Recreation Commission		Rachael	E.	O'Day		6/30/2026	
Recreation Commission		Donald	P.	Dumont		6/30/2026	
Recreation Commission		Kristin	L.	LaVault		6/30/2025	
Southborough Cultural Arts Council	**MGL**						
Southborough Cultural Arts Council		VACANCY				1/7/2024	
Southborough Cultural Arts Council		Rajani		Kumari	`	2/27/2026	
Southborough Cultural Arts Council		Elizabeth		Kesselman		10/2/2025	
Southborough Cultural Arts Council		Jen		Hansen		10/2/2025	
Southborough Cultural Arts Council		Katlyn		Heusner		10/10/2025	
Southborough Cultural Arts Council		Catherine	M.	Weber		10/2/2025	
SEPC							
Southborough Emergency Planning Committee		VACANCY			NSTAR Liaison		
Southborough Emergency Planning Committee		VACANCY			Public Schools Rep.		
Southborough Emergency Planning Committee		VACANCY			Communications Officer		
Southborough Emergency Planning Committee		VACANCY			GIS/Engineer Rep.		
Southborough Emergency Planning Committee		VACANCY			Animal Protection Liaison		
Southborough Emergency Planning Committee		VACANCY			Transportation Coordinator		
Southborough Emergency Planning Committee		VACANCY			Media and Cable Rep		
Southborough Emergency Planning Committee		VACANCY			Coordinator		
Southborough Emergency Planning Committee		VACANCY					
Southborough Emergency Planning Committee		VACANCY			Building Commissioner		
Southborough Emergency Planning Committee		VACANCY			Harvard University Primate Research		
Southborough Emergency Planning Committee		Andrew		Puntini	Fire Chief		
Southborough Emergency Planning Committee		Bill		Cundiff	DPW Spt.		
Southborough Emergency Planning Committee		Ryan		Newell	Police Chief		
Southborough Emergency Planning Committee		Jay		Talerman	Legal Counsel		
Southborough Emergency Planning Committee		Jason		Montijo	IT		
Southborough Emergency Planning Committee		Scott	E.	Navaroli	EMS		
Southborough Emergency Planning Committee		John	P.	Tommaney	Emergency Mgmt. Consultant		
Southborough Emergency Planning Committee		Annette		Casco	Marlboro Hospital Liaison		
Southborough Emergency Planning Committee		Taylor		West	Health & Medical Rep.		
Southborough Emergency Planning Committee		Lisa	M.	Braccio	Reception Care		
Southborough Emergency Planning Committee		Dana	E.	Sgrosso	EMC Liaison		
Southborough Emergency Planning Committee		Mark	J.	Purple	Town Administrator & Public Info		
Southborough Emergency Planning Committee		Alicia	R.	Porter	Committee Scribe		
Southborough Emergency Planning Committee		Dana		Amendola	Hazardous Material		
Southborough Emergency Planning Committee		Melissa		Danza	Conservation Commission Rep.		

Southborough Emergency Planning Committee		Karina	G.	Quinn	Planning & Zoning Dept.		
Southborough Emergency Planning Committee		Pamela	M.	Lefrancois	Council on Aging Rep.		
Southborough Emergency Planning Committee		Sherri	A.	Lajeunesse	Asst. Vice Chair		
Southborough Emergency Planning Committee		Mark	A.	Spruill	Emergency Mgmt. Specialist		
Southborough Emergency Planning Committee		Sarah	A.	Cassell	Youth and Family Services		
Southborough Emergency Planning Committee		Matthew	F.	Braccio	Community Emergency Response		
Southborough Emergency Planning Committee		John	A.	Parent	Facilities		
Southborough Emergency Planning Committee		Carol		Willoughby	CERT & MRC Rep.		
Southborough Emergency Planning Committee		Robert	C.	Lagasse	Races Communication Liaison		
SHOPC	**BYLAW**						
Sboro Housing Opportunity Partnership Comm (SHOPC)		VACANCY			Citizen-at-large	6/30/2024	***John Wood not renewing***
Sboro Housing Opportunity Partnership Comm (SHOPC)		Doriann	M.	Jasinski	Citizen-at-large	6/30/2024	
Sboro Housing Opportunity Partnership Comm (SHOPC)		Jesse	T.	Stein	Planning Board Rep.	6/30/2024	***PB voted 5/20***
Sboro Housing Opportunity Partnership Comm (SHOPC)		Al		Hamilton	Select Board Rep.	6/30/2026	
Sboro Housing Opportunity Partnership Comm (SHOPC)		Douglas		Manz	Citizen-at-large	6/30/2025	
Sboro Housing Opportunity Partnership Comm (SHOPC)		Paul		Desmond	Citizen-at-large	6/30/2026	
Sboro Housing Opportunity Partnership Comm (SHOPC)		Thomas		Bhisitkul	Citizen-at-large	6/30/2025	
Southborough Public Accessibility Committee	**BYLAW**						
Southborough Public Accessibility Committee		VACANCY				6/30/2025	
Southborough Public Accessibility Committee		VACANCY			Ex-Officio; Bldg. Commissioner	No Exp.	
Southborough Public Accessibility Committee		William	B.	Warren		6/30/2024	
Southborough Public Accessibility Committee		Marguerite		Landry		6/30/2025	
Southborough Public Accessibility Committee		William	W.	Sines	Chair	6/30/2025	
Southborough Public Accessibility Committee		Mark		Purple	Ex-Officio	No Exp.	
Southborough Scholarship Advisory Committee	**AD HOC**						
Southborough Scholarship Advisory Committee		VACANCY				6/30/2026	
Southborough Scholarship Advisory Committee		VACANCY				6/30/2025	
Southborough Scholarship Advisory Committee		Maria		Romero Vagnini		6/30/2024	
Southborough Scholarship Advisory Committee		Christine		Pearson		6/30/2024	
Southborough Scholarship Advisory Committee		Stephanie		Butler		6/30/2024	
Southborough Scholarship Advisory Committee		Isabelle	Q.	Murphy		6/30/2025	
Southborough Scholarship Advisory Committee		Lisa		Braccio		6/30/2025	
Southborough Stewardship Committee							
Southborough Stewardship Committee		VACANCY			Recreation Commission Rep.	6/30/2024	
Southborough Stewardship Committee		VACANCY			Citizen-at-large	6/30/2024	
Southborough Stewardship Committee		Kevin		Farrington	Conservation Commission Rep.	6/30/2024	
Southborough Stewardship Committee		Kathryn		McKee	Citizen-at-large	6/30/2024	
Southborough Stewardship Committee		Frederica	J.	Gillespie	Open Space Pres.Comm. Rep.	6/30/2024	
Southborough Stewardship Committee		Brett		Peters	Citizen-at-large	6/30/2024	
Southborough Stewardship Committee		Joyce	M.	Greenleaf	Citizen-at-large/ Chair	6/30/2024	
Southborough Trails Committee	**BYLAW**						
Southborough Trails Committee		VACANCY				6/30/2025	***Isabella Bogdanski not renewing***
Southborough Trails Committee		Satyendra		Sharma	Clerk	6/30/2024	
Southborough Trails Committee		Thomas		Marcoulier	Vice Chair	6/30/2024	

Southboorugh Trails Committee		Kathryn		McKee	Chair	6/30/2024	
Southborough Trails Committee		William		Warren		6/30/2025	
Taxation Aid Committee	**BYLAW**						
Taxation Aid Committee		VACANCY			Citizen-at-large	6/30/2024	
Taxation Aid Committee		Maryann	S.	Anderson	Citizen-at-large	6/30/2024	
Taxation Aid Committee		Harold		Kiess	Citizen-at-large	6/30/2024	
Taxation Aid Committee		Jeffrey	W.	Klein	Board of Assessors Chair	6/30/2024	
Taxation Aid Committee		Brian	P.	Ballantine	Treasurer/Collector (ex-Officio)	6/30/2024	
Tricentennial Committee	**AD HOC**						
Tricentennial Committee		VACANCY			Resident/Veteran	6/30/2024	***Steve Valentine not renewing***
Tricentennial Committee		Andrew		Dennington	Select Board Rep.	6/30/2024	
Tricentennial Committee		James		Blaschke	Historical Commission Rep.	6/30/2024	
Tricentennial Committee		Patricia		Burns-Fiore	Citizen-at-Large	6/30/2024	
Tricentennial Committee		John		Kendall	Citizen-at-Large	6/30/2024	
Tricentennial Committee		Ginny		Martins	Citizen-at-Large	6/30/2024	
Tricentennial Committee		Donald		Morris	Citizen-at-Large	6/30/2024	
Youth Commission	**MGL**						
Youth Commission		VACANCY				6/30/2024	
Youth Commission		Susan	J.	Beyer		6/30/2024	
Youth Commission		Karen		Anglim		6/30/2025	
Youth Commission		Nancy		Sutton		6/30/2025	
Youth Commission		Laura		Chiocco		6/30/2025	
Youth Commission		Lauren	J.	Richey	Chair	6/30/2026	
Youth Commission		Sara	B.	Michas		6/30/2026	
Zoning Board of Appeals	**MGL**						
Zoning Board of Appeals		Douglas		Manz	Alternate Member	6/30/2024	
Zoning Board of Appeals		Michael		Robbins		6/30/2024	
Zoning Board of Appeals		David	C.	Williams	Chair	6/30/2027	
Zoning Board of Appeals		Doris	M.	Cahill		6/30/2027	
Zoning Board of Appeals		Jamie		Mieth		6/30/2026	
Zoning Board of Appeals		Paul	N.	Drepanos		6/30/2025	
ST. MARK'S ST. PARK WORKING GROUP NEEDS TO BE DISSOLVED							

RECEIVED
By Town Clerk/ksb at 1:16 pm, Jul 18, 2024

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Thursday, June 6, 2024, 8:00 AM
Location: Remote through Zoom
Present: Andrew Dennington, Kathryn Cook, Marguerite Landry, Sam Stivers and Al Hamilton. Town Administrator Mark Purple, Assistant Town Administrator Vanessa Hale and Bernard Lynch of Community Paradigm Associates, LLC

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Chair Kathy Cook called the meeting to order at 8:01 AM.

II. Building Commissioner – Interview and consideration of appointment

Ms. Cook introduced Mr. Lynch and Mr. Lund and reviewed the process for the interview. The Board took turns asking Mr. Lund their list of thirteen questions. Mr. Lund gave a background of his experience, why he felt Southborough is a good fit for him professionally, his process for zoning enforcement, his management style, and responded to the questions asked as included in the packet. The Board emphasized the need for someone who has strong zoning enforcement skills and the ability and willingness to collaborate with staff and other departments and committees. He assured the Board he would be able to do both. Mr. Lynch gave a summary of the references he spoke to from the communities Mr. Lund has worked with. He added he was told that Mr. Lund works very well with others, his skills are excellent, and he is fair with his enforcement. He gave an example of one resident having said he is too strict and another resident from the same town having said that he is too lenient. He explained that this showcases Mr. Lund's ability to be fair and impartial in his determinations. Ms. Cook stated that Acting Building Commissioner Gene Novack is very supportive of this appointment as is Electrical Inspector Jim Colleary.

Mr. Stivers made a motion to appoint Mr. Chris Lund as Southborough Building Commissioner contingent on successful background checks and SAP process completion. Mr. Dennington seconded. The motion passed all in favor (5-0-0) by roll call vote: Dennington, aye; Landry, aye; Stivers, aye; Hamilton, aye; Cook, aye. Mr. Lund's first day will be July 1, 2024.

III. Adjournment

Mr. Dennington moved to adjourn at 8:50 AM. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Cook, aye; Ms. Landry (5-0-0).

Upcoming Meetings

July 11, 2024 *July 12, 2024*

Respectfully submitted, Katie Barry, Business Administrator

List of Documents referred to at the June 6, 2024, SB Meeting:

- None

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By Town Clerk/ksb at 1:30 pm, Jul 18, 2024

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Tuesday, June 10, 2024 6:30 PM
Location: Public Safety Training Room, 32 Cordaville Road Southborough, MA
Present: Andrew Dennington, Kathryn Cook, Sam Stivers, and Al Hamilton.
Absent: Marguerite Landry
Others Present: Town Administrator Mark Purple and Assistant Town Administrator Vanessa Hale

I. Call Meeting to Order

Chair Kathy Cook called the meeting to order at 6:32 PM.

This was a special meeting to (1) set goals for the Town Administrator, Mark Purple, for the fiscal year beginning July 1, 2024 through June 30, 2025 and (2) set goals for the Select Board for the fiscal year beginning July 1, 2024 thru June 30, 2025. There were no other agenda items and there was no public comment. The meeting was in person only and no one else attended other than the four Select Board members, Mr. Purple and Ms. Hale.

II. Goal Setting for FY25

After discussion among the four members present, the Select Board established three sets of goals: (1) carryforward of certain goals from the prior fiscal year ending June 30, 2024; (2) establishment of new collective goals for the Select Board for the year ending June 30, 2025; and (3) establishment of individual goals for each member of the Select Board for the year ending June 30, 2025. All Select Board members that were present agreed on all goals. The official vote to approve was 4-0.

The Board agreed upon the continued goals from fiscal year 2024 as follows:

- Moving forward with RECC options
- Continuing negotiation with the Town of Hopkinton regarding the water project
- Committee simplification (reorganization of AHTFC and SHOPC)
- Review/implement the DOR financial study
- Guide and support the 21 Highland Committee.

The Board agreed to assign the fiscal year 2025 goals as follows:

- **Mr. Dennington:** replacement of the Town Center historic fence railing (finalize CPC application before 8/31 deadline)

- **Ms. Cook:**
  - Review of future plans for 2 East Main Street
  - Finalizing parking plan at the former Fayville Village Hall
  - Plans for the future use of Flagg School
- **Mr. Hamilton:**
  - Restoration of farming (including produce sales) at Chestnut Hill Far

- **Mr. Stivers:**

- Continued negotiations with National Grid
- Plans for the future use of Newton Street land
- Determine public access to Halloran property

- **Ms. Landry:**
  - Analysis of repairs/restoration to Old Burial Ground
  - Overall bylaw compliance

The Board agreed to the following administration/operational goals:

- Streamline routine Select Board decisions
- Set calendar to meet with most Boards and Committees once a year
- Plan for employee and volunteer recognition events, improve communication on Board accomplishments and future action items
- Develop a "State of the Town" address at the end of each fiscal year and include a Select Board report at Annual Town Meeting.

After discussion between the Select Board and Mr. Purple, four goals were established for Mr. Purple. The Board agreed to assign Mr. Purple the following goals for fiscal year 2025:

- The successful negotiation of the upcoming four Union contracts
- Assist the Board with the analysis of the Public Safety Staffing Study once completed and the implementation of recommendations
- Oversee the completion of the irrigation project for the Golf Course and the totality of golf course related issues (i.e. golf balls being hit onto residential property and possible damage)
- Assist with new Fire Chief onboarding

III. A motion to adjourn was made at 8:02 p.m. Motion to adjourn was approved 4-0.

Upcoming Meetings

July 16, 2024 *August 6, 2024*

Respectfully submitted,

Kathryn M. Cook, Select Board Chair

<u>List of Documents referred to at the June 10, 2024 SB Meeting:</u>

- Goals Worksheet FY25

FY24 Performance Goals / Objectives | COMMUNITY DEVELOPMENT

	Description of Goal / Objective	Desired outcome - Why	Who does what when	How it will be measured?	Planned Review Dates & Progress	Target completion date	Results Achieved Yes/No/Explanation
1	Make measurable progress on affordable housing						
2	Return Farming to Chestnut Hill (AH)						
3	No more investment in "Downtown" until we invest in neighborhoods (AH)						
4	Affordable housing production (AHTF restructuring; 40B projects permitted) (SS)						
5	EDC Coordinator position to full-time (SS)						
6	Wastewater plan for Rt 9 and downtown (SS)						
7	Continue to support tricentennial process (SS)						
8	Affordable housing: reforumulate committees, start project implementation, commit funds that town already has to viable project(s)						
9							
10							

Objectives **INFRASTRUCTURE**

	Description of Goal / Objective	Desired outcome - Why	Who does what when	How it will be measured?	Planned Review Dates & Progress	Target completion date	Results Achieved Yes/No/ Explanation
1	Make more progress on Sidewalks (AH)						
2	Resolve the status of Neary (AH)						
3	School building project (SS)						
4	Library building project (SS)						
5	Address bonding impact of major capital projects (SS)						
6	Continued road paving and sidewalk construction(SS)						
7	Complete Hopkinton IMA (SS)						
8	Town Center historic development (SS)						
9							
#							

Continued Goals from FY24:	Status	Board Liaison
RECC		
Hopkinton Water Project		
Committee simplification Reorganization of AHTFC and SHOPC		
Review/implement DOR financial study		
Kick off for 21 Highland Committee		

Topic	Board Liaison
Replacement of Town Center historic fence railing	
Finalize CPC application before 8/31 deadline	AD
Review of future plans for 2 East Main St. (Bemis Lot)	KC
Finalizing parking plan at former Fayville Village Hall	KC
Future use of Flagg School	KC
Restoration of farming at Chestnut Hill Farm	AH
Continued negotiations with National Grid	SS
Future use of (Tony Kwan/Newton St.) land	SS
Determine public access to Halloran property	SS
Analysis of repairs/restoration to Old Burial Ground	ML
Bylaw compliance	ML

Economic Development
Outreach to fill vacancies on EDC
Determine permanent staffing for EDC Coordinator (full time)
Business development

Finance
Capital borrowing plan for known projects

Community Development
Affordable housing; reformulate committees, start project implementation, commit funds that town already has to

Administration/Operations
Streamline Select Board mundane decisions
Set calendar to meet with (most) Boards and Committees once annually
Event planning for employee and volunteer recognition

Improved communication on accomplishments and future issues we're facing
Develop State of the Town pitch at end of each FY
Add SB report at ATM

viable project(s)

FY25 Performance Goals / Objectives

ADMINISTRATION/OPERATIONS

	Description of Goal / Objective	Desired outcome - Why	Who does what when	How it will be measured?	Planned Review Dates & Progress	Target completion date	Results Achieved Yes/No/Explanation
1	Followup with CPC about transparency of decision making process; transparency of accounting for monies spent, outstanding and returned; transparency of decision making about affordable housing monies being spent (or not) to get more affordable housing (ML)						
2	Increased communication from and to residents using SeeClickFix, or a comparable feedback mechanism using the Town website (ML)						
3	Increased bylaw compliance for Building, Planning, Board of Health, and other departments. This would mean a process for enforcement of bylaws in cases where Departments want to enforce, but currently it is not happening (ML)						
4	Tricentennial Committee: time to look at the projects slated for the Tricentennial and a budget (ML)						
5	Shed some of the more mundane matters that clog our agendas. Place more responsibility and authority on the TA (AH)						
6	Meet with each board and committee at least 1 time per year to harmonize priorities and						
7	Improve communications with citizens (AH)						
8	Reduce the number of committees (AH) a. Consolidate SHOPC and AHTFC b. Consolidate Stewardship and Open Space c. Consider other consolidations.						
9	Make clear policy statements about the towns priorities. Inform Staff, Boards and Committees about those priorities (AH)						
10	Committee simplification and streamlining (SS)						

11	Continue IT progress toward cloud and additional senior staff (SS)						
12	Get RECC IMA completed and implementation process started (SS)						
13	Improved communication on accomplishments and future issues we're facing						
14	Develop State of the Town pitch at end of each FY						
15	Add SB report at ATM						

FY24 Performance Goals / Objectives **Finance**

	Description of Goal / Objective	Desired outcome - Why	Who does what when	How it will be measured?	Planned Review Dates & Progress	Target completion date	Results Achieved Yes/No/Explanation
1	Resolve funding for AHTF (AH)						
2	Develop a clear borrowing plan (AH)						
3	Increase CPC surcharge to 3% (SS)						
4	Bonding plan for school project and others (SS)						
5	Grant production focus (SS)						
6	New, non-tax revenue sources (consider stormwater enterprise fund) (SS)						
7							
8							
9							
10							

FY24 Performance Goals / Objectives

HR & Organizational Development

	Description of Goal / Objective	Desired outcome - Why	Who does what when	How it will be measured?	Planned Review Dates & Progress	Target completion date	Results Achieved Yes/No/Explanation
1	Enhanced staff training (SS)						
2	Enhanced performance review and potential merit						
3							
4							
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RECEIVED
By Town Clerk/ksb at 12:16 pm, Jul 18, 2024

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Tuesday, June 18, 2024 6:30 PM
Location: McAuliffe Hearing Room, Town House, 17 Common Street, Southborough, MA
Present: Andrew Dennington, Kathryn Cook, Sam Stivers and Al Hamilton. Town Administrator Mark Purple and Assistant Town Administrator Vanessa Hale. Present via ZOOM: Marguerite Landry

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Chair Kathy Cook called the meeting to order at 6:30 PM.

II. Public Comment

Ms. Marnie Hoolahan, 26 Clifford Road and speaking on behalf of the Planning Board, informed the Board and public that the Planning Board had selected two properties for the Area #1 portion of the MBTA zoning overlay district based on results of the Mapping Session that occurred on June 3rd. She urged the public to view the Planning Board's June 17th meeting for additional information.

Ms. Lisa Braccio, 13 Oregon Road, stated that she hopes the Annual Volunteer Appreciation Breakfast would be held before the end of the fiscal year.

III. Scheduled Appointments *(Board may vote)*

a. 6:30 PM – Class II License Hearing; EJ Automotive, 179 Boston Road, Southborough

Mr. Purple read the public hearing notice into the public record. Ms. Cook opened the public hearing at 6:33 PM. Mr. Justin Pessini and Mr. Ethan Pessini appeared before the Board on the matter. Mr. Justin Pessini stated that he is moving his three businesses to one location and seeks to move the license for up to twelve cars from 145 Boston Road to 179 Boston Road. There was no comment from the public. Mr. Stivers moved to close the public hearing at 6:35 PM. Mr. Hamilton seconded the motion. The motion was approved by roll call vote: Ms. Landry, aye; Mr. Hamilton, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Cook, aye (5-0-0). Mr. Stivers moved to approve transferring the Class II License from 145 Boston Road to 179 Boston Road, subject to the approval of the Police, Fire and Building Departments and with the hours listed on the application. Mr. Hamilton seconded the motion. The motion was approved by roll call vote: Ms. Landry, aye; Mr. Hamilton, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Cook, aye (5-0-0).

Ms. Cook heard Other Matters "e" at this time. Ms. Meme Luttrell called the Planning Board meeting to order at 6:37 PM. Members indicated present by roll call: Ms. Luttrell, present; Ms. Hoolahan, present; Ms. Braccio, present; Ms. DeMuria, present, Mr. Stein, present, via ZOOM, but technical difficulties prevented him from answering present.

b. 7:00 PM – Tree Hearing

Ms. Cook heard this matter after Scheduled Appointments "c." Mr. Chris Leroy, Tree Warden Designee, appeared before the Board on the matter.

i. Scenic Road Tree Removal Application – 20 Woodbury Road [request to remove 3 trees: one Pignut Hickory (20"), one Red Oak (24"), one Easter White Pine (20")]

Ms. Luttrell read the public hearing notice into the public record. Ms. Luttrell opened the public hearing at 7:03 PM. Mr. Runfeng Chen, 20 Woodbury Road, appeared before the Board and Planning Board on the matter. Mr. Leroy reported that he found no safety or health issues with any of the trees and Mr. Cliff Templeman, the Town's arborist, had no issues with the trees. The Planning Board

discussed the trees. Ms. Luttrell clarified that, if any trees are removed, Mr. Chen would cover the cost of removal because, although the trees are in the public right of way, this is a resident request. Ms. Hoolahan moved to remove Tree #1 at 20 Woodbury Road. Mr. Stein seconded the motion. Mr. Stein amended the motion to say that the resident would be allowed to remove Tree #1 at 20 Woodbury Road. The amended motion was approved by roll call vote: Ms. Luttrell, no; Mr. Stein, yes; Ms. Hoolahan, yes; Ms. DeMuria, no; Ms. Braccio, yes (3-2-0). Ms. Hoolahan moved to retain Tree #2 and Tree #3 at 20 Woodbury Road. Mr. Stein seconded the motion. The motion was approved by roll call vote: Ms. Luttrell, yes; Mr. Stein, yes; Ms. Hoolahan, yes; Ms. DeMuria, yes; Ms. Braccio, yes (5-0-0). DPW Superintendent Cundiff requested that the property owner hire a company that has the appropriate surety to work within the public right of way, something that the Town requires of all companies hired to work in the public right of way. The Board discussed the trees at 20 Woodbury Road. Mr. Hamilton moved to authorize the resident at 20 Woodbury Road to remove Tree #1 at his own expense, subject to an acceptable surety bond by the tree company hired to work in the public right of way. Mr. Stivers seconded the motion. The motion was approved by roll call vote: Ms. Landry, aye; Mr. Dennington, aye; Mr. Stivers, no; Mr. Hamilton, aye; Ms. Cook, aye (4-1-0). Mr. Leroy asked that any removal include stump grinding. Ms. Cook amended Mr. Hamilton's motion to include the words, "complete removal of the tree, including the stump." Mr. Stivers seconded the amended motion. The motion was approved by roll call vote: Ms. Landry, aye; Mr. Hamilton, aye; Mr. Stivers, no; Mr. Dennington, aye; Ms. Cook, aye (4-1-0).

ii. Scenic Road Tree Removal Application – DPW Tree Hearing List May 2024 [26 resident/DPW requested trees located on the following streets: Flagg, Middle, Wood, Meadow, Southville, Parkerville, Walnut, Woodland, Richards, Edgewood, Stowe and Deerfoot. The trees range in size from 12" to 48" and consist of 4 Maple, 9 Ash and 13 Oak trees]

Ms. Luttrell read the public hearing notice into the public record. Ms. Hoolahan asked to hold Tree #2, #21, #22, #24, #25 and #26. Ms. DeMuria asked to hold Tree #2, #5, #6, #18, #19, #21, #22, #24, #25 and #26. Ms. Braccio, Ms. Luttrell and Mr. Stein had no additional holds. Ms. Hoolahan moved to accept Trees #3 and #4 on the June 18, 2024 Tree Hearing List (28 Flagg Road and 70 Deerfoot Road) for trim. Mr. Stein seconded the motion. The motion was unanimously approved by roll call vote: Ms. Luttrell, yes; Mr. Stein, yes; Ms. Hoolahan, yes; Ms. DeMuria, yes; Ms. Braccio, yes (5-0-0). Mr. Hamilton moved that the Board approve the trees approved for trimming by the Planning Board. Ms. Cook amended the motion to include "Trees #3 and #4 from the spreadsheet." Mr. Stivers seconded the amended motion. The amended motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Landry, aye; Ms. Cook, aye (5-0-0). Mr. Stein moved that the Planning Board approve the removal of the following trees on the 2024 Tree Hearing List: #7, #8, #9, #10, #11, #12, #13, #14, #15, #17, and #23. Ms. Hoolahan seconded the motion. The motion was unanimously approved by roll call vote: Ms. Luttrell, yes; Mr. Stein, yes; Ms. Hoolahan, yes; Ms. DeMuria, yes; Ms. Braccio, yes (5-0-0). Ms. Cook moved that the Board approve the removal of the following trees on the 2024 Tree Hearing List: #7, #8, #9, #10, #11, #12, #13, #14, #15, #17, and #23. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Landry, aye; Ms. Cook, aye (5-0-0). The Planning Board discussed Trees #5 and #6. Mr. Stein moved that the Planning Board authorize the trimming of Tree #6 and the removal of Tree #5 at 103 Middle Road. Ms. Hoolahan seconded the motion. The motion was approved by roll call vote: Ms. Luttrell, yes; Mr. Stein, yes; Ms. Hoolahan, yes; Ms. DeMuria, no; Ms. Braccio, yes (4-1-0). Mr. Stivers moved that the Board authorize the trimming of Tree #6 and the removal of Tree #5 at 103 Middle Road. Mr. Hamilton seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Landry, aye; Ms. Cook, aye (5-0-0). The Planning Board discussed Trees #18 and #19. Mr. Stein moved that the Planning Board authorize the removal of

Trees #18 and #19 at 202 Parkerville Road. Ms. Hoolahan seconded the motion. The motion was unanimously approved by roll call vote: Ms. Luttrell, yes; Mr. Stein, yes; Ms. Hoolahan, yes; Ms. DeMuria, yes; Ms. Braccio, yes (5-0-0). Ms. Cook moved that the Board authorize the removal of Trees #18 and #19 at 202 Parkerville Road. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Landry, aye; Ms. Cook, aye (5-0-0). Mr. Stein moved that the Planning Board hold action on Tree #2 until the next tree hearing, as the posting sign blew off. Ms. Hoolahan seconded the motion. The motion was unanimously approved by roll call vote: Ms. Luttrell, yes; Mr. Stein, yes; Ms. Hoolahan, yes; Ms. DeMuria, yes; Ms. Braccio, yes (5-0-0). Ms. Cook moved that the Board hold action on Tree #2 until the next tree hearing, as the posting sign blew off. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Landry, aye; Ms. Cook, aye (5-0-0). The Planning Board discussed Tree #21. Mr. Stein moved that the Planning Board authorize the trimming of Tree #21 over wires. Ms. Hoolahan seconded the motion. The motion was unanimously approved by roll call vote: Ms. Luttrell, yes; Mr. Stein, yes; Ms. Hoolahan, yes; Ms. DeMuria, yes; Ms. Braccio, yes (5-0-0). Ms. Cook moved that the Board authorize the trimming of Tree #21 over wires. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Landry, aye; Ms. Cook, aye (5-0-0). The Planning Board discussed Trees #22 and #24. Mr. Stein moved that the Planning Board authorize the trimming of Tree #24 and the removal of Tree #22 at 16 Deerfoot Road. Ms. Hoolahan seconded the motion. The motion was unanimously approved by roll call vote: Ms. Luttrell, yes; Mr. Stein, yes; Ms. Hoolahan, yes; Ms. DeMuria, yes; Ms. Braccio, yes (5-0-0). Ms. Cook moved that the Board authorize the trimming of Tree #24 and the removal of #22 at 16 Deerfoot Road. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Landry, aye; Ms. Cook, aye (5-0-0). The Planning Board discussed Tree #25 and #26. Mr. Stein moved that the Planning Board authorize the removal of Trees #25 and #26 at 2 Stow Road. Ms. Hoolahan seconded the motion. Ms. DeMuria asked that the motion specify the left portion of Tree #26. The amended motion was unanimously approved by roll call vote: Ms. Luttrell, yes; Mr. Stein, yes; Ms. Hoolahan, yes; Ms. DeMuria, yes; Ms. Braccio, yes (5-0-0). Ms. Cook moved that the Board authorize the removal of Tree #25 and the left portion of Tree #26. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Landry, aye; Ms. Cook, aye (5-0-0). Mr. Leroy informed the Planning Board, the Board and the public that National Grid is executing their Hazardous Tree Mitigation Plan and that people may notice red and blue tape around trees related to this plan. He stated any trees affected by the plan would follow the Town tree policy process. Ms. Braccio thanked Mr. Grant Farrington for his commitment to trees in Southborough. Mr. Stein moved to close the public tree hearing at 8:06 PM. Ms. Hoolahan seconded the motion. The motion was unanimously approved by roll call vote: Ms. Luttrell, yes; Mr. Stein, yes; Ms. Hoolahan, yes; Ms. DeMuria, yes; Ms. Braccio, yes (5-0-0). Ms. Cook moved to close the public tree hearing at 8:07 PM. Mr. Stivers seconded the motion. The motion was approved by roll call vote: Mr. Hamilton, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Landry, aye; Ms. Cook, aye (5-0-0).

c. Appoint Recreation Director

Ms. Cook heard this matter after Other Matters "e." Ms. Jennifer Hansen, chair of the Recreation Commission introduced Mr. Travis Farley as the candidate for Recreation Director. Mr. Dennington moved to appoint Travis Farley as Recreation Director. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Ms. Landry, aye; Mr. Hamilton, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Cook, aye (5-0-0).

d. Interview/appoint Sara Warden to Open Space Preservation Commission, term to expire 6/30/2028

This matter was heard after Scheduled Appointments "e.ii." Ms. Gillespie introduced Sara Warden to the Board. The Board interviewed Ms. Warden. The Board discussed the length of Ms. Warden's appointment. Mr. Dennington reiterated his concern regarding the Commission's making recommendations during the permitting process for native species on private property. Ms. Warden stated that, in general, she is someone who likes to educate and offer potential solutions. Ms. Cook moved to appoint Sara Warden to the Open Space Preservation Commission, term to expire June 30, 2028. Mr. Hamilton seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Landry, aye; Ms. Cook, aye (5-0-0). Ms. Gillespie invited the public to the Garden Tour this Sunday, June 23rd at 11:30 AM at the Library and then to the Beals Preserve at 1:00 PM for a program on preserving biodiversity. Ms. Luttrell, in her capacity as Planning Board chair, stated that, as an elected board, the Planning Board solicits the opinions of relevant boards/committees as part of the permitting process. Ms. Hoolahan, in her capacity as a Planning Board member, stated that the Planning Board is an elected board, and she is concerned about the Board's view on the permitting process. Ms. Braccio, in her capacity as a Planning Board member, clarified that the opinions submitted by the Open Space Preservation Commission and the Stewardship Committee regarding 120 Turnpike Road were relevant to the 6.2 acre land donation and, at no time, did they discuss a lack of support for affordable housing.

Ms. Cook moved to Scheduled Appointments "e.iii" at this time.

e. FY25Committee reappointments and/or reorganization

i. Stewardship Committee

Please see below.

ii. Open Space Preservation Commission

Ms. Joyce Greenleaf, chair of the Stewardship Committee, appeared before the Board on the matter. Also present were the following committee members: Kevin Farrington, Freddie Gillespie, Kathryn McKee and Brett Peters. Ms. Freddie Gillespie, chair of the Open Space Preservation Commission, appeared before the Board on the matter. Also present were committee members Joan Levenson and Leslie Naditch. Ms. Cook explained that the reason these two committees are on the Board's agenda is that the Board would like to hear opinions as to whether or not the committees should be merged. The Board shared their views on the matter. Ms. Gillespie stated that the Commission's charge is to preserve open space and that this can be accomplished by purchasing land and can also be accomplished by advocating for ecological landscape management. She stated that Town Counsel had opined in March of 2004 that the Commission can be a part of the subdivision review process. She stated that in 1990, Town Meeting created a policy regarding open space and she suggested that if the Board is not in agreement, the matter should be addressed at Town Meeting. She stated that the charge of the Commission and the Stewardship Committee are very different and that the Commission had voted to remain separate. She also stated that she believes the term of 5 years is appropriate, as time is required to become a proficient Commission member. Ms. Greenleaf stated that the Stewardship Committee had voted not to merge with the Open Space Preservation Commission. She stated that the sole charge of Stewardship is to manage Breakneck Conservation Area and that she believes its five members work efficiently to do so. She highlighted successes achieved by Stewardship. She stated that she would like to reduce the number of committee members from seven to five. Mr. Dennington moved to appoint Kevin Farrington, Freddie Gillespie, Joyce Greenleaf, Kathryn McKee and Brett Peters to the Stewardship Committee, each for a one-year term expiring June 30, 2025. Ms. Cook seconded the motion. The motion was approved by roll call vote: Mr. Hamilton, abstain; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Landry, abstain; Ms. Cook, aye (3-0-2). Ms. Cook moved to appoint Leslie Naditch to the Open Space Preservation Commission, term to expire June 30, 2029. Mr. Stivers seconded the motion. Mr. Dennington stated he is supportive of the workshops and education done by the Commission but has concern surrounding its review of subdivision plans and native species on private property. Ms. Naditch stated she would

follow the guidelines of the Commission. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Landry, aye; Ms. Cook, aye (5-0-0). Ms. Cook moved to Scheduled Appointments "d" at this time.

iii. Southborough Housing Opportunity Partnership Committee (SHOPC)

Ms. Doriann Jasinski appeared before the Board on the matter. Ms. Cook stated that SHOPC was held as part of a discussion about combining SHOPC and the Affordable Housing Trust Fund Committee (AHTFC) to advance the Board's goal to create more affordable housing in Southborough. Ms. Cook stated that a working group intends to have a new structure for consideration at Fall Town Meeting. Ms. Braccio advocated for the reappointment of Ms. Jasinski and Mr. Jesse Stein to SHOPC while the new structure is being developed. Mr. Grant Farrington, 56 Flagg Road, stated that even if the article to restructure the two committees is brought forward for Fall Town Meeting, passage is not guaranteed. Ms. Cook moved to reappoint Doriann Jasinski to SHOPC for a term to expire June 30, 2027. Mr. Hamilton seconded the motion. The motion was defeated by roll call vote: Mr. Hamilton, no; Mr. Stivers, no; Mr. Dennington, no; Ms. Cook, aye; Ms. Landry, aye (2-3-0). Ms. Cook moved to reappoint Jesse Stein as the Planning Board representative to SHOPC, term to expire June 30, 2027. Mr. Dennington seconded the motion. The motion was approved by roll call vote: Mr. Hamilton, aye; Mr. Stivers, no; Mr. Dennington, aye; Ms. Cook, aye; Ms. Landry, aye (4-1-0).

iv. Community Preservation Committee

Mr. Ben Smith, chair of the Community Preservation Committee (CPC), Ms. Lisa Braccio, Planning Board representative to the CPC and Ms. Kristin LaVault, Recreation Commission representative to the CPC, appeared before the Board on the matter. Ms. Cook stated that under discussion is the reappointment of Mr. Smith, Ms. Braccio and Ms. LaVault. Mr. Dennington reiterated the Board's commitment to building affordable housing in Southborough. Mr. Smith stated that the CPC met recently and agreed that advancing an article for Fall Town Meeting to move funds from the CPC Community Housing category was not reasonable at this time, as a new committee structure has not yet been formed and there is no specific project. Mr. Smith stated that Ms. LaVault's performance as a committee member has been exemplary and he noted that she is passionate in her positions. Additionally, he stated losing Ms. LaVault would jeopardize the CPC's ability to form a quorum. He stated he values her as a committee member and does not want to lose her. Ms. Cook stated that she feels Ms. LaVault is not supportive of the Board and is, at times, oppositional. The Board shared their views on the matter. Mr. Stivers stated that he is concerned about how to make CPC Community Housing funds available for use in a timely manner. Mr. Smith stated that he believes there is a way to make Community Housing funds available and structure an application to expedite a specific opportunity that may become available. He stated it is important not to circumvent the public process and he believes there is a compromise solution. Mr. Hamilton expressed concern about CPC projects that have not been closed out and stated this is not effective financial management of CPC funds. Mr. Smith stated that he would be working with Ms. Gillespie over the summer to have project closeouts and the return of funds for the CPC to vote on in September. Mr. Hamilton stated that the AHTF was created to expedite the process of promoting affordable housing. Ms. LaVault expressed her thoughts about the concerns of the Board. She stated that last fall, she observed some behaviors by the Board that were concerning relative to the 21 Highland Street matter. Ms. Braccio commented that Ms. LaVault is entitled to free speech in a public forum and she suggested the Board create a policy for volunteers. Ms. Cook moved to reappoint Ben Smith and Lisa Braccio to the CPC, term to expire June 30, 2027. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Landry, aye; Ms. Cook, aye (5-0-0). Ms. Cook moved to reappoint Kristin LaVault to the CPC, term to expire on June 30, 2027. Mr. Hamilton seconded the motion. The motion failed by roll call vote: Mr. Hamilton, no; Mr. Stivers, no; Mr. Dennington, no; Ms. Cook, no; Ms. Landry, no; (0-5-0).

The Board recessed at 10:01 PM and resumed meeting at 10:06 PM.

V. Reports

a. Chair's Report

i. Neary Building Committee update

Ms. Cook reported that the Neary School Building Committee (NSBC) is meeting regularly to consider three options. She invited the public to view all information on NSBC's website and also invited the public to attend the informational forum scheduled for Tuesday, June 25th.

Ms. Cook invited the public to the Historical Commission's celebration of the installation of signs marking the Southborough Center Historic District on Thursday, June 27th at 7 PM at the Community Center.

b. Members' Reports

i. Chestnut Hill Trustees Meeting

Mr. Hamilton reported that he met with the Trustees of Chestnut Hill Farm and discussed the return of farming to the site. The Trustees stated that a potential barrier to becoming an agricultural site is that they've experienced difficulty obtaining liquor licenses for events at the Farm. Mr. Hamilton discussed the matter with Town Counsel and learned that the Town could issue one-day licenses. He also stated that the Conservation Restriction (CR) indicates that 51% of the goods sold at the Farm must be produced at the Farm and that Town Counsel informed him there was flexibility on enforcement. Mr. Hamilton will follow up with the Conservation Commission on the matter.

c. Town Administrator's Report

i. Animal Control contract renewal

Mr. Purple reported that, with regard to one-day liquor licenses, payment is required at the time of application. Mr. Purple reported that the Town has renewed its animal control contract for FY26 with Boardman's Animal Control.

Mr. Purple reported that DPW Superintendent Cundiff and Rep. Kate Donaghue have been in communication with CSX regarding repair of the crossing. He reported that reconstruction would take place on the Central Street crossing over a three-day period this August and Mr. Purple thanked Superintendent Cundiff and Rep. Donaghue for their assistance with this matter.

VI. Consent Agenda

a. Approve Open Session Meeting Minutes: June 4, 2024

Mr. Stivers requested to hold Consent Agenda item "a." Mr. Stivers had scrivener's changes to the minutes. Ms. Cook moved to approve the June 4, 2024 minutes, as amended. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Cook, aye; Ms. Landry, aye (5-0-0).

b. Accept $1,000 donation from L'Abri Fellowship

Mr. Stivers requested to hold Consent Agenda item "b." Mr. Stivers acknowledged L'Abri Fellowship for their generous donation. Ms. Cook moved to accept the $1,000 donation from L'Abri Fellowship. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Cook, aye; Ms. Landry, aye (5-0-0).

c. Accept donation of $52,036 from NECC

Ms. Cook requested to hold Consent Agenda Item "c." She stated she would provide a full PILOT report at the Board's July meeting. She also stated this is the second of two payments made each year by NECC as part of a previous real estate transaction. Ms. Cook moved to accept the donation from NECC. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Cook, aye; Ms. Landry, aye (5-0-0).

d. Accept donation of $320 to the Ambulance Fund

e. Approve Town Clerk request for historical document scanning and restoration with ARPA funds
f. Approve Special Municipal Employees (SMEs)
g. Appoint Michael Sheff to Council on Aging, term to expire 6/30/2026
h. Amend committee charge for Tricentennial Committee

Ms. Cook stated this matter would not be voted on this evening.

i. Amend votes for FY25 Board and Committee reappointments (term expirations)

Ms. Cook moved to approve Consent Agenda items "d", "e", "f", "g" and "i." Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Cook, aye; Ms. Landry, aye (5-0-0).

VII. Other Matters *(Board may vote)*

a. Approve FY25 Transfer Station fees and regulations

Ms. Cook stated that the Board would discuss the Transfer Station fees and address the Transfer Station regulations at a later date. DPW Superintendent Cundiff appeared before the Board on the matter. The Board discussed the options presented by Superintendent Cundiff. Ms. Cook moved to approve the Transfer Station sticker fees through the end of FY25, presented by Superintendent Cundiff as follows: Non seniors: $285, 2nd sticker: $25; Seniors: $40, 2nd sticker: $10. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Cook, aye; Ms. Landry, aye (5-0-0).

b. Approve FY25 Water fees (exclusive of current water rates)

Superintendent Cundiff presented the proposed water fees, as described in his memo dated June 13, 2024 to the Board. He stated that water fees in surrounding communities were surveyed and he commented that this proposal is lower than some other communities. Mr. Stivers moved to approve the fees for FY25, as stated in tonight's packet. Mr. Dennington seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Cook, aye; Ms. Landry, aye (5-0-0).

c. Approve revisions to Water Department rules and regulations

Superintendent Cundiff stated that the rules and regulations need revision, as he believes they have not been addressed since 1987. However, he stated that he would like to address the issue of work on private property immediately. He stated that industry standards are that towns are responsible for the water lines up to the curb stop and that property owners are responsible from the curb stop valve to the meter, adding that the Town does not construct the lines past the curb stop. The Board discussed the suggested change. The Board agreed they are supportive of the change but agreed that the public must be informed prior to any change.

d. Authorization for DPW to plant trees on 84 Main Street property

Ms. Cook stated that this matter would be addressed at a future meeting.

e. Review of MTC Town Meeting survey; set Special Town Meeting date; draft warrant placeholders

Ms. Cook shared the Municipal Technology Committee (MTC) Town Meeting survey results regarding meeting time and asked the Planning Board to weigh in, as the MBTA bylaw will be a warrant article at the Fall Town Meeting. The Planning Board discussed logistics relative to the MBTA bylaw and Ms. Luttrell stated that the September 30/October 1 dates would work best. The Board agreed with the September 30/October 1 dates. Mr. Dennington moved that the Fall 2024 Town Meeting be held on Monday, September 30th at 6 PM and continue to Tuesday, October 1st, if needed. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Ms. Landry, aye; Mr. Hamilton, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Cook, aye (5-0-0). Ms. Cook stated that Town Moderator Cimino approves of the date, as well. Ms. Cook reviewed the other survey results and also shared the following potential draft warrants for Fall Town Meeting: MBTA Zoning Article; implementation of the Public Safety Staffing Study; feedback from a potential Regional Emergency Communications Center (RECC); funding for the Atwood lead cleanup; additional funding for the

Breakneck Hill cleanup; increase in the Community Preservation Act (CPA) surcharge from 1% to 3%; restructuring the Affordable Housing Trust Fund Committee (AHTFC) and SHOPC; Salary Administration Plan (SAP) Personnel bylaw amendments; changing the date of Annual Town Meeting; moving funds from the CPC's Community Housing category to the restructured AHTFC/SHOPC; creation of a Storm Water Enterprise Fund; reduce the PILOT and Scholarship Committees from seven to five members; and dissolve the Solid Waste Disposal Committee and the Consumer Advisory Commission.

f. Review of Select Board June 10, 2024 Goal-setting meeting

Ms. Cook reviewed the list of goals set at the June 10th Board meeting for each Board member, the Board as a whole and Mr. Purple. She stated she would attach the list to the June 18th minutes.

VIII. Public Comment

There was no public comment.

IX. Adjournment

Mr. Dennington moved to adjourn at 10:39 PM. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Cook, aye; Ms. Landry (5-0-0).

Upcoming Meetings	
July 16, 2024	*August 6, 2024*

Respectfully submitted,

Bridgid Rubin, Recording Secretary

List of Documents referred to at the June 18, 2024 SB Meeting:

- Public hearing notice for EJ Automotive License transfer, dated June 4, 2024
- Email communication from Melanie Otsuka, dated June 14,2024, RE: Class II License Application for EJ Automotive
- Class II Auto Dealer Application for EJ Automotive, with attachments
- Email communication from Colleen Stansfield, dated May 29, 2024, RE: Application for Scenic Road Tree Removal - 20 Woodbury Road, with attachments
- Email communication from Chris Leroy, dated June 4, 2024, RE: Tree Warden Designee Update
- Email communication from Chris Leroy, dated June 7, 2024, RE: 6/18 tree hearing update
- Email communication from Colleen Stansfield, dated June 4, 2024, RE: Applications for Scenic Road Tree Removal – DPW 2024 Tree Hearing Tree Removal List, with attachments
- Email communication from Mark Purple and Vanessa Hale, dated June 12, 2024, RE: Recommendations for Recreation Director Appointment, with attachments
- Email communication from Frederica Gillespie, dated June 13, 2024, RE: OSPC New Member Appointment
- Board and Committee Volunteer Form for Sara Warden
- Committee member list for Southborough Stewardship Committee, Open Space Preservation Commission, SHOPC and Community Preservation Committee
- Open Session Meeting Minutes for June 4, 2024
- Letter from Michaela Fiore-Keyes, dated May 26, 2024, RE: Donation
- Letter from Michael Downey, dated May 29, 2024, RE: Donation

- Letter from Paul Fillebrown, dated May 2, 2024, RE: Donation
- Letter from Town Clerk James Hegarty, dated June 12, 2024, RE: ARPA Funds
- Memorandum from Mark Purple, dated June 13, 2024, RE: Annual consideration Special Municipal Employees (SME) classification
- Email communication from Douglas Peck, dated June 11, 2024, RE: New COA Board member
- Board and Committee Volunteer form for Michael Sheff
- Memorandum from Melanie Otsuka, dated June 14, 2024, RE: Revised Term Expiration
- Memorandum from William Cundiff, dated May 31, 2024, RE: Transfer Station Fees and Regulations, with attachments
- Memorandum from William Cundiff, dated June 13, 2024, RE: Water Service Fees
- Memorandum from William Cundiff, dated June 13, 2024, RE: Water Regulation Revision-Work on Private Property, with attachment
- Memorandum from Mark Purple, dated June 13, 2024, RE: Placeholders for Special Town Meeting warrant
- Memorandum from William Cundiff, dated May 9, 2024, RE: Planting of trees at 84 Main Street, with attachment
- Letter from James Hegarty, dated February 9, 2024, RE: Special Municipal Employee Designations

Town of Southborough, MA
Meeting of the Select Board
June 18, 2024 6:30 PM
McAuliffe Hearing Room
Town House, 17 Common Street, Southborough, MA

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://ma-southborough.civicplus.com/674/Virtual-Meetings

I. Call Meeting to Order

II. Public Comment

III. Scheduled Appointments *(Board may vote)*
- a. 6:30 PM - Class II License Hearing; EJ Automotive, 179 Boston Road, Southborough
- b. 7:00 PM - Tree Hearing
  - i. Scenic Road Tree Removal Application - 20 Woodbury Road [request to remove 3 trees: one Pignut Hickory (20"), one Red Oak (24"), one Eastern White Pine (20")]
  - ii. Scenic Road Tree Removal Application - DPW Tree Hearing List May 2024 [26 resident/DPW requested trees located on the following streets: Flagg, Middle, Wood, Meadow, Southville, Parkerville, Walnut, Woodland, Richards, Edgewood, Stowe and Deerfoot. The trees range in size from 12" to 48" and consist of 4 maple, 9 ash, and 13 oak trees]
- c. Appoint Recreation Director
- d. Interview/appoint Sara Warden to Open Space Preservation Commission, term to expire 6/30/2028
- e. FY25 Committee reappointments and/or reorganization
  - i. Stewardship Committee
  - ii. Open Space Preservation Commission
  - iii. Southborough Housing Opportunity Partnership Committee (SHOPC)
  - iv. Community Preservation Commission

IV. Reports
- a. Chair's Report
  - i. Neary School update
- b. Members' Reports
  - i. Chestnut Hills Trustees meeting
- c. Town Administrator Report
  - i. Animal Control contract renewal

V. Consent Agenda
- a. Approve Open Session Meeting Minutes: June 4, 2024; June 10, 2024
- b. Accept $1,000 donation from L'Abri Fellowship
- c. Accept donation of $52,036 from NECC
- d. Accept donation of $320 to the Ambulance Fund
- e. Approve Town Clerk request for historical document scanning and restoration with ARPA funds
- f. Approve Special Municipal Employees (SMEs)
- g. Appoint Michael Sheff to Council on Aging, term to expire 6/30/2026
- h. Amend committee charge for Tricentennial Committee
- i. Amend votes for FY25 Board and Committee reappointments (term expirations)

VI. Other Matters *(Board may vote)*
- a. Approval of new Verizon contract
- b. Approve FY25 Transfer Station fees and regulations
- c. Approve FY25 Water fees (exclusive of current water rates)
- d. Approve revisions to Water Department rules & regulations
- e. Review of MTC Town Meeting survey; set Special Town Meeting date; draft warrant placeholders
- f. Review American Tower contract for public safety communications
- g. Review of Select Board June 10, 2024 Goal-setting meeting
- h. Authorization for DPW to plant trees on 84 Main Street property

VII. Public Comment

VIII. Adjournment

Kathryn M. Cook, Chair

UPCOMING MEETINGS

July 16, 2024 *August 6, 2024*

Legal Notice of
PUBLIC HEARING
Town of Southborough

The Southborough Select Board shall hold a public hearing on Tuesday, June 18, 2024, at 6:30 p.m. in the McAuliffe Hearing Room, 17 Common Street, Southborough, to consider an application from EJ Automotive, LLC for a Class II Used Car Dealer's license, to be located at 179 Boston Road in Southborough. The public hearing may be viewed, or listened to, by the public through a link located at:
https://ma-southborough.civicplus.com/674/Virtual-Meetings

All interested parties are encouraged to view and/or participate.

Southborough Select Board June 4, 2024

MEMORANDUM

DATE: June 14, 2024

TO: Select Board

FROM: Melanie Otsuka, Executive Assistant

SUBJECT: Class II License Application; EJ Automotive

EJ Automotive currently holds a Class II Auto Dealer license in Southborough, located at 145 Boston Road; they are looking to relocate to 179 Boston Road and expand their auto sales.

As of the date of memo, three departments are pending their approval of this location. If the Board grants this license, it should be contingent on those Departments' approval.

Town of Southborough Select Board

17 Common Street, Southborough, MA 01772 508-485-0710

Class I, II, III Auto Dealer Application
$100 Fee

License Type: CLASS II

(PROOF OF $25,000 BOND IS REQUIRED for all Class II licenses)

New Application ☑ **Transfer:** ☐ **From:** _____ **Other:** _____

Name of Applicant: Justin Pessini

Address of Applicant: 11 Grove St Marlboro MA 01752

Business Name: ES Automotive LLC

Business Address: 179 Boston Road Southboro

Mailing Address: 179 Boston Road Southboro

Contact Email Address: Pessinijustin@gmail.com Phone: 508-308-4663

Property Owner (attach proof of lease): JSL Realty LLC

Are you engaged principally in the business of buying, selling, or exchanging motor vehicles? Y ☑ N ☐

Is your principal business the sale of new motor vehicles? Y ☐ N ☑

Is your principal business the buying and selling of second-hand motor vehicles? Y ☑ N ☐

Is your principal business that of a motor vehicle junk dealer? Y ☐ N ☑

Give a complete description of the premises (lot and building size, number of cars/parking spaces)

Lot 2Acres Building Size 7500 will be using 1/2Acre For used cars and Repairs and 2500 Square Foot four Garage 40 Parking Spaces For Garage

(Attach site plans and parking plans)

Are you a recognized agent of a motor vehicle manufacturer? Y ☐ N ☑

If so, state the name of manufacturer _____

Do you have a signed contract as required by Section 58, Class I? Y ☑ N ☐

Have you ever applied and/or received a license to deal in second-hand motor vehicles or parts? Y ☑ N ☐

If so, in what city/town Southboro MA

Has any license issued to you in Massachusetts or any other state to deal in motor vehicles or parts ever been suspended or revoked (MCL Ch. 140)? Y ☐ N ☑

PLEASE READ AND SIGN BELOW

Pursuant to Massachusetts General Laws Chapter 62C §49A I certify, under the penalties of perjury, that to the best of my knowledge and belief, have filed all State and local tax returns and paid all State and local taxes under the law.

92-3116648

Federal Identification #

OR

_____

Social Security #

Justin Pessini

Please PRINT name of Individual or Corporate Officer

_____

Signature of Individual or Corporate Officer

HOURS OF OPERATION

Business Name EJ AUTOMOTIVE LLC

DBA

Address 179 BOSTON ROAD

Manager JUSTIN PESSINI

License Type 2

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
OPEN	closed	8	8	8	8	8	8
CLOSE	closed	5:30	5:30	5:30	5:30	5:30	5:30

Please complete and return to Select Board's office with license application.

The Commonwealth of Massachusetts
Department of Industrial Accidents
1 Congress Street, Suite 100
Boston, MA 02114-2017
www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Businesses.
TO BE FILED WITH THE PERMITTING AUTHORITY.

Applicant Information **Please Print Legibly**

Business/Organization Name: ES Automotive LLC

Address: 179 Boston Road

City/State/Zip: Southbridge MA 01752 Phone #: 508-308-4663

Are you an employer? Check the appropriate box:

1. ☑ I am a employer with 4 employees (full and/ or part-time).*
2. ☐ I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
3. ☐ We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]**
4. ☐ We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

Business Type (required):

5. ☐ Retail
6. ☐ Restaurant/Bar/Eating Establishment
7. ☑ Office and/or Sales (incl. real estate, auto, etc.)
8. ☐ Non-profit
9. ☐ Entertainment
10. ☐ Manufacturing
11. ☐ Health Care
12. ☐ Other _____

*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.
**If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.

Insurance Company Name: The Hartford

Insurer's Address: 3600 Wiseman Blvd

City/State/Zip: San Antonio TX 78251

Policy # or Self-ins. Lic. # 76WEGAX50GZ Expiration Date: 4/20/25

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to $1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to $250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.

Signature: _____ Date: 5/15/24

Phone #: 508-308-4663

Official use only. Do not write in this area, to be completed by city or town official.

City or Town: _____ **Permit/License #** _____

Issuing Authority (circle one):
1. Board of Health 2. Building Department 3. City/Town Clerk 4. Licensing Board 5. Selectmen's Office
6. Other _____

Contact Person: _____ **Phone #:** _____

TOWN OF SOUTHBOROUGH

PLANNING BOARD
TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710, ext. 3028 · FAX (508) 983-7752 · kquinn@southboroughma.com

MEMORANDUM

TO: Chris Leroy, Tree Warden Designee (Email)
Mark Purple, Town Administrator/Melanie Otsuka, Executive Assistant (Email)
William Cundiff, DPW Superintendent (Email),
Ryan Newell, Chief of Police (Email)
Melissa Danza, Conservation Agent (Email)
Jim Hegarty, Town Clerk (Half-size hardcopy)

FROM: Colleen Stansfield, Business Admin

CC: Meme Luttrell, Planning Board Chair & Planning Board Members

DATE: May 29, 2024

Subject: **Application for Scenic Road Tree Removal – 20 Woodbury Rd.**

Attached is the application for a Scenic Road Tree Hearing that will be held jointly with the Select Board. The consolidated Public Hearing has been scheduled for **June 18, 2024, at 7:00 PM**, at the Select Board's meeting. The applicant seeks to remove 3 trees at 20 Woodbury Rd. Please forward any comments you may have prior to the scheduled public hearing. You may contact me at ext. 3027 if you have any questions.

Thank you.

RECEIVED
SOUTHBOROUGH TOWN CLERK
2024 MAY -9 P 3:30
JFH

TOWN OF SOUTHBOROUGH
Planning Board
Application for a
Scenic Road Stonewall or Tree Removal

In accordance with Massachusetts General Laws Chapter 40, §15C permit from the Planning Board of the Southborough Zoning Code.

Name of Applicant(s): Runfeng Chen

Address of Applicant(s): 20 Woodbury Rd. Southborough, MA 01772

Telephone No: 646-707-7485 Cell No: 646-707-7485

Email Address: runfeng.chen86@gmail.com

Location of Stonewall/Tree to be Removed See Attached

Describe the reasons a Stonewall/Tree should be removed and benefit to the Town Safety Concerns

Zoning District: Residence B

Plan Prepared by: Runfeng Chen

Address: 20 Woodbury Rd. Southborough, MA 01772

Telephone No" Cell No: 646-707-7485

Email Address: runfeng.chen86@gmail.com

Date of Plan: April 16, 2024

Submittal Requirements

- 10 copies of the plan indicating the Stonewall/Tree to be removed
- An application fee (See Fee Schedule). Should the Planning Board require the plan be reviewed by the Town's consulting engineer, the applicant will be required to pay this cost.

This application is submitted on April 16, 2024

Signature:

Title: 20 Woodbury Rd Property Owner

Any material (in addition to that included with the Application Form) that will be referred to by the Applicant (or the Applicant's representatives) at any public hearing or public meeting must be submitted to the Planning Department at least 7 days prior to such hearing or meeting to ensure adequate and proper review by the Board and accessibility to the public. Any material submitted later than this deadline may, at the Board's discretion, constitute a constructive request by the Applicant for a continuation of the hearing if in the opinion of the Board, the Board, Town staff, or the public have not had adequate time to appropriately consider such material. ***Applicants should note that this additional material includes amended plans renderings, visual displays, models, etc., that may have been prepared after the Application Form was filed and are expected to be used by the Applicant during a public hearing presentation.***

RECEIVED
APR 26 2024
Southborough
Planning Department

TOWN OF SOUTHBOROUGH
Planning Board
Application for a
Scenic Road Stonewall or Tree Removal

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Email Address: runfeng.chen86@gmail.com

Date of Plan: April 16, 2024

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Signature: [signature]

Title: 20 Woodbury Rd Property Owner

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RECEIVED
APR 26 2024
Southborough
Planning Department

Accepted September 21, 2015

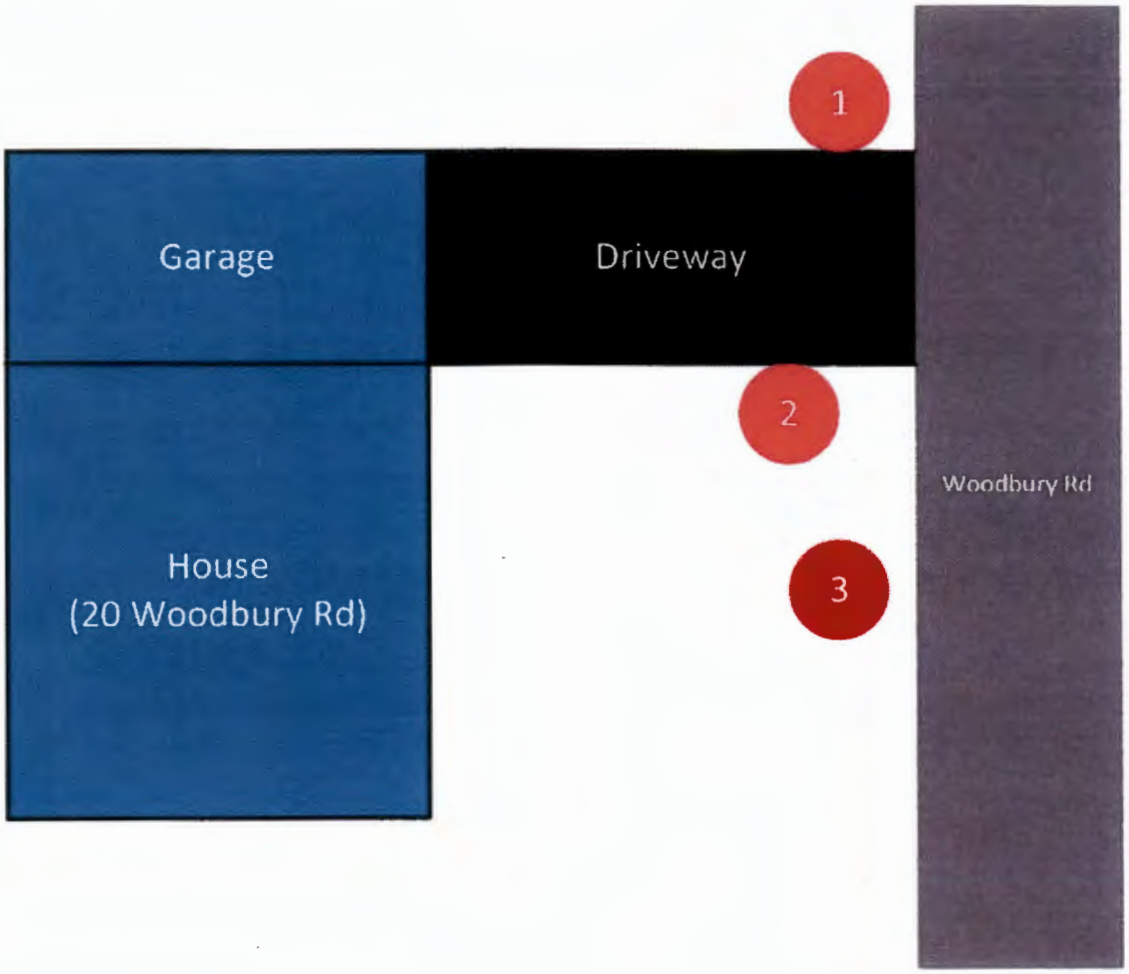
Hello Southborough Tree Warden and Planning Board,

I'm planning to hire a tree removal company to remove three trees near my property located at 20 Woodbury Rd (See below for details). These trees are too close to the power lines and my property which can be safety concerns.

I'm sending this letter along with my application and details of trees for review and approval. The existing stonewall will not be impacted if these trees are approved to remove.I look forward to hearing from you.

Sincerely,
Runfeng Chen (20 Woodbury Rd property owner)
Cell: 646-707-7485
Email: runfeng.chen86@gmail.com

Property and Tree Locations:



Trees and explanations:

#1 Pignut Hickory (20" DBH): right front corner driveway & road, too close to my driveway and power lines, vehicles could slip and hit this tree accidentally on snow days

#2 Eastern White Pine (20" DBH); left-side of driveway, too close to my house and the power liens with the height over 100 feet, could fall on my property or the road

#3 Red Oak (24" DBH); center front yard along road, trunk showing stress fractures that could fall on my property and the road

Photos:




#3

From: Chris Leroy
To: Mark Purple; Karina G. Quinn
Cc: William Cundiff
Subject: Tree Warden Designee Update
Date: Tuesday, June 04, 2024 8:36:00 AM

Good Morning,

While posting the trees for the upcoming hearing, several items came to my attention that I would like to point out prior to 6/18:

- TID 16, 127 Southville Road, fell on 12/11/23
- TID 20, 60 Richards Road, exit of Finn School, determined it was on school property and removed January 2024
- TID 24, 16 Deerfoot Road, is an Elm not a Maple, the post on tree is updated to elm.

Tammi is making the necessary updates on the website this morning.

Apologies for my errors/failure to notice these items during the process.

Thank You,

Christopher Leroy
Operation's Supervisor – Tree Warden Designee
Town of Southborough, Public Works
147 Cordaville Rd
Southborough, MA 01772
(508) 485-1210

From: Chris Leroy
To: Mark Purple; Karina G. Quinn
Cc: William Cundiff; Tammi Rice; Colleen Stansfield
Subject: 6/18 Tree Hearing Update
Date: Friday, June 07, 2024 1:01:38 PM

Good Afternoon,
It has come to my attention that TID #1, 2 Wood Street was removed sometime after I posted it on Monday 6/3 and today, obviously without permission.
This tree, (which was dead), will be updated on the hearing list, online, by Tammi immediately.

I'm currently trying to figure out what happened with the help of the resident, who emailed about the tree originally. When there is any information I will pass along.

Thank You,

Christopher Leroy
Operation's Supervisor – Tree Warden Designee
Town of Southborough, Public Works
147 Cordaville Rd
Southborough, MA 01772
(508) 485-1210

TOWN OF SOUTHBOROUGH

PLANNING BOARD
TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710, ext. 3028 · FAX (508) 983-7752 · kquinn@southboroughma.com

MEMORANDUM

TO: Chris Leroy, Tree Warden Designee (Email)
Mark Purple, Town Administrator/Melanie Otsuka, Executive Assistant (Email)
William Cundiff, DPW Superintendent (Email),
Ryan Newell, Chief of Police (Email)
Melissa Danza, Conservation Agent (Email)
Jim Hegarty, Town Clerk (Half-size hardcopy)

FROM: Colleen Stansfield, Business Admin

CC: Meme Luttrell, Planning Board Chair & Planning Board Members

DATE: June 4, 2024

Subject: **Application for Scenic Road Tree Removal –DPW 2024 Tree Hearing List**

Attached is the application for a Scenic Road Tree Hearing that will be held jointly with the Select Board. The consolidated Public Hearing has been scheduled for **June 18, 2024, at 7:00 PM**, at the Select Board's meeting. The DPW application is for resident and DPW requests. Please forward any comments you may have prior to the scheduled public hearing. You may contact me at ext. 3027 if you have any questions.

Thank you.

TOWN OF SOUTHBOROUGH
Planning Board
Application for a
Scenic Road Stonewall or Tree Removal

In accordance with Massachusetts General Laws Chapter 40, §15C permit from the Planning Board of the Southborough Zoning Code.

Name of Applicant(s): DPW

Address of Applicant(s): 147 cordaville Rd southborough

Telephone No: 508 485 1210 Cell No:

Email Address: clero@southboroughma.com

Location of Stonewall/Tree to be Removed see attached list

Describe the reasons a Stonewall/Tree should be removed and benefit to the Town resident + DPW requests for trees that are dead, dying, safety issues or questionable health

Zoning District: Res A

Plan Prepared by: Christopher Leroy

Address: 147 Cordaville Rd

Telephone No" 508 485 1210 Cell No:

Email Address: cleroy@southboroughma.com

Date of Plan: 5/14/2024

Submittal Requirements

- 10 copies of the plan indicating the Stonewall/Tree to be removed
- An application fee (See Fee Schedule). Should the Planning Board require the plan be reviewed by the Town's consulting engineer, the applicant will be required to pay this cost.

This application is submitted on

Signature: Christopher Leroy

Title: Tree warden Designee - operation's supervisor

Any material (in addition to that included with the Application Form) that will be referred to by the Applicant (or the Applicant's representatives) at any public hearing or public meeting must be submitted to the Planning Department at least 7 days prior to such hearing or meeting to ensure adequate and proper review by the Board and accessibility to the public. Any material submitted later than this deadline may, at the Board's discretion, constitute a constructive request by the Applicant for a continuation of the hearing if, in the opinion of the Board, the Board, Town staff, or the public have not had adequate time to appropriately consider such material. ***Applicants should note that this additional material includes amended plans, renderings, visual displays, models, etc., that may have been prepared after the Application Form was filed and are expected to be used by the Applicant during a public hearing presentation.***

RECEIVED
MAY 17 2024
Southborough
Planning Department

Accepted September 21, 2015

JUNE 18, 2024 TREE HEARING LIST

6/7/2024

TID	Tree Location	Remarks	Type	Size	Est. Height	Recommendation: Tree Warden Designee	Recommendation: Arborist
~~1~~	~~2 Wood St~~	~~Oak is dead, covered in vines~~	~~Oak~~	~~32"~~		~~Remove~~	~~Remove~~
2	10 Meadow	Maple has split cavity	Maple	44"		Remove	Remove
3	28 Flagg - east side of rd to left of driver feedback sign	Oak dropping wood in road, trim and watch	Oak	48"		Trim	Trim
4	70 Deerfoot across from pole #41	Oak dropping wood in road, trim and watch	Oak	20"		Trim	Trim
5	103 Middle #1 near pole #36-84	Dead ash tree hanging over the road	Ash	28"		Remove	Remove
6	103 Middle #2 right of fire hydrant/across from Stub Toe, across from pole #36	Poor health, leaning over road	Ash	14"		Remove	Remove
7	Middle @ 54, along reservoir near pole #26	Dead oak double stem over road and wires	Double Oak	40"		Remove	Remove
8	Middle Rd westside just south of causeway, near pole 25-26	Dead oak	Oak	30"		Remove	Remove
9	Middle Rd near pole #26	Dead oak with fungus and has a heavy lean	Oak	36"		Remove	Remove
10	117 Southville southside of mailbox, across from pole 35	Dead oak that is breaking apart	Oak	30"		Remove	Remove
11	Across from 121 Southville to left of mail box, across from pole #33/34	Dead oak that is breaking apart	Oak	12"		Remove	Remove
12	Across from 123 Southville, across from pole #32/33	Dead ash tree that are breaking apart	Ash	20"		Remove	Remove
13	Across from 123 Southville, across from pole #32/33	Dead ash tree that are breaking apart	Ash	28"		Remove	Remove
14	Across from 123 Southville, across from pole #32/33	Dead ash tree that are breaking apart	Ash	20"		Remove	Remove
15	Southville across from handtub bldge across from pole #31	Dead ash that is breaking apart	Ash	20"		Remove	Remove
~~16~~	~~127 Southville westside corner of house~~	~~Dead oak that resident is concerned about~~	~~Oak~~	~~20"~~		~~Remove~~	~~Remove~~
17	16 Walnut Dr	Dead oak with no foliage and dropping limbs	Oak	48"		Remove	Remove
18	202 Parkerville #1	Tree is dying and loosing limbs	Ash	24"		Remove	Remove
19	202 Parkerville #2	Tree is dying and loosing limbs	Ash	30"		Remove	Remove
~~20~~	~~60 Richards Rd close to main exit for school, along sidewalk~~	~~Dead tree, no foliage, dropping limbs over sidewalk, school and road~~	~~Ash~~	~~24"~~		~~Remove~~	~~Remove~~
21	Near 140 Woodland, over wires	Tree sitting on wires (primary) has significant burning. Nat'l Grid has concerns about safety ove wires and road	Oak	20"		Trim burned limb	N/A-Poss Trim
22	16 Deerfoot Tree #1	Tree dying and dropping limbs	~~Maple~~ Elm	24"		Remove	Remove
23	16 Deerfoot Tree #2	Partially dead tree and is dropping limbs	Maple	24"		Remove	Remove
24	16 Deerfoot Tree #3	Partially dead tree and is dropping limbs	Maple	36"		Remove	Remove
25	Across from 2 Stowe Rd	Damaged roots, smothered w/vine and leaning	Oak	36"		Remove	Remove
26	61 Edgewood	Cavity rot	Oak	28"		Remove	Remove

TOWN OF SOUTHBOROUGH

DEPARTMENT OF PUBLIC WORKS

147 CORDAVILLE ROAD · SOUTHBOROUGH, MASSACHUSETTS 01772-1802 · (508) 485-1210 · FAX (508) 983-7754

Chris Leroy, Tree Warden
cleroy@southboroughma.com

PUBLIC SHADE TREE REMOVAL FORM

Resident Requesting: Egmon Partos

Phone: _____ Email: _____

Tree Location: #2 Wood ST

Closest Utility Pole #: HLRUGS Pole2 X Photo(s) Taken

Tree Species: OAK Tree Diameter: 32"

Reason for removal request/project description: (attach additional plans or description if needed)

Dead - vine covered - close to house

Tree Warden's Signature: [signature] Date of Action: 10/11/23



2 Wood St

DEPARTMENT OF PUBLIC WORKS

147 CORDAVILLE ROAD – SOUTHBOROUGH, MASSACHUSETTS 01772-1802 – (508) 485-1210 – FAX (508) 983-7754

Chris Leroy, Tree Warden
cleroy@southboroughma.com

PUBLIC SHADE TREE REMOVAL FORM

Resident Requesting: Cindy Hill

Phone: _____ Email: _____

Tree Location: 10 Meadow Ln

Closest Utility Pole #: 4 Across ☒ Photo(s) Taken

Tree Species: Maple Tree Diameter: 44"

Reason for removal request/project description: (attach additional plans or description if needed)

Resident concerned @ tree health/safety

Tree Warden's Signature: _____ Date of Action: 12/11/23



10 Meadow Ln

TOWN OF SOUTHBOROUGH

DEPARTMENT OF PUBLIC WORKS

147 CORDAVILLE ROAD - SOUTHBOROUGH, MASSACHUSETTS 01772-1802 - (508) 485-1210 - FAX (508) 983-7754

Chris Leroy, Tree Warden
cleroy@southboroughma.com

PUBLIC SHADE TREE REMOVAL FORM

Resident Requesting: Kristin Aker

Phone: _____ Email: _____

Tree Location: #28 Flagg Rd behind driver Feedback sign
EAST side of Rd Left of driver sign

Closest Utility Pole #: # 21 ☒ Photo(s) Taken

Tree Species: OAK Tree Diameter: 48" OAK

Reason for removal request/project description: (attach additional plans or description if needed)

Dropping limbs · concerned @ safety
Foliage present. trim?

Tree Warden's Signature: _____ Date of Action: 10/11/23







28 Flagg Rd

TOWN OF SOUTHBOROUGH

DEPARTMENT OF PUBLIC WORKS

147 CORDAVILLE ROAD – SOUTHBOROUGH, MASSACHUSETTS 01772-1802 – (508) 485-1210 – FAX (508) 983-7754

Chris Leroy, Tree Warden
cleroy@southboroughma.com

PUBLIC SHADE TREE REMOVAL FORM

Resident Requesting: Kent Arnold

Phone: _____ Email: _____

Tree Location: 70 DEERFOOT Rd

Closest Utility Pole #: #41 ACROSS ☒ Photo(s) Taken

Tree Species: OAK Tree Diameter: 20"

Reason for removal request/project description: (attach additional plans or description if needed)

Dead
Dropping limbs in Rd

Tree Warden's Signature: _____ Date of Action: 10/11/23





70 Deerfoot Rd

TOWN OF SOUTHBOROUGH

DEPARTMENT OF PUBLIC WORKS

147 CORDAVILLE ROAD – SOUTHBOROUGH, MASSACHUSETTS 01772-1802 – (508) 485-1210 – FAX (508) 983-7754

Chris Leroy, Tree Warden
cleroy@southboroughma.com

PUBLIC SHADE TREE REMOVAL FORM

Resident Requesting: CHAD STEVENS

Phone: [redacted] Email: _____

Tree Location: #103 Middle Rd TREE#1

_____

Closest Utility Pole #: 36-84 ☒ Photo(s) Taken

Tree Species: ASH Tree Diameter: 28"

Reason for removal request/project description: (attach additional plans or description if needed)

Dead

OVER Rd

Tree Warden's Signature: _____ Date of Action: 10/4/23



103 Middle Rd Tree #1

TOWN OF SOUTHBOROUGH

DEPARTMENT OF PUBLIC WORKS

147 CORDAVILLE ROAD – SOUTHBOROUGH, MASSACHUSETTS 01772-1802 – (508) 485-1210 – FAX (508) 983-7754

Chris Leroy, Tree Warden
cleroy@southboroughma.com

PUBLIC SHADE TREE REMOVAL FORM

Resident Requesting: CHAD STEVENS

Phone: _____ Email: _____

Tree Location: #103 Middle Rd TREE #2.
Rt Right of Fire Hydrant / across stub Toe Ln

Closest Utility Pole #: 36 ACROSS ☒ Photo(s) Taken

Tree Species: ASH Tree Diameter: 14"

Reason for removal request/project description: (attach additional plans or description if needed)

resident concerned @ tree health

Tree Warden's Signature: _____ Date of Action: 10/4/23



103 Middle Rd Tree #2

TOWN OF SOUTHBOROUGH

DEPARTMENT OF PUBLIC WORKS

147 CORDAVILLE ROAD - SOUTHBOROUGH, MASSACHUSETTS 01772-1802 - (508) 485-1210 - FAX (508) 983-7754

Chris Leroy, Tree Warden
cleroy@southboroughma.com

PUBLIC SHADE TREE REMOVAL FORM

Resident Requesting: DPW

Phone: _____ Email: _____

Tree Location: Middle Rd @ 54
Along Reservoir

Closest Utility Pole #: 26 ☒ Photo(s) Taken #6

Tree Species: OAK (Double) Tree Diameter: 40"

Reason for removal request/project description: (attach additional plans or description if needed)

dead OAK double stem over Rd + wires

Tree Warden's Signature: CL Date of Action: 10-11-23



Middle Rd @ 54, Pole 26

TOWN OF SOUTHBOROUGH

DEPARTMENT OF PUBLIC WORKS

147 CORDAVILLE ROAD – SOUTHBOROUGH, MASSACHUSETTS 01772-1802 – (508) 485-1210 – FAX (508) 983-7754

Chris Leroy, Tree Warden
cleroy@southboroughma.com

PUBLIC SHADE TREE REMOVAL FORM

Resident Requesting: DPW

Phone: _____ Email: _____

Tree Location: Middle Rd West Side Just South of Causeway

Closest Utility Pole #: 25 26 ☒ Photo(s) Taken #7

Tree Species: OAK Tree Diameter: 30"

Reason for removal request/project description (attach additional plans or description if needed)

Dead

Tree Warden's Signature: _____ Date of Action: 10/11/23



Middle Rd westside just south of causeway, pole 25-26

TOWN OF SOUTHBOROUGH

DEPARTMENT OF PUBLIC WORKS

147 CORDAVILLE ROAD – SOUTHBOROUGH, MASSACHUSETTS 01772-1802 – (508) 485-1210 – FAX (508) 983-7754

Chris Leroy, Tree Warden
cleroy@southboroughma.com

PUBLIC SHADE TREE REMOVAL FORM

Resident Requesting: DPW

Phone: _____ Email: _____

Tree Location: Middle Rd - heavy lean

Closest Utility Pole #: 26 ☒ Photo(s) Taken TREE

Tree Species: OAK Tree Diameter: 36"

Reason for removal request/project description: (attach additional plans or description if needed)

Dead oak - Fungus - heavy lean

Tree Warden's Signature: _____ Date of Action: 10/11/23







Middle Rd, pole 26

TOWN OF SOUTHBOROUGH

DEPARTMENT OF PUBLIC WORKS

147 CORDAVILLE ROAD – SOUTHBOROUGH, MASSACHUSETTS 01772-1892 – (508) 485-1210 – FAX (508) 983-7754

Chris Leroy, Tree Warden
cleroy@southboroughma.com

PUBLIC SHADE TREE REMOVAL FORM

Resident Requesting: DPW

Phone: _____ Email cleroy@southboroughma.com

Tree Location: Southville Rd (2) (South side behind guardrail) @ 117

Closest Utility Pole #: Across 35 ☒ Photo(s) Taken SC 2

Tree Species: OAK Tree Diameter: 30"

Reason for removal request/project description: (attach additional plans or description if needed)

Dead - leaning into

Tree Warden's Signature: _____ Date of Action: 10/12/21



117 Southville #2 southside of mailbox

TOWN OF SOUTHBOROUGH

DEPARTMENT OF PUBLIC WORKS

147 CORDAVILLE ROAD – SOUTHBOROUGH, MASSACHUSETTS 01772-1802 – (508) 485-1210 – FAX (508) 983-7754

Chris Leroy, Tree Warden
cleroy@southboroughma.com

PUBLIC SHADE TREE REMOVAL FORM

Resident Requesting: SPW

Phone: _____ Email: cleroy@southboroughma.com

Tree Location: left of Mailbox #121

Closest Utility Pole #: 33/34 ☒ Photo(s) Taken SR3

Tree Species: OAK Tree Diameter: 12"

Reason for removal request/project description: (attach additional plans or description if needed)

Dead - breaking apart

Tree Warden's Signature: [signature] Date of Action: 10/12/21



121 Southville Rd

TOWN OF SOUTHBOROUGH

DEPARTMENT OF PUBLIC WORKS

147 CORDAVILLE ROAD – SOUTHBOROUGH, MASSACHUSETTS 01772-1802 – (508) 485-1210 – FAX (508) 983-7754

Chris Leroy, Tree Warden
cleroy@southboroughma.com

PUBLIC SHADE TREE REMOVAL FORM

Resident Requesting: DPW

Phone: _____ Email: _____

Tree Location: ACROSS FROM # 123

Closest Utility Pole #: 32/33 ☒ Photo(s) Taken · SR 4

Tree Species: (3) ASH Tree Diameter: 20" 28" 20"

Reason for removal request/project description: (attach additional plans or description if needed)

DEAD - CALLING DPW

Tree Warden's Signature: _____ Date of Action: 10/11/23







Across from 123 Southville Rd

TOWN OF SOUTHBOROUGH

DEPARTMENT OF PUBLIC WORKS

147 CORDAVILLE ROAD SOUTHBOROUGH, MASSACHUSETTS 01772-1802 – (508) 485-1210 – FAX (508) 983-7754

Chris Leroy, Tree Warden
cleroy@southboroughma.com

PUBLIC SHADE TREE REMOVAL FORM

Resident Requesting: DPW

Phone: _____ Email: _____

Tree Location: Southville Rd
Across From Hand-tub bld

Closest Utility Pole #: P31 Across ☒ Photo(s) Taken SE5

Tree Species: ASH Tree Diameter: 20"

Reason for removal request/project description: (attach additional plans or description if needed)

Dead - falling apart

Tree Warden's Signature: [signature] Date of Action: 10/11/23



Southville Rd across from hand-tub building

TOWN OF SOUTHBOROUGH

DEPARTMENT OF PUBLIC WORKS

147 CORDAVILLE ROAD – SOUTHBOROUGH, MASSACHUSETTS 01772-1802 – (508) 485-1210 – FAX (508) 983-7754

Chris Leroy, Tree Warden
cleroy@southboroughma.com

PUBLIC SHADE TREE REMOVAL FORM

Resident Requesting: Dan Dykas

Phone: _____ Email: _____

Tree Location: 127 southville
West side corner of house

Closest Utility Pole #: _____ ☒ Photo(s) Taken

Tree Species: OAK Tree Diameter: 20"

Reason for removal request/project description: (attach additional plans or description if needed)

dead - resident concerned

Tree Warden's Signature: _____ Date of Action: 10/11/23



127 Southville Rd

TOWN OF SOUTHBOROUGH

DEPARTMENT OF PUBLIC WORKS

147 CORDAVILLE ROAD – SOUTHBOROUGH, MASSACHUSETTS 01772-1802 – (508) 485-1210 – FAX (508) 983-7754

Chris Leroy, Tree Warden
cleroy@southboroughma.com

PUBLIC SHADE TREE REMOVAL FORM

Resident Requesting: GABE ANdrade

Phone: _____ Email: _____

Tree Location: #16 WALNUT DR

Closest Utility Pole #: 8 ☒ Photo(s) Taken

Tree Species: OAK Tree Diameter: 48"

Reason for removal request/project description: (attach additional plans or description if needed)

TREE DEAD - NO Foliage - dropping limbs

Tree Warden's Signature: _____ Date of Action: 6/4/23





16 Walnut Dr

TOWN OF SOUTHBOROUGH

DEPARTMENT OF PUBLIC WORKS

147 CORDAVILLE ROAD – SOUTHBOROUGH, MASSACHUSETTS 01772-1802 – (508) 485-1210 – FAX (508) 983-7754

Chris Leroy, Tree Warden
cleroy@southboroughma.com

PUBLIC SHADE TREE REMOVAL FORM

Resident Requesting: SPASARO

Phone: _____ Email: _____

Tree Location: #202 Parkerville TREE #1

Closest Utility Pole #: 31-1 X Photo(s) Taken

Tree Species: ASH Tree Diameter: 24"

Reason for removal request/project description: (attach additional plans or description if needed)

Dying - loosing limbs

Tree Warden's Signature: _____ Date of Action: 10/18/23





202 Parkerville #1

TOWN OF SOUTHBOROUGH

DEPARTMENT OF PUBLIC WORKS

147 CORDAVILLE ROAD - SOUTHBOROUGH, MASSACHUSETTS 01772-1802 – (508) 485-1210 – FAX (508) 983-7154

Chris Leroy, Tree Warden
cleroy@southboroughma.com

PUBLIC SHADE TREE REMOVAL FORM

Resident Requesting: SPASARO

Phone: _____ Email: _____

Tree Location: #202 Parkerville Rd TREE #2

Closest Utility Pole #: 31-1 ☒ Photo(s) Taken

Tree Species: ASH Tree Diameter: 30"

Reason for removal request/project description: (attach additional plans or description if needed)

Dying - loosing limbs

Tree Warden's Signature: _____ Date of Action: 10/18/23





202 Parkerville #2

TOWN OF SOUTHBOROUGH

DEPARTMENT OF PUBLIC WORKS

147 CORDAVILLE ROAD - SOUTHBOROUGH, MASSACHUSETTS 01772-1802 - (508) 485-1210 - FAX (508) 983-7754

Chris Leroy, Tree Warden
cleroy@southboroughma.com

PUBLIC SHADE TREE REMOVAL FORM

Resident Requesting: DPW

Phone: _____ Email: _____

Tree Location: #60 RICHARDS Rd
Close to main exit for school, along sidewalk

Closest Utility Pole #: P26 [X] Photo(s) Taken

Tree Species: ASH Tree Diameter: 24"

Reason for removal request/project description: (attach additional plans or description if needed)

ASH TREE DEAD, NO Foliage, dropping limbs over sidewalk, school and road.

Tree Warden's Signature: _____ Date of Action: 10/20/23



60 Richards Rd

TOWN OF SOUTHBOROUGH

DEPARTMENT OF PUBLIC WORKS

147 CORDAVILLE ROAD – SOUTHBOROUGH, MASSACHUSETTS 01772-1802 – (508) 485-1210 – FAX (508) 983-7754

Chris Leroy, Tree Warden
cleroy@southboroughma.com

PUBLIC SHADE TREE REMOVAL FORM

Resident Requesting: DPW - National Grid

Phone: _____ Email: _____

Tree Location: Near #140 Woodland Rd, over wires

Closest Utility Pole #: 57-58 X Photo(s) Taken

Tree Species: OAK Tree Diameter: 20"

Reason for removal request/project description: (attach additional plans or description if needed)

TREE was sitting on wires (primary) and has significant burning. Heavy, leaning overhang National Grid has concerns about safety over wires and road.

Tree Warden's Signature: _____ Date of Action: 10/20/23





140 Woodland Rd

TOWN OF SOUTHBOROUGH

DEPARTMENT OF PUBLIC WORKS

147 CORDAVILLE ROAD – SOUTHBOROUGH, MASSACHUSETTS 01772-1882 – (508) 485-1210 – FAX (508) 983-7754

Chris Leroy, Tree Warden
cleroy@southboroughma.com

PUBLIC SHADE TREE REMOVAL FORM

Resident Requesting: Bill Picardi

Phone: _____ Email: _____

Tree Location: #16 Deerfoot Rd TREE # 1

Closest Utility Pole #: # 11 ☒ Photo(s) Taken

Tree Species: MAPLE Tree Diameter: 24"

Reason for removal request/project description: (attach additional plans or description if needed)

dying dropping limbs

Tree Warden's Signature: _____ Date of Action: 10/26/23



16 Deerfoot Rd Tree #1

TOWN OF SOUTHBOROUGH

DEPARTMENT OF PUBLIC WORKS

147 CORDAVILLE ROAD - SOUTHBOROUGH, MASSACHUSETTS 01772-1802 - (508) 485-1210 - FAX (508) 983-7554

Chris Leroy, Tree Warden
cleroy@southboroughma.com

PUBLIC SHADE TREE REMOVAL FORM

Resident Requesting: Bill Picardi

Phone: _____ Email: _____

Tree Location: 16 Deerfoot Rd TREE # 2

Closest Utility Pole #: # 11 ☒ Photo(s) Taken

Tree Species: MAPLE Tree Diameter: 24"

Reason for removal request/project description: (attach additional plans or description if needed)

Partially dead
dropping limbs

Tree Warden's Signature: _____ Date of Action: 10/26/23



16 Deerfoot Rd Tree #2

TOWN OF SOUTHBOROUGH

DEPARTMENT OF PUBLIC WORKS

147 CORDAVILLE ROAD – SOUTHBOROUGH, MASSACHUSETTS 01772-1802 – (508) 485-1210 – FAX (508) 983-7754

Chris Leroy, Tree Warden
cleroy@southboroughma.com

PUBLIC SHADE TREE REMOVAL FORM

Resident Requesting: Bill Picardi

Phone: _____ Email: _____

Tree Location: #16 Deerfoot rd #3

Closest Utility Pole #: 11 ☒ Photo(s) Taken

Tree Species: Maple Tree Diameter: 36"

Reason for removal request/project description: (attach additional plans or description if needed)

dying loosing Foliage
crown die-back

Tree Warden's Signature: _____ Date of Action: 10/30/23



16 Deerfoot Rd Tree #3

TOWN OF SOUTHBOROUGH

DEPARTMENT OF PUBLIC WORKS

147 CORDAVILLE ROAD – SOUTHBOROUGH, MASSACHUSETTS 01772-1802 – (508) 485-1210 – FAX (508) 983-7754

Chris Leroy, Tree Warden
cleroy@southboroughma.com

PUBLIC SHADE TREE REMOVAL FORM

Resident Requesting: Cathy McNally

Phone: _____ Email: _____

Tree Location: 160 Sears Rd (house address)
tree is across from #2 Stowe Rd

Closest Utility Pole #: P8 + P9 ☒ Photo(s) Taken

Tree Species: OAK Tree Diameter: 36"

Reason for removal request/project description: (attach additional plans or description if needed)
Hit w/ snow plow, damaged root system
smothered in ivy

Tree Warden's Signature: _____ Date of Action: 4/24



Across from 2 Stowe Rd

TOWN OF SOUTHBOROUGH

DEPARTMENT OF PUBLIC WORKS

147 CORDAVILLE ROAD – SOUTHBOROUGH, MASSACHUSETTS 01772-1802 – (508) 485-1210 – FAX (508) 983-7754

Chris Leroy, Tree Warden
cleroy@southboroughma.com

PUBLIC SHADE TREE REMOVAL FORM

Resident Requesting: Jack Nemensky

Phone: _____ Email: _____

Tree Location: 61 Edgewood Rd

(4) trees concerned about, but only moving forward w/ one removal at this time

Closest Utility Pole #: — ☒ Photo(s) Taken

Tree Species: OAK Tree Diameter: 28"

Reason for removal request/project description: (attach additional plans or description if needed)

OAK has basel cavity rot

Other trees around this one, deadwood and make safe, remove some of ~~large~~ deadwood

Tree Warden's Signature: _____ Date of Action: _____







61 Edgewood

TOWN OF SOUTHBOROUGH

OFFICE OF THE SELECT BOARD
TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 · FAX (508) 983-7752 · selectboard@southboroughma.com

TO: Select Board
FROM: Mark Purple, Town Administrator
Vanessa Hale, Assistant Town Administrator
RE: Recommendation for Recreation Director appointment
DATE: June 12, 2024

It is with pleasure that I recommend Mr. Travis Farley be appointed as Recreation Director.

When we received news of the resignation of Tim Davis, we immediately started recruiting for this position knowing that the busy Summer season was nearly upon us. The part-time Administrative Assistant position was also vacant, and the Program Coordinator had only been in the position for a few months. It was a challenging time of transition for the department.

Jen Hansen, Chair, Don Dumont, Vice-Chair, and Sarah Cassell, Youth and Family Services Director assisted Ms. Hale with the first-round interviews. The panel interviewed 4 of the 30 applicants and all agreed that two finalists be sent on to the second round. This phase of the recruitment included an interview with me, as well as Brian Ballantine, Finance Director. Additionally, Chris Leroy, DPW Operations Supervisor conducted a tour of the ground and facilities with each. The remaining members of the Commission were afforded opportunities to meet the semifinalists. Ms. Hansen discussed both finalists with me and we agreed that Mr. Farley be recommended to the Select Board for appointment.

Mr. Farley is currently serving as the Deputy Director of Community Services for Recreation and Parks in the Town of Natick. He has extensive experience in management of the operating and revolving budget, programming for all ages [including summer camps], is responsible for coordinating the department's capital and community preservation related projects, extensive special events and has oversight of 20 playgrounds and 29 athletic fields. Prior to that Mr. Farley was the Superintendent of Recreation in Norwood and brings tremendous experience from his tenure there. We believe he is quite qualified to succeed Tim Davis and will quickly maximize the community impact of the Recreation Department.

Mr. Farley is available to commence employment in early July as soon as the Personnel Board can meet to approve his compensation package, pending the appointment of the Select Board.

April 22, 2024

Travis Farley

[redacted]

To whom it may concern,

I am writing to express my interest in the Recreation Director position for the Town of Southborough. I feel my experience in the recreation field would make me a very strong candidate for this particular position.

I am currently employed as the Deputy Director of Community Services – Recreation & Parks for the Town of Natick where I manage a full-time staff of 7, manage our operating budget as well as our revolving fund budget, manage all aspects of capital, and sit on our Rink Advisory Committee. Previously, I served as the Superintendent for the Recreation Department for the Town of Norwood and the Assistant Superintendent for the Recreation and Parks Department for the Town of Marblehead. Some of the duties I performed at these two communities included: managing recreational programs & special events, managed department marketing (including social media), managing part time & seasonal staff, and project management.

I have been involved in sports and recreation my entire life and I believe that my experiences in this field make me uniquely qualified for this position. I believe that my qualities as a leader would make me a great fit for the Recreation Department for the Town of Southborough. I take pride in my performance as a professional and put great trust in the value of being reliable, dependable and committed to overcoming any challenges that I take on. Thank you for your time and consideration.

Sincerely,

Travis Farley

Travis Farley

Travis Conner Farley

[redacted]

EDUCATION:

Massachusetts Municipal Association/ Suffolk University
Certificate in Local Government and Leadership Management, [redacted]

Springfield College, Springfield, MA
Master of Science in Sport Management, [redacted]

Plymouth State University, Plymouth, NH
Bachelor of Science in Interdisciplinary Studies, [redacted]

PROFESSIONAL EXPERIENCE:

Town of Natick, Natick, MA, Community Services Department

Deputy Director of Community Services for Recreation & Parks (2022- 24)

- Manage a department operating budget of $675,0000
- Manage department revolving funds
- Assure effective use of budget funds, personnel, materials, facilities, and time
- Supervise and manage seven full-time staff members
- Coordinate capital projects for department
- Manage 20,000 square foot community center
- Plan, coordinate, and manage special events such as Natick Days, Holiday Lighting, and Pumpkin Smash
- Coordinate all Community Preservation Projects submitted by Recreation Department
- Responsible for twenty playgrounds throughout town
- Manage schedule for 29 athletic fields
- Secured & spearheaded Municipal Vulnerability Preparedness Grant for the Town of Natick
- Spearheaded Community Services Re-organization

Town of Norwood, Norwood, MA, Recreation Department

Superintendent of Recreation (2017-22)

- Managed a department operating budget of $1,400,000
- Managed department revolving funds
- Assured effective use of budget funds, personnel, materials, facilities, and time
- Supervised and managed six full-time staff members
- Coordinated capital projects for department
- Managed 25,000 square foot community center
- Planed, coordinated, and managed special events such as Norwood Day, Holiday Extravaganza, and Touch-A-Truck
- Coordinated all Community Preservation Projects submitted by Recreation Department
- Responsible for nine playgrounds throughout town
- Managed schedule for 29 athletic fields

Program Director (2016-2017)

- Assisted in the recruitment, selection, promotion, supervision, and evaluation of part-time department staff. · Assisted in the coordination of sports programs, registration of participants for teams, collection of fees and assignment of practice times. Assists in the scheduling and implementation of various tournaments and competitions throughout the year.
- Monitored revolving fund budget
- Created seasonal recreational brochure
- Managed seasonal staff of 75
- Coordinated all aspects of recreational programming & special events

Town of Marblehead, Marblehead, MA, Recreation & Parks Department

Assistant Superintendent (2014- 2016)

- Hired, supervised, and evaluated seasonal staff of 30
- Managed revolving fund
- Assisted in managing Recreation & Parks Department operating budget
- Managed Devereux Beach during summer months

· Implemented and organized online registration
· Coordinated all aspects of recreational programming & special events
· Created and implemented 5-year Strategic Marketing Plan for department
· Coordinated scheduling, lining, and assist with maintenance of 16 town parks
· Created Hammond Nature Center Committee for local nature center
· Coordinated Request for Proposals for Department
· Managed relationship with Council on Aging in Marblehead Community Center

Boston University, Boston, MA, Department of Athletics

Assistant Athletic Business Manager (2012-2014)

· Coordinated all aspects of team travel for 21 varsity teams
· Assisted the Business Manager and Deputy Director of Athletics with daily operation of the Business Department
· Assisted in the coordination and implementation of travel procedures for Patriot League travel
· Served on the Fiscal Resource and Development Strategic Vision Committee

Fitchburg State University, Fitchburg, MA, Department of Athletics

Athletics and Recreation Operations Manager (2007-12)

· Coordinated all aspects of home game management
· Responsible for budget, purchase, cleaning, collection, storage, distribution, and reconditioning of all equipment · Assign and oversee the scheduling and work of contest officials
· Schedule coordinator for all varsity sports
· Coordinated transportation for all varsity sports
· Evaluated and improved athletic facilities
· Recruit, trains, schedule, supervise, and evaluate student supports staff for equipment and home game management · Served as Assistant Tournament director for the 2008 ECAC Women's Basketball Tournament Hosted by FSU · Coordinated facility use by outside parties
· Assisted in coordination of first Apparel Contract for Athletic Department

Massachusetts Institute of Technology, Cambridge, MA, Department of Athletics, Physical Education and Recreation

Program Coordinator (2007)

· Primary administrative contact for varsity sports programs in collaborations with Head Coaches · Administrator on Duty for assigned home contests, providing independent supervision for events personnel and oversight of event manager
· Assigned and oversaw the scheduling and work of contest officials
· Create practice schedules for both winter and spring sports for the 06-07 school year
· Tournament Director for 2007 Jack Barry Invitational Golf Tournament
· Contest Management (e.g., scheduled and assigned student workers for contest management)

Springfield College, Springfield, MA, Department of Athletics

Graduate Assistant, Men's Basketball (2004-2006)

· Taught fundamental basketball skills, designed practice plans and schedules
· Taught various activity classes (Basketball, Racquetball, Squash, and Walking)

MEMBERSHIPS:

Massachusetts Recreation & Parks Association (2014 -

· President (2020-2021)

Certified Park & Recreation Professional (2019 -

Massachusetts Collegiate Athletics Conference Scheduling Committee (2008-12)

Collegiate Event and Facility Management Associate (2011-12)

Division III New England Men's Basketball Regional Advisory Committee (2011-12)

College Athletic Business Management Association, (2012-14)

Melanie Otsuka

From: Frederica Gillespie
Sent: Thursday, June 13, 2024 7:08 AM
To: Mark Purple; Melanie Otsuka; Kathy Cook; Kathy Cook Advisory
Subject: OSPC New Member Appointment

Good Morning,
Can Sara Warden be added to the Select Board's agenda on 6/18 for your consideration to be appointed to the OSPC? She recently submitted her volunteer form.
I met Sara at the recent Planning Board Mapping Workshop, where she shared her enthusiasm for open space preservation and her desire to join the Commission and be an active member. I encouraged her to fill out the volunteer form. I highly recommend her as I believe she will be a valuable member of the Commission. I recommend she be appointed to the open seat with a term ending in 2028.

Respectfully,

Freddie Gillespie - Chair
Southborough Open Space Preservation Commission

From: noreply@civicplus.com
To: SelectmenOffice
Subject: Online Form Submittal: Board and Committee Volunteer Form
Date: Tuesday, June 11, 2024 1:37:09 PM

[EXTERNAL]

Board and Committee Volunteer Form

First Name	Sara
Last Name	Warden
Address	27 Atwood Street
City	Southborough
State	MA
Zip Code	01772
Phone Number	[redacted]
Email Address	[redacted]
To view a list of the Board and Committee and current membership as well as vacancies	Click here
Name of Board(s) or Committee(s) you would like to volunteer for?	Open Space Preservation Commission
Have you previously served on a Board or Committee for the Town of Southborough?	No
Current Occupation / Current Employer	Food Services Assistant Cook/Trottier Middle School
Please tell us how much volunteer time you have available and	I work part time on a school year calendar so I am able to volunteer weekly if needed. My previous work experience included proofreading and note taking therefore I would be able

any education, experience or special skills that may be relevant to the Committee(s) you are interested in.	to help with the meeting minutes. I have lived in Southborough for 20 years and value the amount of open space we have. Open space serves many important purposes for people and wildlife. Being in nature can generate many positive outcomes such as calmness and creativity. Some of my past volunteering includes 5 years as a fundraiser coordinator for the Southborough Cub Scouts, volunteering for the elementary schools and local animal shelters.
Upload resume preferred but not required	*Field not completed.*

Email not displaying correctly? View it in your browser.

Southborough Stewardship Committee BYLAW						TERM LENGTH 1 yr
Southborough Stewardship Committee	VACANCY			Recreation Commission Rep.	6/30/2024	
Southborough Stewardship Committee	VACANCY			Citizen-at-large	6/30/2024	
Southborough Stewardship Committee	Kevin		Farrington	Conservation Commission Rep.	6/30/2024	6/30/2025
Southborough Stewardship Committee	Kathryn		McKee	Citizen-at-large	6/30/2024	6/30/2025
Southborough Stewardship Committee	Frederica	J.	Gillespie	Open Space Pres.Comm. Rep.	6/30/2024	6/30/2025
Southborough Stewardship Committee	Brett		Peters	Citizen-at-large	6/30/2024	6/30/2025
Southborough Stewardship Committee	Joyce	M.	Greenleaf	Citizen-at-large/ Chair	6/30/2024	6/30/2025
Open Space Preservation Commission BYLAW						**TERM LENGTH 5 yrs**
Open Space Preservation Commission	VACANCY				6/30/2028	
Open Space Preservation Commission	VACANCY				6/30/2025	
Open Space Preservation Commission	Leslie		Naditch		6/30/2024	6/30/2029
Open Space Preservation Commission	Joan		Levenson		6/30/2027	
Open Space Preservation Commission	Frederica	J.	Gillespie		6/30/2026	
SHOPC BYLAW						**TERM LENGTH 3 yrs**
Sboro Housing Opportunity Partnership Comm (SHOPC)	VACANCY			Citizen-at-large	6/30/2024	
Sboro Housing Opportunity Partnership Comm (SHOPC)	Doriann	M.	Jasinski	Citizen-at-large	6/30/2024	6/30/2027
Sboro Housing Opportunity Partnership Comm (SHOPC)	Jesse	T.	Stein	Planning Board Rep.	6/30/2024	6/30/2027
Sboro Housing Opportunity Partnership Comm (SHOPC)	Al		Hamilton	Select Board Rep.	6/30/2026	
Sboro Housing Opportunity Partnership Comm (SHOPC)	Douglas		Manz	Citizen-at-large	6/30/2025	
Sboro Housing Opportunity Partnership Comm (SHOPC)	Paul		Desmond	Citizen-at-large	6/30/2026	
Sboro Housing Opportunity Partnership Comm (SHOPC)	Thomas		Bhisitkul	Citizen-at-large	6/30/2025	
Community Preservation Committee BYLAW						**TERM LENGTH 3 yrs**
Community Preservation Committee	VACANCY			Open Space Pres. Comm. Rep	6/30/2025	
Community Preservation Committee	VACANCY			Housing Authority Rep.	6/30/2023	
Community Preservation Committee	VACANCY			SHOPC Rep.	6/30/2023	
Community Preservation Committee	Lisa		Braccio	Planning Board Rep.	6/30/2024	6/30/2027
Community Preservation Committee	Kristen		LeVault	Recreation Commission Rep.	6/30/2024	6/30/2027
Community Preservation Committee	Benjamin	B.	Smith	Conservation Commission Rep.	6/30/2024	6/30/2027
Community Preservation Committee	Ellen		Marya	Citizen-at-large	6/30/2026	
Community Preservation Committee	Brett		Peters	Citizen-at-large	6/30/2026	
Community Preservation Committee	Grant		Farrington	Historical Commission Rep.	6/30/2025	

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Tuesday, June 4, 2024 6:00 PM
Location: McAuliffe Hearing Room, Town House, 17 Common Street, Southborough, MA
Present: Andrew Dennington, Kathryn Cook, Marguerite Landry, Sam Stivers and Al Hamilton. Town Administrator Mark Purple and Assistant Town Administrator Vanessa Hale.

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Chair Kathy Cook called the meeting to order at 6:04 PM. Ms. Cook recognized Fire Chief Puntini, as tonight is his first meeting in his new role.

II. Town Scholarship Awards

Ms. Isabelle Murphy, Scholarship Committee chair, introduced her fellow members on the Scholarship Advisory Committee: Lisa Braccio, Stephanie Butler, Christine Pearson and Maria Romero Vagnini. Ms. Murphy shared that there has been a decline in donations and thanked the Board for their donation of $5,000 in ARPA funds to assist in awarding scholarships this year. Ms. Braccio presented the Linda Hubley Memorial Scholarship to Evangeline Hamill. Ms. Cook presented a Carol Harris Award to Olivia Labell. Mr. Dennington presented a Carol Harris Award to Maggie Gorman. Mr. Stivers presented a Southborough Scholarship Award to Cassandra Mello. Mr. Hamilton presented a Southborough Scholarship Award to Elliott Le. Ms. Cook presented a Southborough Scholarship Award to Shelby Aker. Mr. Stivers presented a Southborough Scholarship Award to Kevin Tavares. Southborough Scholarship Awards were also presented to Sadya Kanal and Madeline Ho, who could not attend this evening's ceremony. Additionally, Rep. Kate Donaghue presented each award recipient with a citation from the Massachusetts House of Representatives.

The Board recessed at 6:26 PM and resumed meeting at 6:34 PM.

III. Public Comment

There was no call for public comment.

IV. Scheduled Appointments *(Board may vote)*

a. 6:30 PM – Cable Committee Public Hearing

Ms. Cook opened the Public Hearing at 6:34 PM. Mr. Purple read the public hearing notice into the public record. Mr. Barry Rubenstein, chair of the Cable Television Committee, called the meeting of the Cable Television Committee to order at 6:35 PM. Members in attendance: Barry Rubenstein, Will Warren and Sam Stivers. Also in attendance, via ZOOM: Mr. Bill Solomon, attorney for the Committee. Mr. Rubenstein shared the cable license, approved by the Committee, with the Board and indicated Verizon has received but not yet approved the license. He expects completion of the approval process to occur in the near future and then he will return to the Board with an agreement for them to sign. He stated that, with this proposed contract, Southborough Access Media (SAM) would receive 5% of the gross revenue, based on the number of Southborough subscribers, for operating expenses and $128,000 for capital expenses. Mr. Rubenstein stated that the Committee would begin work on the Charter contract soon. The Board discussed the Verizon contract. There was no public comment on the matter. Mr. Stivers moved to close the public hearing at 6:40 PM.

Mr. Dennington seconded the motion. The motion was unanimously approved (5-0-0). Mr. Rubenstein adjourned the Cable Television Committee meeting at 6:41 PM.

b. Trottier School Civics Action Project

Ms. Cook stated that Mr. Hamilton, Advisory Committee Chair Andrew Pfaff and Advisory Committee Member Tim Martel, took part in the Trottier Civics Action Project. Reidma Lothra, Trisha Vedal and Hannah Verges, all 8th grade students at the Trottier Middle School, presented their Road Safety project to the Board. Also attending the meeting was Ms. Julie Jenks, the students' 8th grade teacher. Their presentation focused on lowering speed limits on Oak Hill Road and Parkerville Road. Chief Newell stated that he provided the students with information supplied by his officers. He also commended the students on their project. The Board thanked the students and their teacher for the presentation.

c. Appointment of Recreation director

Ms. Cook reported that the Board would not appoint a new Recreation Direction this evening, as the individual that was to be appointed had decided to remain in their current position. She stated that this matter would be addressed at a future meeting.

V. Reports

a. Chair's Report

i. Neary Building Committee financial report

Ms. Cook reported that estimates for each of the twelve options under consideration had been received. She stated that a group, comprised on herself, Mr. Brian Ballantine, Mr. Andrew Pfaff, Ms. Becky Pellegrino and the Town's bond counsel, Unibank, had reviewed the estimates and the tax impacts to the Town for each option. She reported that the Neary School Building Committee (NSBC) had narrowed consideration to the following options: 1) a new 2-grade school; 2) a new 4-grade school; and 3) a renovated and expanded 4-grade school. She reported that the NSBC would make its final recommendation at the end of August. Mr. Hamilton asked that Ms. Cook place on the Board's agenda a discussion of the Town's overall strategy and guidance on funding capital projects that are planned.

ii. Hopkinton water project

Ms. Cook reported that Hopkinton has recently expressed interest in moving forward with this project. She stated she would work with the incoming Select Board Chair in Hopkinton on the previous draft Inter-Municipal Agreement (IMA) and hopes to have a document for the Board to discuss in the near future. She stated the next steps are as follows: 1) execute an IMA between Hopkinton and Southborough; 2) hold a neighborhood forum for Oak Hill residents regarding the proposed tank, including height representations and; 3) apply for a height variance from the Zoning Board of Appeals (ZBA). She also stated that funds for the audit to verify project design had previously been approved at the 2023 Annual Town Meeting.

b. Member's Report

i. MTC survey distribution

Mr. Dennington reported that the Municipal Technology Committee (MTC) survey to determine the best time to set Fall Town Meeting has been widely distributed and he encouraged the public to participate in the survey. Mr. Stivers stated that the survey can be found on the Town's website. Ms. Cook added that the Board would set the date and time for Fall Town Meeting at its June 18th meeting, based on the survey results.

iii. Chestnut Hill Farm update

Mr. Hamilton reported that he attended a Conservation Commission meeting where the Trustees of Chestnut Hill Farm discussed plans to return to a working farm, although there is no specific plan or timeline. He also shared he is meeting with a Vice President of the Trustees of the Reservations for this region to discuss the Conservation Restriction and how the Board might assist the Trustees in resuming farming activities at Chestnut Hill Farm.

iv. CPAC meeting re: Affordable Housing update

Mr. Hamilton reported that he attended a meeting of the Community Preservation Commission (CPC) to discuss moving the community housing monies to the Affordable Housing Trust Fund (AHTF). He stated the CPC does not want to present a warrant article to transfer funds at Fall Town Meeting. Mr. Hamilton stated that several options were considered but that much discussion is still needed.

c. Town Administrator's Report

i. One Stop grant update

Mr. Purple reported that Ms. Hale and Economic Development Committee (EDC) Coordinator Leah Emerson have been working to complete a One Stop Grant for branding and way finding in the Downtown District. He stated that there have been delays with the submission portal and Ms. Hale is working to submit the Town's grant this evening or tomorrow.

Mr. Purple acknowledged the students from Assabet Valley Regional Technical High School on the successful completion of the addition at the Senior Center and thanked Mr. John Parent for coordinating the collaboration.

Mr. Purple reported that Mr. Parent learned from Mr. Bill Galvin, from National Grid, that the LED Light Conversion Project has been completed. Mr. Purple also reported that Mr. Parent has requested Mr. Galvin inform National Grid of the project's completion and facilitate receipt of the Town's incentive payment of $60,000. Mr. Purple thanked Mr. Parent, noting that National Grid paid to install the new lights and the Town will receive not only an incentive payment, but also enjoy long-term savings from the lights.

Mr. Stivers remarked that he noticed landscaping has been completed at the Southborough Heritage Park and shared that the Park looks like a wonderful community space.

Ms. Cook acknowledged Chief Puntini and his Pinning Ceremony, which was held last Saturday at the Senior Center.

VI. Consent Agenda

a. Approve Open Session Meeting Minutes: April 23, 2024 (amended); May 21, 2024

Mr. Stivers requested to hold Consent Agenda item "a." **April 23, 2024 minutes:** Mr. Stivers and Mr. Dennington had scrivener's changes to the minutes. **May 21, 2024 minutes:** Mr. Stivers had scrivener's changes to the minutes. Mr. Stivers moved to approve the Open Session Meeting Minutes for April 23, 2024, as amended, and the Open Session Meeting Minutes for May 21, 2024, as amended. Mr. Dennington seconded the motion. The motion unanimously approved (5-0-0).

b. Approve successor agreement for Town Administrator

c. Accept St. Mark's School donation for $100,000

d. Accept Pilgrim Church donation to Youth and Family Services for $500.00

e. Accept Fortin family donation to the Historical Commission for $75.00

f. Approve Personnel Board request for tuition for reimbursement funds transfer

g. Approve budget reallocation request

h. Approve cemetery waiver request

i. Approve Select Board meeting dates through calendar year 2024

Mr. Dennington requested to hold Consent Agenda item "i." The Board discussed their meeting schedule and agreed to the following Board meeting dates through the end of 2024: June 10th - Goal Setting at the Public Safety Building at 6:30 PM, June 18th, July 16th, August 6th, September 4th, September 17th, October 1st, October 15th, November 4th, November 19th, December 3rd and December 17th. Ms. Cook moved to approve the Board meeting schedule through the end of 2024, as discussed. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

j. Approve use of Transfer Station for African Library donations

k. Approve Executive Session Meeting Minutes: May 21, 2024

l. Vote to release Executive Session Meeting Minutes: April 23, 2024

Ms. Cook moved to approve Consent Agenda items "b", "c", "d", "e", "f", "g", "h", "j", "k" and "l." Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

VII. Other Matters *(Board may vote)*

a. Approve special act(s) for submission to Legislature

Ms. Cook asked the Board for comment on the letter, with attachment, from Mr. Purple to Representative Donaghue asking for her legislative assistance to modify two Special Acts. The first request for modification is to: 1) establish the Tree Warden position, appointed by the Board and supervised by the DPW Superintendent; 2) dissolve the Public Works Planning Board; and 3) replace Board of Selectmen with Select Board. Mr. Stivers thanked Mr. Tim Litt for his assistance with this matter. The second request for modification is relative to pension obligation bonds. Mr. Dennington moved that the Board approve submitting the two Special Acts to the Legislature. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

b. Review FY25 Board and Committee Appointments

Ms. Cook stated that the Board would focus on reappointments only. The Board addressed the committees one by one. **21 Highland Future Use Committee:** Mr. Dennington moved to reappoint each member of the 21 Highland Future Use Committee to a term not to exceed December 31, 2024, pending a positive response that they wish to continue to serve. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). **Affordable Housing Trust Fund Committee:** no action was necessary at this time. **Cable Television Committee:** Mr. Dennington moved to reappoint Sam Stivers and William Warren to the Cable Television Committee, term to expire June 30, 2027. Ms. Cook seconded the motion. The motion was approved (4-0-1). Mr. Stivers abstained. **Capital Planning and Improvement Committee:** Mr. Dennington moved to reappoint Steve Holland to the Capital Planning and Improvement Committee, term to expire June 30, 2027. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). **Community Preservation Committee:** Mr. Hamilton requested to hold action on this committee. **Conservation Commission:** Mr. Dennington moved to reappoint Melinda Upton and Kevin Farrington to the Conservation Commission, term to expire June 30, 2027. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). **Council on Aging:** Mr. Dennington moved to reappoint Joyce Macknauskas, Mary Ann Anderson and Bill Harrington to the Council on Aging, term to expire June 30, 2027. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). **Economic Development Committee:** no action was necessary at this time. **Golf Course Committee:** Mr. Dennington moved to reappoint all five members of the Golf Course Committee, term to expire June 30, 2025. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). **Historical Commission:** Mr. Dennington moved to reappoint Michele Hokinson to the Historical Commission, term to expire June 30, 2027. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). **Housing Authority:** No action is necessary at this time. **Metropolitan Area Planning Council:** no action is necessary at this time. **MetroWest Regional Collaborative:** Mr. Dennington moved to reappoint Sam Stivers as the Select Board representative to the MetroWest Regional Collaborative, term to expire June 30, 2025, and reappoint Meme Luttrell as the Planning Board representative to the MetroWest Regional Collaborative, term to expire June 30, 2025. Ms. Cook seconded the motion. The motion was approved (4-0-1). Mr. Stivers abstained. **MetroWest Regional Transit Authority:** Mr. Dennington moved to reappoint Sam Stivers to the MetroWest Regional Transit Authority, term to expire June 30, 2025. Ms. Landry seconded the motion. The motion was approved (4-0-1). Mr. Stivers abstained. **Municipal Technology Committee:** Mr. Dennington moved to reappoint Orla Daly as the Select Board representative and Matt Probst as the Library Trustees representative to the Municipal Technology Committee, term to expire June 30, 2027. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). **Neary School Building Committee:** Mr. Dennington moved to reappoint all existing members to

the Neary School Building Committee, term to expire June 30, 2025. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). **Open Space Preservation Commission:** Mr. Hamilton requested to hold action on this committee. **PILOT Committee:** Ms. Cook stated that Ms. Patricia Burns-Fiore, chair of the committee and sponsor of the Citizens Petition that created the PILOT Committee, has requested that the Board reduce the size of the committee from seven to five at the Fall Town Meeting. Mr. Dennington moved the reappoint all members of the PILOT Committee, each term to expire June 30, 2025. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). **Recreation Commission:** Mr. Dennington moved to reappoint Johanna Shayner and Jennifer Hansen to the Recreation Commission, each for a term to expire June 30, 2027. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). **Southborough Cultural Arts Council:** No action is necessary at this time. **Southborough Emergency Planning Committee:** No action is necessary at this time. **Southborough Housing Opportunity Partnership Committee:** Mr. Hamilton requested to hold action on this committee. **Southborough Public Accessibility Committee:** Mr. Dennington moved to reappoint William Warren to the Southborough Public Accessibility Committee, term to expire June 30, 2027. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). **Southborough Scholarship Advisory Committee:** Ms. Cook stated that the Scholarship Advisory Committee has requested to reduce their committee size from seven to five and she indicated the Board would address this matter at a later date. Mr. Dennington moved to reappoint Maria Romero Vagnini, Christine Pearson and Stephanie Butler to the Southborough Scholarship Advisory Committee, each with terms to expire June 30, 2027. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). **Southborough Stewardship Committee:** Mr. Hamilton requested to hold action on this committee. **Southborough Trails Committee:** Mr. Dennington moved to reappoint Satyendra Sharma, Thomas Marcoulier and Kathryn McKee to the Trails Committee, each for a term to expire June 30, 2027. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). **Taxation Aid Committee:** Mr. Dennington moved to reappoint each of the existing members of the Taxation Aid Committee, each with a term to expire June 30, 2025. Mr. Stivers seconded the motion. The motion was unanimously approved. **Tricentennial Committee:** Mr. Dennington moved to reappoint Andrew Dennington, Jim Blaschke, Patricia Burns-Fiore, Ginny Martins and Don Morris to the Tricentennial Committee, each with a term to expire June 30, 2025. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). **Youth Commission:** Mr. Dennington moved to reappoint Susan Beyer to the Youth Commission. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). **Zoning Board of Appeals:** Mr. Dennington moved to reappoint Doug Manz, as Alternate Member, to the Zoning Board of Appeals, term to expire June 30, 2025. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Mr. Dennington moved to reappoint Mike Robbins to the Zoning Board of Appeals, term to expire June 30, 2029. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

c. Review of committees for possible reorganization and/or discussion of reduction in size

Mr. Hamilton stated that, in his opinion, Town boards/committees should reflect the policy direction set by the elected Select Board. Ms. Cook stated that no votes would be taken on the boards/committees held this evening (CPC, Open Space Preservation Commission, SHOPC and Stewardship) and that those committees would be invited to the June 18th Board meeting. Mr. Hamilton stated he is concerned about the timeliness of the closeout of CPC funded projects. He also wants to ensure that the CPC shares the Board's commitment to measurable progress on affordable housing. Ms. Braccio expressed her frustration with Mr. Hamilton's comments regarding the Board's ability to set policy direction. She stated that she was an elected Select Board member for six years and never chose to withhold an appointment of a volunteer who stepped forward to serve the Town, regardless of their views. She also stated that differing viewpoints offer the opportunity for discussion and collaboration. She stated she has served the Town for nineteen years, is an elected

Planning Board member and is their representative to the CPC. Mr. Grant Farrington, 58 Flagg Road, stated he shares many of Ms. Braccio's concerns and he hopes Mr. Hamilton's views are in the minority on the Board. Ms. Kristin LeVault, 12 Southwood Drive, stated she would like to hear the reaction of other members to Mr. Hamilton's comments. She stated that the CPC acts in the best interests of the Town and, as a volunteer, she is offended by this evening's actions. She stated that this matter highlights why it is difficult to encourage Town volunteerism. Ms. Cook reiterated that a discussion with the committees in question would take place at the Board's June 18th meeting. Mr. Hamilton stated that he held the reappointments for SHOPC so that the Board can move forward with consolidating SHOPC and the AHTFC. Mr. Hamilton stated that he believes the Board should have a conversation with the Open Space Preservation Commission relative to the scope of their authority. The Board had a robust discussion on the issues related to the four committees that were held. The Board agreed that they look forward to meeting with the four committees at the June 18th meeting.

d. RECC update

Ms. Cook moved to this matter following Other Matters "b." Mr. John Butler and Mr. Matt Probst, Chair of the MTC, appeared before the Board on the matter. Mr. Hamilton shared the Regional Emergency Communications Center (RECC) Working Group Update, including recommendations, with the Board. Mr. Hamilton stated that the Working Group is recommending further exploration of joining the MetroWest RECC and also pursuing a virtual RECC option.

Ms. Lisa Braccio stated she had her hand up to speak remotely during the previous discussion, was not recognized and asked to be recognized. Ms. Cook stated that the Board would conclude their discussion on the current matter and recognize Ms. Braccio after that.

Mr. Butler stated that he worked with Mr. Probst and Yash Ukidave, also a member of the MTC, on the concept of a virtual RECC. He stated that there are no technological barriers to creating a virtual RECC and recent trends are pushing the systems closer to first responders. He stated more specified plans would be needed for a virtual RECC and suggested that the Town meet with surrounding communities such as Hopkinton, Westborough and Northborough to gauge their interest in participating in a virtual RECC. Mr. Stivers stated a quick timeline would be necessary to gauge the interest of other communities. The Board also discussed that, absent interest from surrounding communities, joining the MetroWest RECC would be the best path to pursue. The Board discussed the concept of a virtual RECC. They also asked what the State's position is on virtual RECCs. Mr. Hamilton stated he would reach out to State officials tomorrow to determine their position and level of support for a virtual RECC. Mr. Dennington stated that State support would determine whether the Town explores a virtual RECC or pursues the MetroWest RECC. Ms. Cook asked for comment from Police Chief Newell and Fire Chief Puntini. Chief Newell stated he would like to see how a virtual RECC would impact the personnel in his department. He expressed concern that Southborough would be the first in the State to pursue a virtual RECC and stressed the need for participation with other community partners. He reiterated that the State is focused on consolidating public-safety answering points (PSAPs) in RECCs. Chief Puntini stressed that RECCs are more successful with neighboring communities and he also believes any implementation of a virtual RECC would take six-plus months. He also stated that dispatchers are required by law to provide Emergency Medical Dispatch (EMD) and this is most effectively done with two people. The Board discussed the matter and remains open to learning more about the virtual RECC concept as part of the process to make an informed decision on behalf of the Town.

VIII. Public Comment

Ms. LaVault asked for clarification from Mr. Hamilton on his comments regarding the Board setting a policy direction. Mr. Hamilton stated that if someone disagrees with him, they can run for open Board seats.

IX. Adjournment

Mr. Dennington moved to adjourn at 8:57 PM.

Upcoming Meetings	
June 11, 2024	*June 18, 2024*

Respectfully submitted,

Bridgid Rubin, Recording Secretary

List of Documents referred to at the June 4, 2024 SB Meeting:

- Memorandum from Mark Purple and Vanessa Hale, dated June 3, 2024, RE: Process for Recreation Director appointment, with attachment
- Summary of Proposed Cable Television Renewal License and Agreement between the Town of Southborough and Verizon New England, Inc. from Atty. William Solomon, dated May 31, 2024
- Draft Cable Television Renewal License
- Public Hearing Notice to determine whether to issue a cable television license to Verizon New England, Inc.
- Open Session Meeting Minutes for April 23, 2024
- Open Session Meeting Minutes for May 21, 2024
- Employment Agreement between the Town of Southborough and Town Administrator
- Letter from Robert Kuklewicz, dated May 16, 2024, RE: Donations to the Town from St. Mark's School
- Letter from Sarah Cassell, dated May 21, 2024, RE: Donation
- Donation information for Signage, RE: the Historical Commission
- Memorandum from Barry Rubenstein, RE: Personnel Board Budget
- Memorandum from Carla McAuliffe, dated May 30, 2024, RE: Reallocation of Budget Funds – Transfer Information
- Memorandum from William Cundiff, dated May 29, 2024, RE: Resident Request regarding Headstone Size at the Rural Cemetery, with attachments
- Memorandum from Melanie Otsuka, dated June 4, 2024, RE: Proposed Select Board Meeting Dates
- Email Communication from Anya Jandu, dated May 15, 2024, RE: Children's Book Drive Plans, with attachment
- Draft letter from Mark Purple, RE: Public Works - Special Act Modification, with attachment
- FY25 Committee Appointments

49 Lynbrook Road
Southborough, MA 01772
www.southboroughlabri.org
southborough@labri.org
508-481-6490

Town of Southborough
Town House
17 Common Street
Southborough, MA 01772

May 26, 2024

To whom it may concern:

L'Abri Fellowship is a tax exempt, charitable organization and therefore does not pay property taxes to the town of Southborough. We are, however, extremely grateful for the many services the town provides and from which we benefit, from administrative leadership to the departments concerned for our health and safety.

As an expression of this gratitude, we have tried to make an annual contribution to the town each year. Enclosed please find a gift of $1000 (one thousand dollars) for this year to use in whatever way would be most beneficial to the town.

With deep gratitude,

Nickaela Fiore-Keyes
Co-Director

The New England Center
for Children®
Autism Education and Research

May 29, 2024

Mark J. Purple
Town Administrator
Town of Southborough
17 Common Street
Southborough, MA 01772-9109

Dear Mr. Purple,

Enclosed please find a check in the amount of $52,036.00 which represents the final half of our voluntary contribution in lieu of taxes to the Town of Southborough.

We look forward to a continued good relationship with the town.

Very truly yours,

Michael S. Downey
Chief Financial Officer

MD:mk
Enc.

33 Turnpike Road Southborough, MA 01772-2108 508.481.1015 508.485.3421 fax
www.necc.org

United States • United Arab Emirates

TOWN OF SOUTHBOROUGH
FIRE DEPARTMENT
32 CORDAVILLE ROAD
SOUTHBOROUGH, MA 01772
(508) 485-3235 (508) 485-3887 (FAX)

Thursday, May 2, 2024

Select Board
Town of Southborough
17 Common Street
Southborough, MA 01772

Dear Town of Southborough Select Board,

Below, please find information on donations made to the Town of Southborough in memory of Patricia Aspenwall for your acceptance.

RECEIVED FROM:	AMOUNT:	ACCOUNT SPECIFIED:
Kevin & Pamela Ryan	$100	Ambulance Fund (2659-4-220-483-48310)
Alda Vorce	$100	Ambulance Fund (2659-4-220-483-48310)
Sheldon Prenovitz	$20	Ambulance Fund (2659-4-220-483-48310)
Mary Ann & Steven Roche	$100	Ambulance Fund (2659-4-220-483-48310)

Thank you for your consideration in this request.

Sincerely,

Paul Fillebrown
Fire Chief

TOWN OF SOUTHBOROUGH

OFFICE OF THE TOWN CLERK

TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 EXT 3007 · FAX (508) 480-0161 · jhegarty@southboroughma.com

Kathryn Cook, Chair
Southborough Select Board
17 Common Street
Southborough, MA 01772

June 12, 2024

Greetings:

I'm writing to request that you add an item to the next Select Board agenda to:

- Broaden the scope of the allowed use of the $43,000 in ARPA funds allocated to the Town Clerk from *"scanning of historical documents"* to "*scanning and mold remediation of historical documents.*"

It is likely that we will be able to scan all the Town Clerk's documents identified in the original ARPA project for roughly $36,000. Additionally, we have been working with the Treasurer and Assessor on another project, to identify which of their historic documents should be preserved and scanned. Initial vendor estimates for treatment and preservation only are approximately $153,000. This work involves mold remediation and physical repair of the documents. The preservation portion (no scanning) of this project could be submitted to CPC for FY26 consideration with work to begin in July 2025 and an estimated completion in November/December 2025.

We've investigated alternatives to using the traditional vendors, and we contacted companies that specialize in disaster recovery from floods. We believe that we could accomplish the same result of treatment and preservation if we break the treatment and preservation aspect of this project down into two components:

1. Disaster recovery firm to remove the mold at a cost of approximately $15,000.
2. Physical repair of documents as needed using our part-time archivist. We don't anticipate an additional cost for the archivist in FY25, but this would delay completion of his online cataloging and require his services into part of FY27 at an additional cost of roughly $20,000. (We had planned for him to complete the project in FY26.)

So, in summary, if the Select Board will broaden the scope of allowed use of the $ 43,000 in ARPA funds allocated to the Town Clerk from "scanning of historical documents" to "scanning and mold remediation of historical documents", we would use approximately $36,000 of the ARPA funds to complete the Town Clerk scanning project, use the remaining $7,000 in ARPA funds towards the $15,000 mold remediation cost, and fund the remainder of the mold remediation cost ($8,000) from the Town Clerk's FY25 budget. (We were able to bring a project funded in FY25 into FY24 so we will have sufficient funds in the Town Clerk's FY25 budget to fund the remaining $8,000 for the mold remediation expense.)

Finally, vendor estimates to scan these items are approximately $100,000. If we utilize the disaster recovery vendor for the mold remediation, we can then use the services of the Massachusetts Digital Commonwealth to scan the documents at no charge. If we got the CPC/traditional vendor route, these documents wouldn't be scanned until mid-2026.

I recognize this is an 'out of the box' solution, but I'm confident we can accomplish our objective at a great savings to the town.

Thank you for your consideration.

Sincerely,

James F. Hegarty

James F. Hegarty
Southborough Town Clerk

TOWN OF SOUTHBOROUGH

OFFICE OF THE TOWN ADMINISTRATOR
TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 · FAX (508) 480-0161 · selectboard@southboroughma.com

TO: Select Board
FROM: Mark J. Purple, Town Administrator
DATE: June 13, 2024
SUBJECT: Annual consideration of Special Municipal Employee (SME) classification

Per the Board's policy on Special Municipal Employees, established on October 15, 2019, the Board must review and approve the list of Special Municipal Employees each year, no later than July 15th. I have attached the list currently on file with the State Ethics Commission. There have been no requests for any board, committee or position to be added or stricken from the current list.

Please let me know if you have any questions. Thank you.

From: Douglas Peck
Sent: Tuesday, June 11, 2024 2:43 PM
To: Select Board <selectboard@southboroughma.com>
Subject: New COA Board Member

The COA Board is recommending Michael Sheff as a new board member. He has visited several board meetings and all members felt that he would be a valuable asset to the town.

Please let me know the next steps necessary to make him a regular member.

Thanks

Doug Peck
Chairperson, Southborough Council on Aging

From: noreply@civicplus.com
To: SelectmenOffice
Subject: Online Form Submittal: Board and Committee Volunteer Form
Date: Wednesday, June 12, 2024 3:39:42 PM

[EXTERNAL]

Board and Committee Volunteer Form

First Name	Michael
Last Name	Sheff
Address	14 Parkerville Road
City	Southborough
State	MA
Zip Code	01772
Phone Number	[redacted]
Email Address	[redacted]
To view a list of the Board and Committee and current membership as well as vacancies	Click here
Name of Board(s) or Committee(s) you would like to volunteer for?	Council On Aging
Have you previously served on a Board or Committee for the Town of Southborough?	No
Current Occupation / Current Employer	Certified Public Accountant/Retired
Please tell us how much volunteer time you have available and	I intend to be available when needed. My skills include financial management and expertise in the field of tax.

any education, experience or special skills that may be relevant to the Committee(s) you are interested in.	
Upload resume preferred but not required	*Field not completed.*

Email not displaying correctly? View it in your browser.

MEMORANDUM

DATE: June 14, 2024

TO: Select Board

FROM: Melanie Otsuka, Executive Assistant

SUBJECT: REVISED TERM EXPIRATIONS

At the Select Board meeting on June 4, 2024 the Board voted to reappoint members of various Boards and Committees.
The following term expirations need to be re-voted:

- Will Warren, Southborough Public Accessibility Committee should be 6/30/2026 (voted 6/30/2027)
- Satyendra Sharma, Trails Committee should be 6/30/2026 (voted 6/30/2027)
- Thomas Marcoulier, Trails Committee should be 6/30/2026 (voted 6/30/2027)
- Kathryn McKee, Trails Committee should be 6/30/2026 (voted 6/30/2027)
- Michael Robbins, ZBA should be 6/30/2027 (voted 6/30/2029)

INTEROFFICE MEMORANDUM

To: Select Board
From: William J. Cundiff, P.E. , DPW Superintendent
Date: May 31, 2024
RE: Transfer Station Fees and Regulations

As you may be aware, the Fiscal Year is rapidly coming to a close and shortly Transfer Station Stickers will be made available to the Public for next year. Stickers will be available July 15 for the September – August timeframe. Accordingly, it is time to review the fee schedule and regulations for any changes.

Revenues generated for FY24 are $485,540.00 which is strictly derived from sticker sales. Expenses for FY25 are based upon salaries of individuals and their time spent working on Transfer Station Duties along with corresponding benefit costs and transfer station direct expenses (as budgeted). Expenses for FY25 are estimated to be $608,938.50. If the same number of stickers are sold as FY24 (at the same price), it would result in a deficit of $123,398.50. It is my understanding that historically a deficit of about $100,000 was the target. The few items that are of note between past calculations and this calculation is $7,000 of Engineering Inspection expenses are now included in the calculation as well as $5,600 for employee training and $2,805 for the new trash trailer debt service. The employee training is critical – as you know we were cited twice last year from the Dept. of Labor and Standards.

I have put together a table summarizing three options for sticker prices. Option 1 keeps the same sticker rates as last year, Option 2 raises the Non-Senior 1st Permit category by $5/sticker. This gets us close to the Target with a deficit of $109,959. Option 3 raises that Non-Senior – 1st permit Category by $10/sticker and we result in the $102,219.

At risk of stating the obvious, the Transfer Station is a service provided to the tax-payers. It is not based upon an enterprise fund model. The revenue generated goes into the general fund directly and does not directly defray the operating costs. As a result of the aforementioned, I believe maintaining the sticker fees at the same level for the coming year would be reasonable.

On a side note, we will be taking advantage of the Sustainable Materials Recovery Program (SMRP) Grant and the Recycling Dividends Program (RDP) Grant. We are hopeful to obtain about $6,000 - $7,000 (per year) that we can put toward some of the Transfer Station Costs. We also expect to get a $10,000 grant for a new battery/lightbulb shed. Also, I am continuing to explore other ways to generate revenue from the operation. I will keep you posted on my progress.

FY25 Transfer Station Sticker Fee Calculation / Justification

Revenues

Category		Quantity	FY24 Unit Price	FY24 Revenue	FY25 - Option 1 Unit Price	FY25 - Option 1 Revenue	FY25 - Option 2 Unit Price	FY25 - Option 2 Revenue	FY25 - Option 3 Unit Price	FY25 - Option 3 Revenue
Non Senior	1st Permit	1,548	$ 275.00	$ 425,700.00	$ 275.00	$ 425,700.00	$ 280.00	$ 433,440.00	$ 285.00	$ 441,180.00
	2nd Permit	1,140	$ 20.00	$ 22,800.00	$ 20.00	$ 22,800.00	$ 25.00	$ 28,500.00	$ 25.00	$ 28,500.00
Senior	1st Permit	797	$ 40.00	$ 31,880.00	$ 40.00	$ 31,880.00	$ 40.00	$ 31,880.00	$ 40.00	$ 31,880.00
	2nd Permit	516	$ 10.00	$ 5,160.00	$ 10.00	$ 5,160.00	$ 10.00	$ 5,160.00	$ 10.00	$ 5,160.00
Waived	1st Permit	60	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	2nd Permit	26	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
			Total:	**$ 485,540.00**		**$ 485,540.00**		**$ 498,980.00**		**$ 506,720.00**
			Expenses:	$ 583,254.59		608,939		608,939		608,939
			Delta:	$ (97,714.59)		(123,399)		(109,959)		(102,219)

Employee Salary & Perks (FY25 Rates)

Employee	TS Time	FY25 Rate	Annual Salary	Uniforms	
F/T Operator 1	100%	$ 34.07	$ 71,138.16	$ 600.00	
F/T Operator 2	100%	$ 34.47	$ 71,973.36	$ 600.00	
Hauler 1	15%	$ 26.98	$ 8,450.14	$ 90.00	
Hauler 2	15%	$ 33.77	$ 10,576.76	$ 90.00	
Hauler 3	15%	$ 30.70	$ 9,615.24	$ 90.00	
OT Shift Coverage			$ 14,375.00		
Admin 1	20%	$ 33.64	$ 14,048.06	$ -	
Admin 2	15%	$ 34.88	**$ 10,924.42**	**$ -**	
Director	2.5%	$ 66.85	$ 3,489.57	$ -	
		Totals:	**$ 214,590.71**	**$ 1,470.00**	***$ 216,060.71***

Other Labor and Benefit Annual Expenses (FY25 Rates)		
Health & Dental	$ 39,143.59	brian updates
Medicare	$ 2,578.74	brian updates
Pension	$ 6,071.70	brian updates
Workers Compensation	$ 1,641.35	brian updates
Treasurer Expense	$ 2,456.90	brian updates
Accounting Expense	$ 1,630.51	brian updates
TOTAL OTHER LABOR AND BENEFIT	***$ 53,522.79***	

Departmental Expenses (FY25 Est)	
Training:	$ 5,600.00
Gen'l Repair and Maintenance	$ 10,000.00
Snowmelt, and other misc supplies -paid DPW out of svc supplies	$ 2,450.00
Other services (Fire alarm, Extermination, & cameras services) - DPW Cont Serv	$ 3,900.00
Portable Toilet - paid out of DPW (433)	$ 1,100.00
Stickers - pd out of DPW Cont Serv	$ 3,000.00
Cont Serv	$ 3,500.00
TOTAL DEPARTMENTAL EXPENSES	***$ 29,550.00***

Disposal Costs - FY25 (Budgeted)	
Disposal Costs (Refuse, Recycling, HHW, Brush)	
Wheelabrator	$ 189,000.00
Harveys	$ 84,000.00
Brush	$ 15,000.00
HHWD	$ 12,000.00
TOTAL DISPOSAL EXPENSES	***$ 300,000.00***

Engineering Inspections:	**$ 7,000.00**

Trash Trailer Debt	**$ 2,805.00**	brian updates

Total Expenses:	**$ 608,938.50**

TOWN OF SOUTHBOROUGH TRANSFER STATION
LOCATED AT THE JOHN BOLAND PUBLIC WORKS FACILITY
147 CORDAVILLE ROAD, SOUTHBOROUGH, MA 01772

HOURS OF OPERATION: WEDNESDAY THROUGH SATURDAY 8AM-6PM

The SWAP SHOP closes daily at 5:00 p.m. and will be closed if conditions warrant. Facility closes promptly at 6:00 pm when the entrance & exit gates will be locked. Users may be politely asked to leave the facility by 6:00 pm if they did not provide ample time to offload their recycling materials & brush or discarding large quantities of refuse. Failure to leave the facility by 6:00 pm may result in revocation of your Transfer Station permit.

GENERAL

The Southborough Transfer Station is for the disposal of **RESIDENTIAL** refuse and the recycling of **RESIDENTIAL** materials **generated in Southborough by Southborough residents**. **Commercial Refuse will not be accepted.** Residents are required to obtain and display a Transfer Station permit, in the form of a sticker, each year to gain access to the Transfer Station. See the Town's website, www.southboroughtown.com, for further clarification regarding residential versus commercial refuse.

DISPOSAL RULES

a) The attendants on duty have full authority over the disposal and recycling areas. Residents using the transfer station must follow the attendant's directions. If a DPW attendant sees that a permit is not permanently adhered to the vehicle they may deny service until the sticker is permanently affixed to the permitted vehicle, if the vehicle registration number does not match your vehicle, they may confiscate your permit. Either of these scenarios may result in a fine and/or permit revocation.
b) Identification, proof of payment (sticker) and temporary passes must be shown upon request of the attendant.
c) Only household trash generated in Southborough shall be disposed of at this facility.
d) In addition to these regulations, State Solid Waste Laws and Regulations apply to waste disposal at this facility (MGL 21H; MGL CH 111 §150A; MGL CH 21E; MGL CH 21D; and 310 CMR). Failure to comply with the Local or State Laws and Regulations may result in permit revocation and/or fines. See: https://www.mass.gov/lists/waste-recycling-laws-rules for more information.

OBTAINING TRANSFER STATION PERMITS

Please call the DPW at 508-485-1210 with any questions

WHEN TO PURCHASE PERMITS

a) New permits may be purchased starting on July 1; they are valid to use upon purchase.
b) The new permit must be in place by September 15 of each year or the vehicle will be denied access to the transfer station.

HOW TO PURCHASE PERMITS

ONLINE	https://southboroughma.viewpointcloud.com/ There is a transaction fee for credit/debit and e-check transactions
BY MAIL	Please use mail-in application. Make checks payable to: **TOWN OF SOUTHBOROUGH** Mail to or drop off at: Southborough DPW 147 Cordaville Rd. Southborough, MA 01772
IN PERSON AT THE DPW	Bring a copy of the vehicle registrations you want stickers on (up to 4) along with a check, credit/debit (there is a transaction fee), ***NO CASH***. Mon. through Fri. 7:30AM to 4:00 PM Southborough DPW 147 Cordaville Rd. Southborough, MA 01772

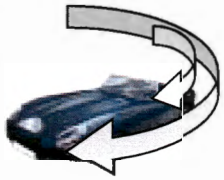
Permits CANNOT be purchased at the Transfer Station

PERMIT FEE SCHEDULE

PERMIT FEE IS NON-REFUNDABLE	Non-Senior Residents	Senior Residents *
	Any time After July 1	Any time After July 1
1st Permit	$ 275.00	$ 40.00
Additional Permits (up to 3)	$ 20.00 each	$ 10.00 each
PRO-RATED PERMIT - New Residents ONLY		
Available for purchase 11/1 to 6/30	$22.92*/Mo. from month of home purchase to Aug. 30.	

*** SENIOR RESIDENTS** - Residents who are owners of record of a Southborough residence, a lessee or renter who will turn age 65 on or before 12/31/24

PLACEMENT OF PERMIT



a) The Transfer Station permit must be permanently affixed on the outside of the vehicle on the VERTICAL SURFACE of the driver's side FRONT bumper or driver's side FRONT windshield on the vehicle permitted. Transfer Station permits must be visible at all times. Permits are valid upon purchase so please affix permit to vehicle immediately.

TEMPORARY PASSES

a) Sometimes valid permit holders may require the use of an unpermitted vehicle to transport refuse and other items to the transfer station. In such instances, a temporary pass may be issued. A temporary pass will be valid for not more than two (2) weeks and may be renewed one (1) time, at the discretion of the DPW Office. To receive a temporary pass, residents must:
   - Be a valid existing permit holder
   - Supply the make, model, color, owner's name, address, and registration number of the alternate vehicle
   - Request a temporary permit at the DPW Office

INABILITY TO PAY

a) Transfer Station Permit Fee may be waived upon approval by the Select Board. Approval will be based on an inability to pay or an extreme hardship. An online application is available at https://tinyurl.com/TS-Waiver. The DPW will issue the permit for an approved waiver.
b) Waivers are valid for one permit year at a time.

VEHICLES

Only cars and pickup trucks that have a current Southborough transfer station permit, or a valid temporary pass, and that are carrying **residential household trash** will be admitted to the town transfer station.

RESIDENTIAL VEHICLE DESCRIPTIONS

a) ***Cars***: All passenger cars, station wagons, SUVs, mini-vans and full-size window vans registered as passenger vehicles.
b) ***Pickups***: All **single** rear wheel pickup trucks and vans with a gross vehicle weight (GVW) rating less than 11,500 lbs., registered to a resident.

VEHICLES NOT ALLOWED (regardless of GVW or registration)



(1) No pickups with bed hoists or dump



(2) No high cube vans or Delivery Box Trucks



(3) No utility trailer over 10 ft. long

GENERAL INFORMATION

- All Permits must have the license plate numbers of the vehicle that they are assigned to written on them.
- Vehicles with permits that do not match the vehicle's plate number will be in violation of the Transfer Station Rules and Regulations.
- Residents whose plate number is on a permit that is attached to a vehicle with a different plate number are also in violation of the Transfer Station Rules and Regulations.
- A permit is only valid if it is attached in the correct location to a vehicle whose plate number matches that written on the permit.
- All areas of the Transfer Station, including the Swap Shop and all donation containers, are restricted to use only by current Southborough residents with a valid permit.
- A permit is no longer valid if the resident has moved from Southborough.
- Removing materials from recycling bins, compactors, Goodwill and Habitat ReStore is prohibited.
- Salvaging parts in the metal pile is prohibited.
- Climbing over fences or into or onto bins, compactors or the metal pile is prohibited.
- The Southborough transfer station does not accept cathode ray tubes (CRTs) or flat screen monitors and TVs. CRTs are computer monitors and televisions that have picture tubes. There is a yearly CRT collection at Household Hazardous Waste Day when these can be recycled for a fee. Information regarding other recycling options is available at the DPW.

IT IS AGAINST THE LAW TO DISPOSE OF CRTS AS REFUSE

HOUSEHOLD HAZARDOUS WASTE DAY - CRT COLLECTION DAY – October 19, 2024 -- YOU MUST HAVE A VALID PERMIT TO PARTICIPATE IN HHW DAY– CRTs WILL BE COLLECTED FOR A FEE

2024 - 2025 ALL FINES $250.00

VIOLATIONS AND FINES

In compliance with Article III entitled, "Transfer Station, Violations and Fines" of Chapter 36 of the Code of the Town of Southborough entitled "Selectmen" the following shall apply:

36.6 Pursuant to the duly promulgated Rules and Regulations of the Select Board, valid transfer station permits will be required for all residents utilizing the transfer station and its related facilities.

36.7 Failure to adhere to the provisions of the Selectmen's Rules and Regulations, as duly posted at the Transfer Station, will result in the issuance of a warning letter from the Superintendent of the Department of Public Works.

36.8 Subsequent violations of the Rules and Regulations at the Transfer Station, after the first warning letter has been issued, will result in a fine for each subsequent violation. Fines are set annually by the Select Board and shall be paid within thirty (30) days on notification from the Select Board or their designee.

36.9 The Select Board will govern the process for administrating the imposition of fines, which may be appealed to the Select Board or their designee within thirty (30) days of the date of notification by the Town. After due notice and hearing, the Select Board or their designee shall have the authority to uphold, modify or repeal any such fine imposed. No fine will be delinquent while an appeal is pending before the Board or their designee. Violators shall have ten (10) days to pay said fines if notified by the Selectmen or their designee that the appeal has been denied. No transfer station permit will be issued to residents with delinquent fines.

36.10 The Police Department is further authorized to prosecute any delinquent unpaid fines pursuant to the applicable provisions of state statute.

Open: Wednesday through Saturday 8 a.m. to 6 p.m.

FOR INFORMATION ABOUT DISPOSAL OR FUNDRAISING CALL THE TRANSFER STATION (508) 485-2511 or DPW (508) 485-1210

Please note the transfer station is under video surveillance.

UNACCEPTABLE WASTE

(1) State Waste Ban Law

The following items **MUST** be **RECYCLED** per Massachusetts State Regulations **310 CMR 19.017** and thereby are prohibited from disposal in the Transfer Station Compactor.

Paper	Glass Containers	Recyclable Plastic Containers (Single Polymer Plastics)	Yard Waste	Lead Acid Batteries
Cardboard	Metal Containers		Leaves	White Goods
Textiles	Mattresses	Box Springs – All Types	Tires	

These recyclables in addition to many others are collected at the Recycling Center. Refer to the Recycling Guide for a complete list of all acceptable items.

(2) Other items in addition to (1) above that **ARE PROHIBITED** from the Transfer Station Compactor per Massachusetts State Regulations or contractual agreement with Wheelabrator Millbury, Inc. are:

• Acids • Ammunitions, Explosives & Ordinance Material • Animal & Human Remains • Asbestos • Asphalt • Bathtubs • Biological Waste • Brick • Cable • Cathode Ray Tubes (TVs and Computer Monitors) • Caustics	• Cesspool or Other Human Waste • Chemicals Cleaning Fluids • Commercial Food Waste • Concrete • Drugs • Empty Chemical Containers • Fill • Firearms • Flammables • Fluorescent Bulbs • Gravel	• Hazardous Waste • Hot Loads • Home Sharps • Insecticides • Liquid Waste • Loam • Non-burnable Construction Material • Oil Based Paint • Oils-Crankcase, Cutting, Drained • Paints (liquid) • Pathological Waste	• Pesticides • Petroleum Products • Poisons • Radioactive Material • Scrap Metal • Sheetrock • Tree Logs, Stumps • Wallboard • Wire • Wood (GREATER than 2 ft. long or 2 ft. wide and/or 4 in. diameter)

ACCEPTABLE WASTE

ITEMS THAT CAN BE DISPOSED IN TRANSFER STATION COMPACTOR

• Ashes & sawdust (cold & bagged) • Construction Debris (limit 2-32 gal barrels) • Demolition Debris, incl. carpet (limit 2-32 gal barrels) • DRIED LATEX Paint	• Furniture (Some furniture may be left at Swap Shop) (remove springs from sofa beds) • Garbage (wrapped, bagged – discard with household rubbish) • Miscellaneous hardware (screws, nails, bolts and nuts)	• Non-recyclable plastics • Plastic toys • Pots and pans • Porcelain sinks	• Small kitchen appliances (may also be left at Swap Shop if useable) • Toilets • Wood LESS than 2ft long and 2 ft wide and 4 in thick (limited to same amounts as construction and demolition debris 2-32 gal barrels)

OFFICE OF THE SELECT BOARD
TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772
(508) 485-0710 · FAX (508) 983-7752 selectmenoffice@southboroughma.com

Transfer Station Sticker Fee Waiver Application

If you think you are eligible to have your Transfer Station Sticker fee waived, please complete this application and send it to selectmenoffice@southboroughma.com along with copies of your registrations. If you have any questions, please contact the Select Board Office at 508-485-0720

Name_____Date_____

Address_____Southborough, Ma. 01772

Phone 1_____Phone 2_____

Email_____

This application is solely for the waiver of Transfer Station Fees. All other requirements for access remain in effect as do all other Transfer Station Regulations.

You qualify if you meet either requirement as show below.

Automatic Qualification – You automatically qualify for a transfer station sticker fee waiver if you participate in one of the following, please check each that applies

- ☐ SNAP
- ☐ SSDI/SSI
- ☐ Medicaid
- ☐ TANF (Formerly AFDC

Income Qualification:

☐ Check here if your household gross income is less than $60,000.00

By signing the below, I certify that the above information is true and correct to the best of my knowledge. I understand that once the fee is waived, the Transfer Station Sticker will be made available to me.

Signature_____Date_____

INTEROFFICE MEMO

To: Selectboard as Water Commissioners
cc: Mark Purple, Executive Administrator
From: William J. Cundiff, P.E., DPW Superintendent
Date: June 13, 2024
RE: Water Service Fees

As you know, the Selectboard (Water Commissioners) have already selected the Water Rate Fees for FY25. The Water Department also has a Fee Schedule that is associated with other services provided which largely pertains to personnel time, outside professional services time, and equipment associated with a variety of services. This fee schedule largely is not intended to generate revenue but is intended to defray operating costs. The current fee schedule has not been updated for a number of years and is due to be updated as many of the identified items are more expensive than indicated in the fee schedule. Attached is the fee schedule that is proposed for FY25 for Services.

TOWN OF SOUTHBOROUGH
WATER FEES
(effective July 1, 2024)

DESCRIPTION	FEE
FINAL BILL FEE	$32
EMERGENCY FINAL (IF NEEDED WITHIN 72 HRS OR LESS)	$50
LATE FEE / PROMPT PAYMENT DISCOUNT (WITHIN 30 DAYS)	$15
BACKFLOW TEST	$65
BACKFLOW TEST - PER ADD'L DEVICE	$35
BACKFLOW TEST - PER RETEST DEVICE	$35
HOURLY RATE (DURING REGULAR WORKDAY)	$50
CALL OUT PER HOUR 4 HR MIN (AFTER-HOURS)	$75
WATER SHUT OFF / TURN ON FEE	$35
REMOVE OR INSTALL SEASONAL METER PLUS STORAGE	$60
INSPECTION FEE **	$50
RE-INSPECTION FEE	$50
FLOW TEST - 5/1 -10/31	$160
WATER METER INSTALL FEE (PLUS METER/MXU COST)	$50
3/4" WATER METER	$195 *
5/8" WATER METER	$195 *
1" WATER METER	$355 *
1 1/2" WATER METER	$688 *
2" WATER METER	$963 *
MXU UNIT (NEW AND/OR REPLACE)	$186 *
HYD HOOK UP FEE (PLUS WATER VOLUME USED PER RATE CHART)	$50
MAINT FEE-PER HYD	$100/yr
TIE-IN CONNECTION (PER 1" DIAMETER SERVICE LINE)	$1,600

*** Equipment prices are at cost and are subject to change based on vendor prices.**

**** Inspection fee does not include construction of new waterlines within subdivisions. This would be contracted out for full-time inspection during construction of the watermain, at the developers expense.**

INTEROFFICE MEMO

To: Selectboard as Water Commissioners
cc: Mark Purple, Executive Administrator
From: William J. Cundiff, P.E., DPW Superintendent
Date: June 13, 2024
RE: Water Regulation Revision – Work on Private Property

The Water Department Rules and Regulations (adopted 1/27/1987), are outdated and need to be revised. The plan is to revamp these regulations in their entirety in FY25. However, currently there is one aspect of the regulations that should be revised forthwith.

Section V. B. (page 17) states:

> *"All service pipes one-inch in diameter and less up to and including the shut-off valve before the meter shall be maintained by the Water Department."*

Proposed Revision:

> *"All water service pipes located between the water main and the curb stop ~~one-inch in diameter and less up to and including the shut-off valve before the meter~~ shall be maintained by the Water Department. Water services located between the curb stop and the water meter shall be maintained by the customer/owner. Water Service leaks between the curb stop and the meter may result in water shut-off until the leak is repaired."*

The logic associated with this revision pertains largely to liability (as well as cost) associated with work on private property for water service lines that were installed by private builders (unlike water mains installed by the Water Department). Over the years, we have identified many issues with service line construction ranging from less than ideal locations (ie. Under walls, driveways, walkways, decks, interior cabinets or finished basements, etc) as well as poor construction quality (backfill containing boulders over pipe, different pipe materials, etc.). Leaking service lines have cost the water department tens of thousands of dollars in the past and sometimes result in lingering customer dissatisfaction with the quality of restoration (ie. Walkways, driveways, decks, cabinets, etc.). On occasion, an insurance claim will be filed. The bottom line is the water department should not be digging up private property.

Accordingly, I am requesting the Select Board to approve the above regulation change.

TOWN OF SOUTHBOROUGH

WATER DEPARTMENT

TOWN OF SOUTHBOROUGH, MASSACHUSETTS

Water Department Rules and Regulations

TOWN OF SOUTHBOROUGH, MASSACHUSETTS

Water Department Rules and Regulations

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I. GENERAL INFORMATION

A. Definitions

1. Water Department - The Water Department of the Town of Southborough, Massachusetts as represented by its Board of Water Commissioners, Superintendent or duly authorized employees or agents.

2. Application for Water Service - The form signed by the customer or his designated representative for the purposes of obtaining water service from the distribution system which shall be considered as a contract between the Water Department and the applicant.

3. Customer - The party making application for water service to any dwelling unit or units, commercial business, corporation, industry or government agency.

4. Distribution System - The system of existing water mains which are installed or presently located in accepted roadway layouts, rights of way or easements within the corporate limits of the Town of Southborough which provide water for fire protection and domestic service.

5. Water Service - The pipe extending from the distibution main to the customers dwelling or other structure, up to and including the water meter.

6. Single Family Dwelling - A single family home used as temporary or permanent living quarters.

7. Multiple Dwellings - Multiple dwellings shall be deemed to include but not be limited to, duplex homes,

nursing homes, apartment buildings, town houses, elderly or family housing complexes, or condominiums.

8. Commercial Structures - Commercial structures shall be deemd to include but not be limited to hotels, motels, restaurants, department stores, food markets, or other facilities furnishing consumer or user services.

9. Industrial Structures - Structures where goods are manufactured, stored, or dispensed for consumer use.

B. Service Area

The territory served by the Water Department to the extent of the Town's corporate boundries.

C. Office Location and Hours of Work

The offices of the Water Department are located at Common Street, Southborough, Massachusetts, 01772. The office is open Monday through Friday from 7:00 AM to 12:00 PM and from 12:30 PM to 4:00 PM. The office is closed Saturdays, Sundays and on legal holidays.

Scheduled meetings of the Board of Water Commissioners

Meetings held every other Tuesday at 7:30 P.M. at the Water Department Office, Common Street, Southborough, MA 01772.

Appointment to be made seventy-two (72) hours in advance for Board of Water Commissioners meeting to be put on the agenda, or discretion of the Board.

Information may be obtained by calling (617) 485-1845 during normal business hours.

D. Application for Water Service

Application for water service must be made by the customer or his designated representative and signed in writing at the office of the Water Department on forms provided by the Water Department, stating fully and truly the use to which the water is to be applied.

1. An approval of the application by the Board of Water Commissioners or their duly authorized representatives shall constitute a contract between the Water Department and the applicant, obligating the applicant to pay the Water Department its established rates and charges and to comply fully with these Rules and Regulations.

2. The Water Department reserves the right to assign the size and location for the water service.

3. Applications will be approved subject to an existing main in an accepted roadway, right-of-way or easement abutting the premises to be serviced, but approval shall in no way obligates the Water Department to extend its mains to service the premises or to cause increasing pressures or volume of water to said premises, except as may be hereinafter provided.

4. The rendering of service by the Water Department and the acceptance thereof by the customer shall be deemed a valid contract between the parties, their heirs, assigns or succcessors, including and subject to all the provisions of the Water Department's rates, rules and regulations applicable to that service, whether or not a

signed application is made by a customer and accepted by the Water Department.

5. Use of water is to be confined to the premises named in the contract. No customer shall supply another not entitled to the use of water, nor shall be use it for any purpose not mentioned in his application. No person shall obtain water service from any hydrant, or other fixture of the distribution system without previous consent of the Water Department.

6. A set fee of deposit shall be made with each application.

7. The Water Department superintendent shall investigate each application and make a recommendation to the Board of Water Commissioners is deemed necessary within fourteen (14) days of receipt thereof. The Board shall render their decision on each application within fourteen (14) days of receipt of each recommendation.

8. Upon completion of a water service installation or water main extension, any outstanding balance due and payable to the Water Department for services rendered shall be due and payable within 30 calendar days.

9. The Board of Water Commissioners reserves the right to delay a request for approval of any occupancy permit that may be required pending full payment on outstanding accounts.

E. Emergency Services. Emergencies may be reported after normal working hours and on weekends and holidays to the Southborough Police Department.

II. WATER RATES

A. General

Each customer shall be billed for water usage at the prescribed current rates in force at the time of billing.

1. Checks should be made payable to the Town of Southborough. Remittances in cash sent by mail are at the customers risk. If receipts are requested, a stamped self-addressed envelope shall be enclosed with each remittance.

2. A penalty fee shall be assessed for checks submitted and returned to the Tax Collectors for insufficient funds and for late payment of water bills. Such penalties shall be as established from time to time by the Board of Water Commissioners and Collectors Office.

3. The failure of the customer or his agent to receive notice of his water bill does not relieve him of the obligation of its payment nor from the consequences of its non-payment.

B. Domestic Accounts

Water usage shall be billed quarterly.

1. Bill periods shall be as follows:

a. January

b. April

c. July

d. October

2. Payment is due within 30 calendar days of the date of mailing, however after 45 days all bills are subject to 10% penalty.

3. In the event that meters are stopped, frozen or otherwise damaged, or entry for reading purposes cannot be made, water usage shall be based on the prevailing minimum rate or may be averaged over previous billing periods at the discretion of the Water Department.

C. Commercial and Industrial Accounts

For commercial and industrial accounts, billings shall be made on a monthly basis.

1. All meters shall be read starting the tenth day of each month or the closest working day thereto.

2. Billings for metered service shall be sent out by the tenth day of the following month of the meter readings. Bills shall be paid within thirty (30) days of the date of billing.

3. Failure to make such payment shall subject the customer to the provisions for delinquent accounts.

D. Policy for Granting Abatements to Water Bills. The policy of the Board of Water Commissioners in cases involving higher than ususal water bills due to excessive use of water in a billing period is to grant an abatement as outlined below. The following ocnditions will be followed in granting an abatement.

1. The customer or his representative shall appear before the Board to request an abatement and explain the reasons for so doing.

2. An abatement will be granted in those cases where the excessive use of water was beyond the reasonable control of the user, such as a leak in property, buried pipes that are not visible to the eye.

The Board of Water Commissioners will decide if the excessive use was beyond reasonable control.

3. The Board of Water Commissioners reserves the right to inspect the customers premises to examine the cause of the excessive usage prior to granting an abatement.

4. Any abatement granted will be limited to the excessive use of a minimum of 100,000 cubic feet of water per a three month period.

5. The abatement will be calculated by determining the average use of water by the customer during the past 12 months and subtracting this average from the amount used during the period for which an abatement is requested. In no case will an amount less than an equivalent of 1000 cubic feet per three month period be subtracted from the amount in question. The value of the abatement will then be calculated by multiplying the resultant quantity by 0.8 and applying the water rate cost in force at the time the excessive use occured.

The intent of this policy is to grant relief to customers who incur an excessively high water bill, due to

resaons beyond their reasonable control. It is further intended, that the water department must charge users of unexpected large quantities of water (as explained above) only that amount which covers the expense of providing such water. The anticipated income to the water department does not include periodic cases of unexpected high users by homeowners.

E. Delinquent Accounts

1. On any account found to be delinquent collection may be initited by any of the following procedures.

a. Collection through small claims court or any other court having the appropriate jurisdiction.

b. Attachment of property by use of a lien.

2. A late fee will be added after 30 days on overdue accounts.

F. Transfer of Ownership

In the event of the transfer of ownership of dwellings or other structures served by the water system, the current owner or his authorized agent shall notify the Water Department of such sale or transfer and a final reading and bill will be issued by the Water Department.

1. Such notification shall include a request for an accounting of current usage, overdue balances and any liens or adjustments thereto.

2. The name(s) and addresses of the new owners or corporations whether individually or jointly owned shall be furnished upon notification for a final reading.

3. Failure by the seller to pay any outstanding balances due on account shall not affect the water departments right to recover such payments due by legal remedy. Any outstanding balance not paid at the time of sale or transfer shall be considered as a lien on the property and be subject to collection by the Town of Southborough in accordance with the applicable provision of MGL Chapter 40.

III WATER SERVICE FEE'S

A. New Water Mains and Services

At the time of application for a water main extension or new or renewed service, a deposit at prescribed rates established by the Board of Water Commissioners for installation of varying types and sizes of such extensions or services shall be required to cover the cost of capital expenditures applicable to system expansion and maintenance thereof, which for the purposes of these Rules and Regulations shall be considered as a demand fee.

1. All costs for labor, equipment, tools and materials encurred by the Water Department shall be billed at the rates that may be established from time to time by the Board of Water Commissioners.

2. Copies of the latest charges for labor, equipment, tools and materials may be obtained upon request from the Water Department.

3. Water main or service installations larger than one-inch in diameter, shall be considered on a case by case basis, and applicants may be required to hire private contractors approved by the Water Department to perform this work. All such work and materials shall be subject to inspection and approval by the Superintendent or his authorized representative.

4. Payment for all work and materials furnished by the Water Department shall be made prior to commencing work.

B. Temporary Services

Application for temporary services for construction purposes or agricultural use shall be considered on a case by case basis by the Water Department. In general, a demand fee payment will not be required, however, all required work and materials will be billed as specified, hereinbefore. Water usage shall be metered and billed at prevailing rates.

C. Private Fire Systems

All water supplied through fire service piping systems, may at the discretion of the Water Department be metered and special measuring or detection devices shall be furnished, installed and maintained by the user.

1. Meters shall be of the compound or turbine type as required to supply required domestic and/or fire flows to the structure to be serviced.

2. Applications for fire service lines shall be accompanied by detailed drawings, flow calculations, Insurance Service Office (ISO) requirement data, projected

consumption data, etc., prepared by an Engineer registered in the Commonwealth of Massachusetts.

3. Systems shall be so designed, installed and maintained so as not to create hydraulic problems within the existing distribution system.

D. Swimming Pools

Any customer or contractor submitting a request to fill a swimming pool shall apply in writing to the Water Department.

1. For new installations, the applicant or contractors shall furnish a copy of an approved building permit issued by the Town of Southborough.

2. The name and address of the applicant and approximate gallonage required shall be furnished.

3. The Water Department shall be held harmless for any damage caused to private property due to filling new or refilling of existing swimming pools, nor shall it be responsible for the quality of water supplied for such purpose. The rate of filling shall be based on distribution system conditions at the requested time of filling and the Water Department reserves the right to postpone the filling operation as it deems necessary based on system conditions or during periods of heavy use.

4. All applications for filling swimming pools will be denied during the enforcement period of a water ban.

5. A service charge shall be assessed by the Water Department for services that may be rendered at a rate as

established by the Board of Water Commissioners. Water usage shall be billed at prevailing rates.

IV METER INSTALLATION TESTING AND REPAIR

A. General

Meters shall be required for all domestic, commercial and industrial services and the Water Department will determine appropriate sizes and types of meters to be installed.

1. The Water Department shall furnish, install and maintain water meters up to 3/4-inch in size at prescribed rates as established by the Board of Water Commissioners, subject to the conditions noted hereinafter.

2. Meters over 3/4-inch in size shall be purchased by the applicant and shall only be installed by licensed plumbers and in accordance with the requirements of and under the direct supervision of the Water Department. Meters so purchased shall conform to the requirements of the Water Department and be furnished with all necessary accessory items to complete the installation, and shall be installed in such manner so as to protect the meter from damage and to facilitate removal, replacement and reinstallation.

B. Location

All meters shall be set, as nearly as possible, at the point of entrance of the service pipe to the building and the customer shall provide and maintain a clean, dry, warm and accessible place therefore. Meters once set may be changed in location at the request of the customer, at his expense,

and work may be done only by an agent of the Water Department or by a contractor approved by the Water Department.

When and if the customer fails or neglects to furnish a suitable location for a meter inside the building, or where for other reasons it is necessary or expedient to locate the meter in an underground box or vault, the customer shall bear the expense of same.

C. Access

All meters shall become subject to control by the Water Department upon satisfactory installation and testing. The officers or agents of the Water Department shall have free access to all premises supplied with water. At reasonable hours, to permit the inspection of plumbing and fixtures, remove or read meters, to ascertain the amount of water used and the manner of use, and to enforce the intent of these Rules and Regulations.

D. Testing

For meters 3/4-inch and larger, accuracy tests shall be conducted in accordance with the schedule shown under Paragraph 9, or as may be otherwise required by the Water Department if the accuracy of readings is questionable. Field tests shall be conducted in the presence of the Superintendent or his authorized representative and if the field test show inaccurate readings, the meter shall be removed for repairs. The customer shall make arrangements for the removal and repair of any defective or non-registering meter within fifteen (15) days after

receiving notice from the Water Department and shall advise the Water Department of the date that the meter is to be removed from service so that a reading may be obtained. Certified copies of factory tests before and after repairs are made shall be submitted to the Water Department. All expenses covering, field testing, removal, transporting, repairs and re-installation shall be borne by the customer.

1. Tests to determine the accuracy of each meter will be made in accordance with the following schedule or as often as the Water Department may deem necessary. For services up to 5/8-inch in size, meter repairs or replacements necessitated by ordinary wear will be made by the Water Department.

2. Meter Size

	5/8"	3/4"	1"	1½"	2"	3"	4"	6" & over
Interval between tests (years)	10	10	4	4	4	2	1	1

3. A customer may at any time question the accuracy of the meter on his service in accordance with the provisions of Chapter 40, Section 39I shall be tested only after the Water Department receives the request in writing.

4. If the testing of a meter as hereinbefore provided shows that it fails to register correctly within two percent, the charge to the customer shall be adjusted accordingly as the registration varies from 100 percent. Such adjustment shall appy to the current period only, unless it is apparent to the Water Department that a previous

period's consumption has also been affected by the same error.

E. Maintenance

If a water meter is damaged by freezing, hot water or other fault of the customer, all removal, repair and/or replacement charges will be billed to the customer.

F. Non-Registering

If a meter does not register during a billing period due to mechanical failure, or has been removed for repair or testing, the bill will be based on the average daily rate of consumption following the meters replacement. If the meter is not installed during the billing period the bill will be based on the average daily rate of consumption over the previous year.

G. Tampering

If a water meter is tampered with or defaced in order to prevent the proper registration of the water consumed, the customer will be prosecuted to the full extent of the law.

Penalties may be assessed customers to the extent as proivided by laws. If the customer fails to remove any violation or comply with any written order of the Water Department immediately water service may be restricted or shutoff.

A list of violation fees may be obtained from the Water Department.

V. SERVICES

A. General

All services shall be installed in accordance with these Rules and Regulations.

1. On new installations or renewals of existing service pipes, only one customer will be supplied through one service pipe. Where more than one customer is now supplied through one service pipe and under the control of one curb shut-off, any violation of the Rules and Regulations of the Water Department by either or any of the customers so supplied shall be deemed a violation by all and the Water Department may take action as could be taken against a single customer. Such action shall not be taken until the customer who is not in violation of the Water Department Rules and Regulations has been given a reasonable opportunity to attach his pipe to a separately controlled service connection.

2. In the event that the Department proposes to restricted or shut off service to a customer involving a landlord-residential tenant account, the Water Department will first notify the Board of Health. Such notice shall only be given if no payment arrangement can be made with the landlord before service is restricted or shut off. Thereafter, the Board of Water Commissioners after consulting with the Board of Health, shall have the discretion to direct the manner in which the the restriction or shut off shall be accomplished, such as, but not limited to, a requirement that as many residential tenants as may reasonably be possible be notified of the action which may affect them.

3. The operation of curb stops or gate valves on of any water service or water main extension is forbidden by anyone other than the Water Department.

4. In the event the customer requests water to be turned on of off, the Water Department will not be responsible for any damages occurring due to such action requested.

B. Ownership

All service pipes one-inch in diameter and less up to and including the shut-off valve before the meter shall be maintained by the Water Department.

1. All customers are urged to maintain the plumbing and fixtures within their own premises in good repair. They shall be required to make any repairs necessary to conserve water.

2. Customers are urged to install water conservation devices.

C. Materials

All materials used for water service or water main extensions shall be as approved by the Water Department.

D. Installation

All water services and water mains shall be installed to a minimum depth of cover of four and one half (4½) feet.

1. Installation Period. The Water Department will not allow any service lines or water mains to be installed between November 1 and April 15, except by special

arrangement, or in the case of an emergency, in which case the customer shall pay for the excess over normal costs.

2. Approval. Work done by private contractors shall be performed in a manner satisfactory to the Water Department. If any defects in workmanship or materials are found, or if the customer's service has not been installed in accordance with the Water Department requirements, the water service will either not be turned on or will be disconnected if such defects are not corrected. All services or water main extensions shall be flushed, pressure tested and disinfected as required before acceptance by the Water Department. Any new additions or private additions shall be approved by the Water Department Superintendent. No customer shall install any additions or alter any service pipe(s) for any purpose not mentioned in the customer's application without first giving written notice to the Water Department and obtaining its approval.

3. Joint use of Service Trench. Service pipes will not be placed in the same trench with gas pipes, electric conduits, sewers, or other utilities.

4. Cross-Connections. No cross connection between the public water system and any nonpotable supply will be allowed unless protected by a system specifically designed for this purpose, and such connection is approved by the Water Department and by the Massachusetts Department of Environmental Quality Engineering. No connection capable of causing back-flow between the public water supply system and

any plumbing fixture, device, or appliance or between any waste outlet of pipe having direct connection to waste drains will be permitted. If the Water Department discovers such a connection, service will be discontinued immediately.

a. All customer services shall be protected with devices comensurate with the degree of potential hazard. All such devices shall be located at the service entrance and all water consumption within the premises shall pass through the protective device.

5. Backflow Prevention Devices. An approved backflow prevention device may be required on commercial and industrial enterprises using municipal water. The device shall be purchased and maintained by the customer. The device shall be inspected by the Water Department or by the state every six (6) months. The cost of said inspection will be billed to the customer as applicable.

6. Electrical and Telephone Grounds. No user of the municipal water system shall install an electrical or telephone ground of any sort to the water service or to their own plumbing.

7. Tapping Existing Water Mains. All taps in existing water mains shall be made by or under the supervision of the Water Department.

8. Operation of Valves and Hydrants. Operation of gate valves, curb stops and hydrants shall only be done by Water Department personnel.

E. Frozen Water Mains and Services. In those cases where customer-owned service pipes or mains are frozen, and it is determined that the main or service is not properly installed, the thawing may be done by the Water Department at the expense of the customer.

1. To avoid a re-occurance, the Water Department may order an examination of the customer's service pipe. If the service is not at a minimum depth of four and one half feet, as requried, the Water Department reserves the right to require it to be lowered before service is resumed.

2. Where mains or services are at the proper depth, all costs for thawing shall be borne by the Water Department.

F. Private Wells

All customers with private wells shall notify the Water Department of the number, size, depth, location of the wells and quantity used from these private sources.

1. No pipes or fixtures connected to the distribution water mains shall be connected to the private source. See section V D.4 and 5.

H. Insurance, Bonds and Permits

Insurance requirements for work done by private contractors in accepted town roads, rights-of-way and easements shall be as required by the Board of Selectmen, in addition road maintenance bonds may be required. All road opening permits shall be obtained through the Superintendent of the Southborough Highway Department or through the

Massachusetts Department of Public Works as applicable and copies furnished to the Water Department as required.

VI WATER MAIN EXTENSIONS

A. General

Extension of a water main to any residential, commercial or industrial development or to any subdivision thereof, in easements or ways established therein not formally accepted by the Town of Southborough as public ways and for water main extensions in accepted public ways shall be made only in accordance with the following terms and conditions.

1. The applicant for such extension(s) shall submit three copies of preliminary plans and a detailed utility impact study where required to the Board of Water Commissioners at least fourteen (14) days (Saturdays, Sundays and holidays excluded) prior to submission of preliminary plans to the Planning Board and prior to to requesting a meeting with the Board to discuss availability of water and design concepts.

2. Preliminary plans shall contain thereon the area to be serviced, which shall include all proposed and existing streets, ways, easements, existing utilities and topographical features. Water mains shall be shown extending to the furthest point of property and shall terminate with a main line gate valve and hydrant assembly as required by the Water Department. Plan size shall be 24-inches by 36-inches and shall be drawn to a scale of 40 feet to 1-inch. One mylar and two prints of each plan shall be submitted. Each

plan shall be stamped by a professional engineer registered in the Commonwealth.

3. Detailed utility impact studies shall include but not be limited to the following:

a. Anticipated fire flows, pressure ranges and other pertinent data within the sub-division or complex.

b. Potential or anticipated impact on the existing water dstribution system.

4. Upon receipt of the application and required data, the Board of Water Commissioners will review the data submitted and advise the application in writing within twenty (20) days (Saturdays, Sundays and holidays excluded), of its findings and recommendations, unless such time is extended by mutual agreement.

5. The Board of Water Commissioners or its authorized representative shall layout the location of water mains, valves, hydrants, etc., or may at its discretion require that a detailed review and analysis of the submitted material be made by its consulting engineer(s). Any and all costs for such review and analysis shall be made at the applicants expense. The Board will obtain an estimate of cost from its consulting engineer(s) and advise the applicant in writing within seven (7) days after receipt of the application (Saturday, Sunday and holidays excluded) of such costs and time required for the review. Payment for all costs relative to preliminary and final review of submittals shall be made by the applicant and shall be made directly to

Departments consulting engineer. No approval of final plans will be made or connections to the Town's water system authorized until such time as all payments for outside services have been made.

6. Certified copies of such right of ways, easements or other instruments that may be required or as may be necessary for the purpose of making and recording such installation(s) shall be submitted as required.

7. Upon submission and subsequent approval of definite plans by appropriate boards, commissions and agencies, the applicant shall cause to be executed an agreement between the Board of Water Commissioners on behalf of the Town of Southborough and himself indicating that title to new water mains in accepted Town roads, rights of way and easements shall be granted to the Town after the installation is completed and only after a one year guaranty period has expired from date of completion. A bond is an amount prescribed by the Board of Water Commissioners shall be required on behalf of the Town subject to conditions deemed in the best interest of the Town. This bond shall apply only to the water main(s) and appurtenant items in residential, commercial or industrial sub-divisions and not to pavement replacement and other restoration work which shall be subject to the control of the Highway Superintendent and Board of Selectmen.

8. Water mains and appurtenant items installed in residential, commercial and industrial complexes or

sub-divisions thereof shall remain the property of and responsibility of the applicant until such time as the roadways, right of way and easements therein are formally accepted by Town Meeting action.

9. In the event of an emergency, repairs to water mains and appurtenances will be made by the Water Department. Applicants or Contractors performing each week will be billed for all costs encurred by the Department and shall pay all such charges within thirty (30) days of receipt of the billing. If payment is not received within thirty (30) days, the Board of Water Commissioners shall institute action through the Collectors Office against the applicants or its bonding company to recover its costs. In non emergency situations, applicants will be given a maximum of seven (7) days to effect necessary repairs before action is taken by the Water Department.

B. Special Conditions in General

1. Statutory Requirements. The Contractor shall keep himself fully informed of all existing and future State and Federal Laws and municipal ordinances and regulations that may affect in any manner those engaged or employed in the work, or the materials used or employed in the work, and of all such orders and decrees of bodies or tribunals having any jurisdiction or authority over the same and of all provisions required by law applicable to the project, all of which provisions are hereby incorporated by reference and made a part thereof. He shall at all times himself observe

and comply with, and shall cause all his agents and employees to observe and comply with all such existing and future laws, ordinances, regulations, orders, and decrees; and shall protect and indemnify, orders, and decrees; and shall protect and indemnify hold harmless and defend the Town of Southborough, Massachusetts and all of its and their officers, agents, and servants against any claim or liability arising from or based on the violation of any such law, ordinance, regulations, order or decree, whether by himself or his employees or subcontractors.

All materials furnished and work done are to comply with all State, Federal and local laws and regulations.

2. Severability. The provision of the Standard Specifications for installing water mains and appurtenances and the Rules and Regulations of the Town of Southborough Water Department as adopted by the Board of Water Commissioners on 1986 are declared to be severable and if any provision thereof are held invalid they shall not affect the other provison thereof of either document which shall remain in effect. The Board of Water Commissioners reserves the right to make such changes in these Standard Specifications and the Rules and Regulations of the Water Department from time to time as it deems to be in the best interest of the Town.

3. Applicability. The attached Standard Specification shall apply to all water main extensions in Town roads, rights of way, easements and residential,

commercial and industrial sub-divisions and complexes within the corporate limits of the Town of Southborough as approved by the appropriate governmental regulatory agencies, boards or commissions.

4. Approvals. No work shall commence until such time as all required approvals by Local, State and Federal agencies have been made and sanctioned.

5. Permits. It shall be the Contractors responsibility to obtain all necessary permits that may be required for work on private and/or public property.

6. Bonds and Insurance. Road maintenance bonds in an amount prescribed by the Board of Selectmen shall be required for work in all Town roads and shall remain in effect for a period of one year after final acceptance of the work.

The contractor shall furnish proof of insurability to the Town of Southborough in the manner, amount and extent of coverage as required by the Board of Selectmen.

7. Guaranty. All work and materials shall be guaranteed for a period of one year from the date of acceptance by the Town of Southborough as noted under VI-A-7.

C. Special Requirements

1. Specifications. All work and materials shall conform to the specifications attached hereto. The Contractor shall provide all labor, equipment, tools and materials necessary to construct the work in accordance with these specifications.

2. Standardization of Materials. The Water Department has standardized on certain water works materials and the Contractor shall furnish all such materials without prejudice to their propratory status.

3. Project Scope. Based on the scope of the project, the Water Department may require full time observation of work with its own forces or by outside consultants. All costs relative to observation shall be borne by the applicant.

VII PRIVATE FIRE PROTECTION SYSTEM

A. General

An application for private fire service shall be accompanied by a plan of the proposed piping system together with a statement telling for what other purposes, if any, the system is to be used.

1. All fire service pipes in an accepted roadway right-of-way or easement shall be furnished, laid and connected at the applicants expense, and all portions of such fire service pipes which lie within the limits of an accepted roadway, right-of-way or easement shall be and shall remain the property of the Water Department upon acceptance.

2. Where a standpipe, reservoir, pump or other equipment is used, it shall be constructed so as to shield and protect the water system from all possible contamination and damage and shall be approved by the Water Department.

3. In construction of standpipes, reservoirs, pumps, etc., provisions shall be made for means of easy

access to their interiors by the agents of the Water Department for the purpose of inspection and maintenance as required by the Water Department. Where applicable a draw-off pipe shall be fitted for the purpose of drawing off water for inspection. Such draw-off pipe shall not be connected with a sewer, drain, or outlet in anyway that would permit pollution of the public water supply.

B. Metering

All fire services metered shall conform to the provisions of Section IV.

1. The customer may purchase and install a fire line compound meter and bypass piping as may be required by the Water Department; it shall be of a type approved by the Department and the National Board of Fire Underwriters.

2. The owner may be required to purchase and install a detector check valve with meters and by-pass piping; it shall be of a type approved by the Water Department and the National Board of Fire Underwriters; the Water Department reserves the right at any time to require the owner to install a fire line compound meter as described in the preceding paragraph.

C. Availability of Water

The Water Department does not guaranty that it can furnish proper quantities of water through any fire service nor does it undertake to guarantee anything relative to that service.

D. Flow Tests

Private fire service and fire apparatus connected therewith may be tested by the owners or by insurance inspectors under the following conditions:

1. Notice shall be given at the Water Department Office at least 48 hours in advance of any test and the date and hour agreed upon by the Water Department Superintendent or his authorized agent.

2. The tests shall be conducted in the presence of a Water Department agent.

3. All costs for Water Department personnel and equipment work shall be paid for by the customer.

VIII PUBLIC RESPONSIBILITY

A. General

Customers are not only responsible for the maintenance of certain water service connections and household plumbing systems, but also for their impact on the entire water distribution system.

1. No person(s) shall at any time, operate a fire hydrant or gate valve even if said hydrant of gate valve is privately owned.

2. Hydrants or valves can only be operated:

a. By the Water Department or its authorized agents thereof.

b. By fire fighters conducting training exercises or at a working fire or other emergency.

3. In the event the customer request water to be turned on or off, the Water Department will not be responsible for any damages occuring due to such action requested.

B. Damage to Water Department Property

Damage or vandalism to Water Department property should be reported immediately to the Water Department. Offenders will be prosecuted to the full extent of the law, and may be charged the entire cost of restoring the facility or structure to proper operating condition or for its replacement.

C. Waste and Leaks

Customers shall take all necessary measures to prevent waste of water. The Board of Water Commissioners shall determine what constitutes waste or improper use and will restrict the same when necessary.

D. Fluctuation of Pressure

No customer shall install or use water consumption apparatus which will affect the pressure or operating conditions of the distribution system, and which will so as to interfere with the service of another customer.

1. Where a customer has or proposes to install apparatus which requires water in sudden or excessive quantities, impairing pressure to the detriment, damage to the distribution system or cause disadvantage to other customers, the Water Department reserves the right to require such customer to install devices or apparatus which will

confine such fluctuation of demand or reduction of pressure to reasonable limits as determined by the Water Department.

2. If a customer, after receiving written notice from the Water Department fails to present an acceptable remedial plan to confine fluctuation of demand or reduction of pressure within the limits set by the Water Department, that customer's water service will be restricted or discontinued.

IX. OPERATION OF WATER DEPARTMENT

A. General

The Water Department will attempt to provide adequate volume and pressure of water at all times however, this cannot be guaranteed due to events beyond their control and normal operation requirements.

B. Flushing

A scheduled program for flushing mains shall be established by the Water Department. Notice of times and locations of planned flushing measures will be published in a newspaper of general circulation at least two (2) days prior to the date(s) of flushing.

C. Drought or Emergency

The Water Department reserves the right, in periods of drought or emergency or when deemed essential to the protection of public health, safety and welfare, to restrict, curtail or prohibit the use of water for secondary purposes, such as sprinkling of lawns, car washing, air conditioning,

or filling swimming pools and shall have the right to fix hours and periods when water may be used for such purposes.

D. Turning Water On or Off

A forty-eight hours (48) notice is required for turning on or shutting off water. The requested service will be provided as soon as possible after notification.

1. Emergency shut-offs at the customer's request will be attended to as soon as possible at any time.

2. Turn-offs in the event of any type of disaster or unattended home where a leak is discovered may be carried out without notifying the customer.

E. Interrupted or Unsatisfactory Service

The Water Department will not be responsible for any damages caused by shutoffs in the main or service pipes because of shortage of supply or for repairs, extensions, or connection, or for any other reason beyond the control of the Water Department. Notice of shutoff will be given when practicable, but nothing in these Rules and Regulations shall be construed as requiring the giving of such notice.

1. The Water Department will not be responsible for damages caused by discolored water, which may be caused by flushing of pipes, reservoirs, or standpipes, or the opening or closing of any valves or hydrants considered necessary or customary for system operation and maintenance or in emergency situations.

2. Acceptance of service by the customer shall be on the express condition that the Water Department shall not

be liable for any damages caused by bursting of pipes, collapse or leakage of customer's equipment, nor for any leakage from any pipes, fixtures, or other appliances wherever located between the main pipe and the point of leakage for any cause whatsoever.

3. The Water Department shall not be liable for damages to fences, walls, shrubs, walks, lawns or any other portion of the customer's premises occassioned by work or installation.

4. The Water Department in no way guarantees the quantity of water or water pressure or the quality of the water, but will endeavor to render the best possible service at all times.

F. Restriction or Discontinuance of Service

Any service may be restricted or discontinued for any of the following reasons:

1. An illegal service connection.
2. A cross connection to any other water supply.
3. Tampering with service connections and/or meters.
4. Denial of access to a representative of the Water Department for the purpose of:
   a. Reading meters.
   b. Checking and/or repairing meters or services.
   c. Checking water connections, appliance and/or fixtures.

5. Non-compliance with request to curtail the use of water under special conditions as determined by the Water Department.
6. A faulty backflow prevention device.
7. Use of water for other than described in the application.
8. Willfull waste of water.

The provisions of these Rules and Regulations are declared to be severable and if any provision hereof is held invalid, that shall not effect the other provisions hereof which shall remain in effect.

TOWN OF SOUTHBOROUGH, MASSACHUSETTS

Water Department Rules and Regulations

Approved January 27 1987

By _____

_____

_____

Board of Water Commissioners
Town of Southborough, Massachusett

Approved as to Form

_____
Town Counsel

Jan. 23 87
Date

TOWN OF SOUTHBOROUGH

OFFICE OF THE TOWN ADMINISTRATOR
TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 · FAX (508) 480-0161 · selectboard@southboroughma.com

TO: Select Board
FROM: Mark J. Purple, Town Administrator
DATE: June 13, 2024
SUBJECT: Placeholders for Special Town Meeting warrant

Here is a list of the placeholders that have been discussed by the Board during and following the April 2, 2024 meeting for consideration as warrant articles for a Fall Town Meeting in September:

- Zoning change to comply with MBTA Communities requirements;
- Implementation of results of Public Safety staffing study;
- Feedback for a Regional Emergency Communications Center (RECC) proposal;
- Funding for Atwood site cleanup;
- Increase bonding amount for Breakneck Hill farm dump remediation;
- Increase CPA surcharge from 1% to 3%;
- Restructure the AHTFC and SHOPC;
- Amendments to the SAP (Personnel) bylaw;
- Change the date requirements for Annual Town Meeting;
- Establish process for transferring Affordable Housing funds from CPA to AHTFC on an annual basis;
- Stormwater enterprise fund

I can begin compiling a more formal warrant document once the date of the meeting has been set. Please let me know if you have any questions. Thank you.

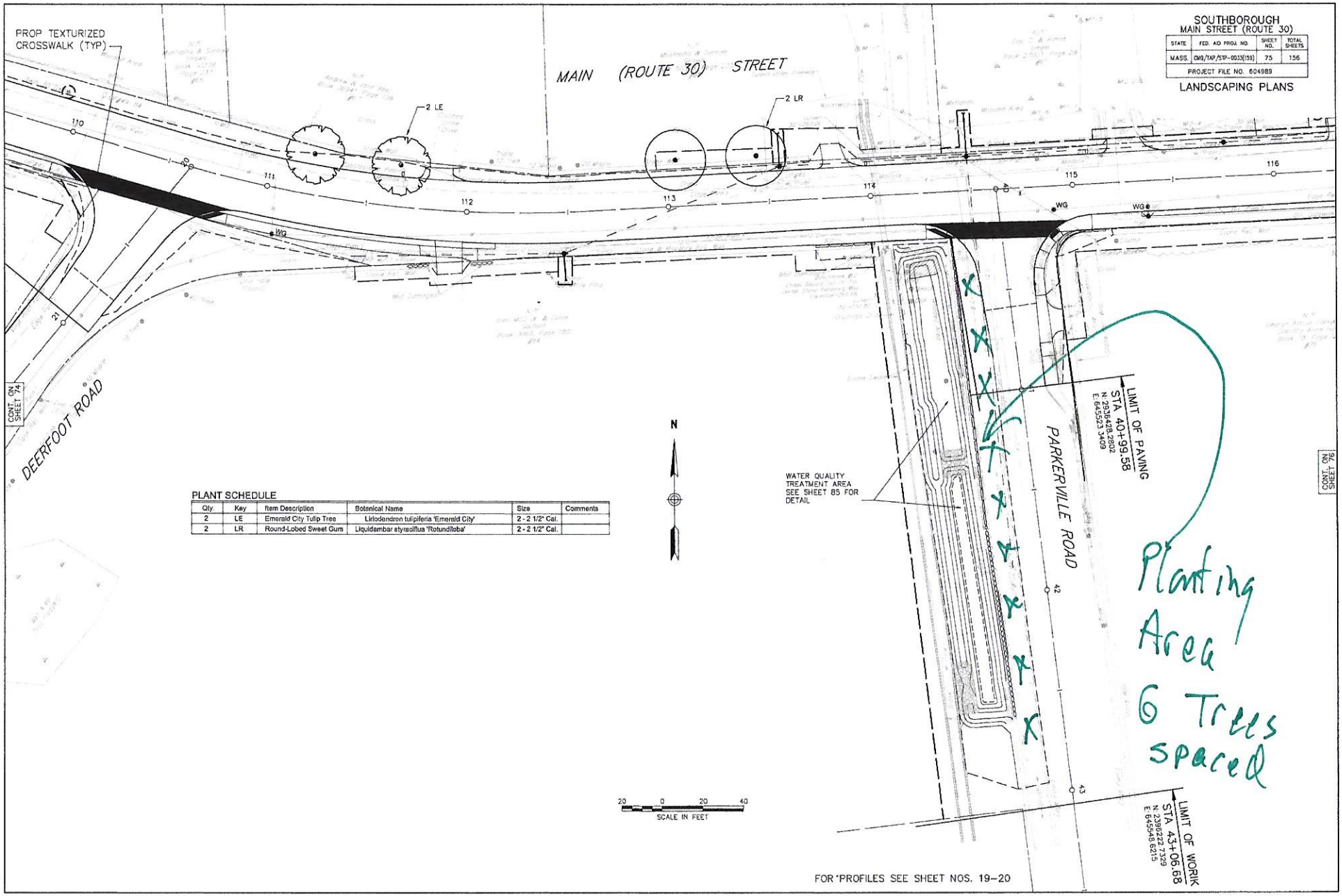
From: ed@samuelthomas.net <ed@samuelthomas.net>
Sent: Thursday, May 9, 2024 8:01 AM
To: William Cundiff <wcundiff@southboroughma.com>
Subject: Parkerville @ Main

[EXTERNAL]

Hi Bill
What I have found is one source for 5" plus size Hornbeams for location marked on drawing attached. The plants are closer to 6" plus size and could be available for the fall.
We would have to charge around $50,000.00 for the six trees installed. This would include soil ammendments staking if necessary. We would also need the town to offload trees and place in the hole for us, and a police detail. Thanks.

Ed

Ed Palmer ~Partner
Samuel Thomas OD
508.944.2220
ed@samuelthomas.net



STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MASS.	CMQ/TAP/STP-0033(159)	75	156
PROJECT FILE NO. 604989			

PLANT SCHEDULE

Qty.	Key	Item Description	Botanical Name	Size	Comments
2	LE	Emerald City Tulip Tree	Liriodendron tulipifera 'Emerald City'	2 - 2 1/2" Cal.	
2	LR	Round-Lobed Sweet Gum	Liquidambar styraciflua 'Rotundiloba'	2 - 2 1/2" Cal.	

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TOWN OF SOUTHBOROUGH
OFFICE OF THE TOWN CLERK

Ms. Carolyn Teehan
State Ethics Commission
One Ashburton Place, Room 619
Boston, MA 02108

February 9, 2023

Dear Ms. Teehan,

On February 7, 2023, the Southborough Select Board voted to designate only members of the following boards, committees and or groups of employees as Special Municipal Employees:

- Advisory Committee
- Board of Assessors
- Council on Aging
- Economic Development Committee
- Election/Poll Workers
- Southborough Housing Opportunity Partnership Committee

If you have any questions, please contact me at 508.485.0710 ext. 3007.

Very truly yours,

James F. Hegarty

James F. Hegarty
Southborough Town Clerk

CC: Mark Purple, Town Administrator
Melanie Otsuka, Executive Assistant to the Select Board

TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 EXT 3007 · FAX (508) 480-0161 · jhegarty@southboroughma.com

RECEIVED
By Town Clerk/ksb at 1:45 pm, Jul 18, 2024

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Friday, June 28, 2024 9:00 AM
Location: Virtual through Zoom
Present: Kathy Cook, Andrew Dennington, Al Hamilton, Marguerite Landry, Sam Stivers, Town Administrator Mark Purple, and Assistant Town Administrator Vanessa Hale.

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Ms. Cook called the meeting to order at 9:01 AM.

II. Vote to assign to Town Counsel review of the following Open Meeting Law complaints:

a. June 21, 2024 filed by Marnie Hoolahan
b. June 25, 2024 filed by Doriann Jasinski

Mr. Stivers moved to refer both Open Meeting Law complaints to Town Counsel for review and follow-up. Mr. Hamilton seconded the motion. The motion passed unanimously by roll call vote: Hamilton, aye; Dennington, aye; Stivers, aye; Landry, aye; Cook, aye.

III. Adjournment

Mr. Stivers moved to adjourn the meeting; Mr. Hamilton seconded the motion. The motion passed unanimously by roll call vote: Dennington, aye; Stivers, aye; Hamilton, aye; Landry, aye; Cook, aye.

The meeting was adjourned at 9:02 AM.

Upcoming Meetings

July 10, 2024 *July 16, 2024*

Respectfully submitted, Melanie Otsuka, Executive Assistant

List of Documents referred to at the June 18, 2024 SB Meeting:

- June 21, 2024 OML Complaint filed by Marnie Hoolahan
- June 25, 2024 OML Complained filed by Doriann Jasinski

RECEIVED
By Town Clerk/jfh at 11:00 am, Jun 21, 2024

The Commonwealth of Massachusetts
Office of the Attorney General
One Ashburton Place
Boston, Massachusetts 02108

OPEN MEETING LAW COMPLAINT FORM

Instructions for completing the Open Meeting Law Complaint Form

The Attorney General's Division of Open Government interprets and enforces the Open Meeting Law, Chapter 30A of the Massachusetts General Laws, Sections 18-25. Below is the procedure for filing and responding to an Open Meeting Law complaint.

Instructions for filing a complaint:

- Fill out the attached two-page form completely. Sign and date the second page. File the complaint with the public body within 30 days of the alleged violation. If the violation was not reasonably discoverable at the time it occurred, you must file the complaint within 30 days of the date the violation was reasonably discoverable. A violation that occurs during an open session of a meeting is reasonably discoverable on the date of the meeting.
- To file the complaint:
  - For a local or municipal public body, you must submit a copy of the complaint to the chair of the public body **AND** to the municipal clerk.
  - For all other public bodies, you must submit a copy of the complaint to the chair of the public body.
  - Complaints may be filed by mail, by email, or by hand. Please retain a copy for your records.
- If the public body does not respond within 14 business days and does not request an extension to respond, contact the Division for further assistance.

Instructions for a public body that receives a complaint:

- The chair must disseminate the complaint to the members of the public body.
- The public body must meet to review the complaint within 14 business days (usually 20-22 calendar days).
- After review, but within 14 business days, the public body must respond to the complaint in writing and must send the complainant a response and a description of any action the public body has taken to address the allegations in the complaint. At the same time, the body must send the Attorney General a copy of the complaint and a copy of the response. The public body may delegate this responsibility to an individual member of the public body, its counsel, or a staff member, but only after the public body has met to review the complaint.
- If a public body requires more time to review the complaint and respond, it may request an extension of time for good cause by contacting the Division of Open Government.

Once the public body has responded to the complaint:

- If you are not satisfied with the public body's response to your complaint, you may file a copy of the complaint with the Division by mail, by email, or by hand, but only once you have waited for 30 days after filing the complaint with the public body. Mail may be sent to: The Division of Open Government, Office of the Attorney General, One Ashburton Place - 20th Floor, Boston, MA 02108. Emails may be sent to: openmeeting@state.ma.us.
- When you file your complaint with the Division, please include the complaint form and all documentation relevant to the alleged violation. You may wish to attach a cover letter explaining why the public body's response does not adequately address your complaint.
- The Division will not review complaints filed with us more than 90 days after the violation, unless we granted an extension to the public body or you can demonstrate good cause for the delay.

If you have questions concerning the Open Meeting Law complaint process, we encourage you to contact the Division of Open Government by phone at (617) 963-2540 or by email at openmeeting@state.ma.us.

OPEN MEETING LAW COMPLAINT FORM

Office of the Attorney General
One Ashburton Place
Boston, MA 02108

Please note that all fields are required unless otherwise noted.

Your Contact Information:

First Name: Marnie Last Name: Hoolahan

Address: 26 Clifford Road

City: Southborough State: MA Zip Code: 01772

Phone Number: [redacted] Ext.

Email: [redacted]

Organization or Media Affiliation (if any): I submit as an individual town resident but I am also an elected Planning Board Member

Are you filing the complaint in your capacity as an individual, representative of an organization, or media?

(For statistical purposes only)

☒ Individual ☐ Organization ☐ Media

Public Body that is the subject of this complaint:

☒ City/Town ☐ County ☐ Regional/District ☐ State

Name of Public Body (including city/ town, county or region, if applicable): Southborough Select Board

Specific person(s), if any, you allege committed the violation: Al Hamilton, Elected Select Member and Kathy Cook, Chair Select Board

Date of alleged violation: 6/18/2024

Description of alleged violation:

Describe the alleged violation that this complaint is about. If you believe the alleged violation was intentional, please say so and include the reasons supporting your belief.

Note: This text field has a maximum of 3000 characters.

The Southborough Select Board posted an Agenda for June 18, 2024 which included:
III. Scheduled Appointments (Board may vote)
e. FY 25 Committee reappointments and / or reorganization:
iv. Community Preservation Committee (CPC).

During the discussion of re-appointments for two individuals for CPC, which exceeds their proper legal authority, Select Board Member Al Hamilton, who also serves as Chair of the Affordable Housing Trust Fund Committee, discussed his own opinions about the function and financial management of the operations of the CPC and commented on the relationship between the CPC and the Affordable Housing Trust Fund Committee (AHTFC). (Note: The AHTFC is a legally independent entity that does not report to the Select Board.)
Mr. Hamilton is alleged to have improperly used his authority as a Select Board member to provide commentary and influence the outcome of appointments and the perspectives of members on these two boards.

He starts by stating that he has two issues:
1) Fiduciary responsibilities of the CPC and
2) Frustrations on acquiring properties in town

A known audience member and member of the quorum present of the AHTFC warned the SB Chair, Kathy Cook, of the point-of-order that Mr. Hamilton was off-topic, off-Agenda – and to caution her that he was venturing into dangerous territory. Ms. Kathy Cook acknowledged this comment and continued to allow Mr. Hamilton to speak off-agenda. A quorum of the Affordable Housing Trust Fund Committee was present (6 of 8 members were present), and the 6-18-24 Select Board Agenda did not properly include any notice to the public or other committee members of these items discussed. This is widely believed to be intentional. Mr. Hamilton is verbose, unconcerned with proper legal authority, and intentionally chose the re-appointment Agenda line item to break open meeting law and improperly influence the Chair of the Community Preservation Committee (CPC) to agree with him, adopt behaviors and actions to remedy his discontent with the operational execution of the powers and money of the CPC, thereby leveraging his power as Chair of the Affordable Housing Trust Fund Committee (AHTFC).
Importantly, the Select Board was alerted to the point of order and warned that this decision to pursue this line of discussion was off the agenda, with no proper notice to the public and other committee members. Regardless, Mr. Hamilton discussed these matters violating Open Meeting Law, with Ms. Kathy Cook's acceptance.

The alleged improper interference is summarized as an alleged quid-pro-quo and misconduct on the part of the SB, which is in effect,"Give us the money, or we are not re-appointing you . . ."

See:
• SB Agenda 6-18-24:
https://www.southboroughma.gov/AgendaCenter/ViewFile/Item/4761?fileID=11048
• Video – Southborough Access Media – Government Channel
http://71.126.253.179:8087/Cablecast/Public/Show.aspx?ChannelID=3&ShowID=2243
The discussion starts at 3:10:03 and at 3:16:10, a speaker interjects to notify the SB Chair, Ms. Kathy Cook, that this discussion is not properly noticed to the public and other committee members on the SB Agenda of 6-18-24.
(At the 2.37.10 mark, there is a discussion of the SB interfering with the proper function of another elected Board, i.e., Planning Board.)

What action do you want the public body to take in response to your complaint?

Note: This text field has a maximum of 500 characters.

Open Meeting Violations are not new to this board; however, letters and warnings from the AG's office have not stopped it. Given the frequency of this practice, I request the following mandates with the ability to report back to the AG if all four have not been executed within 60 days

1) The SB needs to adhere to Open Meeting Laws.
2.) A public apology needs to be made to the CPC and members of the public that were present. The apology should reflect recognition of the public's notice to the Chair of the Select Board to stop the conversation because it was "not on the agenda" and needed to be done in a different session, was ignored and they had poor judgment when indicating to proceed with the conversation.
3.) The SB and the AHTFC needs to start posting AGENDAS when there is cross over in their discussions, which is what occured on the 18th.
4.) The SB must be required to take in person Open Meeting Law Training sessions, which have been required in the past.

Review, sign, and submit your complaint

I. Disclosure of Your Complaint.
Public Record. Under most circumstances, your complaint, and any documents submitted with your complaint, is considered a public record and will be available to any member of the public upon request.

Publication to Website. As part of the Open Data Initiative, the AGO will publish to its website certain information regarding your complaint, including your name and the name of the public body. The AGO will not publish your contact information.

II. Consulting With a Private Attorney.
The AGO cannot give you legal advice and is not able to be your private attorney, but represents the public interest. If you have any questions concerning your individual legal rights or responsibilities you should contact a private attorney.

III. Submit Your Complaint to the Public Body.
The complaint must be filed first with the public body. If you have any questions, please contact the Division of Open Government by calling (617) 963-2540 or by email to openmeeting@state.ma.us.

By signing below, I acknowledge that I have read and understood the provisions above and certify that the information I have provided is true and correct to the best of my knowledge.

Signed: Marnie L. Hoolahan

Date: June 19, 2024

For Use By Public Body
Date Received by Public Body:

For Use By AGO
Date Received by AGO:

RECEIVED
By Town Clerk/jth at 12:06 pm, Jun 25, 2024

The Commonwealth of Massachusetts
Office of the Attorney General
One Ashburton Place
Boston, Massachusetts 02108

OPEN MEETING LAW COMPLAINT FORM

Instructions for completing the Open Meeting Law Complaint Form

The Attorney General's Division of Open Government interprets and enforces the Open Meeting Law, Chapter 30A of the Massachusetts General Laws, Sections 18-25. Below is the procedure for filing and responding to an Open Meeting Law complaint.

Instructions for filing a complaint:

- Fill out the attached two-page form completely and sign it. File the complaint with the public body within 30 days of the alleged violation. If the violation was not reasonably discoverable at the time it occurred, you must file the complaint within 30 days of the date the violation was reasonably discoverable. A violation that occurs during an open session of a meeting is reasonably discoverable on the date of the meeting.
- To file the complaint:
  - For a local or municipal public body, you must submit a copy of the complaint to the chair of the public body **AND** to the municipal clerk.
  - For all other public bodies, you must submit a copy of the complaint to the chair of the public body.
  - Complaints may be filed by mail, email, or by hand. Please retain a copy for your records.
- If the public body does not respond within 14 business days and does not request an extension to respond, contact the Division for further assistance.

Instructions for a public body that receives a complaint:

- The chair must disseminate the complaint to the members of the public body.
- The public body must meet to review the complaint within 14 business days (usually 20-22 calendar days).
- After review, but within 14 business days, the public body must respond to the complaint in writing and must send the complainant a response and a description of any action the public body has taken to address it. At the same time, the body must send the Attorney General a copy of the response. The public body may delegate this responsibility to its counsel or a staff member, but only after it has met to review the complaint.
- If a public body requires more time to review the complaint and respond, it may request an extension of time for good cause by contacting the Division of Open Government.

Once the public body has responded to the complaint:

- If you are not satisfied with that the public body's response to your complaint, you may file a copy of the complaint with the Division by mail, e-mail, or by hand, but only once you have waited for 30 days after filing the complaint with the public body.
- When you file your complaint with the Division, please include the complaint form and all documentation relevant to the alleged violation. You may wish to attach a cover letter explaining why the public body's response does not adequately address your complaint.
- The Division will not review complaints filed with us more than 90 days after the violation, unless we granted an extension to the public body or you can demonstrate good cause for the delay.

If you have questions concerning the Open Meeting Law complaint process, we encourage you to contact the Division of Open Government by phone at (617) 963-2540 or by e-mail at openmeeting@state.ma.us.

OPEN MEETING LAW COMPLAINT FORM

Office of the Attorney General
One Ashburton Place
Boston, MA 02108

Please note that all fields are required unless otherwise noted.

Your Contact Information:

First Name: Doriann Last Name: Jasinski

Address: 33 Presidential Drive

City: Southborough State: MA Zip Code: 01772

Phone Number: [redacted] Ext. _____

Email: [redacted]

Organization or Media Affiliation (if any): _____

Are you filing the complaint in your capacity as an individual, representative of an organization, or media?
(For statistical purposes only)

☒ Individual ☐ Organization ☐ Media

Public Body that is the subject of this complaint:

☒ City/Town ☐ County ☐ Regional/District ☐ State

Name of Public Body (including city/town, county or region, if applicable): Affordable Housing Trust Fund Committee

Specific person(s), if any, you allege committed the violation: Alfred Hamilton, Chair

Date of alleged violation: 06/04/24

Description of alleged violation:

Describe the alleged violation that this complaint is about. If you believe the alleged violation was intentional, please say so and include the reasons supporting your belief.

Note: This text field has a maximum of 3000 characters.

The Affordable Housing Trust Fund Committee (AHTFC) in Southborough is constituted of all 5 Select Board Members and 2 Citizens at large. At the 6/4/24 Select Board Meeting under Members Report, Mr. Hamilton gave an update including his interpretations of a meeting between between the Community Preservation Committee and the AHTFC. It was given to a quorum of the AHTFC without a posted meeting. This is a repeated problem, where the AHTFC business is discussed in a Select Board meeting, a clear overlap of posting requirements and proper notification to the public. Members of the public were denied the right to attend, hear the discussion and participate in said discussion and information shared due to the meeting not being posted.

The concern over not having a AHTFC meeting posted was shared with the Chair of the Select Board prior to the meeting by a citizen. Being hidden in a members report at a Select Board meeting versus a posted AHTFC meeting is a disservice to the public.

I am also a member of AFTFC and was not notified such an update was taking place much less during a Select Board meeting under the Select Board member's report. Again, this is a clear violation of posting requirements.

What action do you want the public body to take in response to your complaint?

Note: This text field has a maximum of 500 characters.

1) To start posting meetings where AHTFC business is being discussed and overlapped with Select Board.
2) Acknowledge that a mistake was made in a public meeting.
3) Better communication with sitting members of the AHTFC.
4) To attend public open meeting law sessions provided by the State.

Review, sign, and submit your complaint

I. Disclosure of Your Complaint.

Public Record. Under most circumstances, your complaint, and any documents submitted with your complaint, is considered a public record and will be available to any member of the public upon request.

Publication to Website. As part of the Open Data Initiative, the AGO will publish to its website certain information regarding your complaint, including your name and the name of the public body. The AGO will not publish your contact information.

II. Consulting With a Private Attorney.

The AGO cannot give you legal advice and is not able to be your private attorney, but represents the public interest. If you have any questions concerning your individual legal rights or responsibilities you should contact a private attorney.

III. Submit Your Complaint to the Public Body.

The complaint must be filed first with the public body. If you have any questions, please contact the Division of Open Government by calling (617) 963-2540 or by email to openmeeting@state.ma.us.

By signing below, I acknowledge that I have read and understood the provisions above and certify that the information I have provided is true and correct to the best of my knowledge.

Signed: Damian Jastrzebski **Date:** 6/24/24

For Use By Public Body	*For Use By AGO*
Date Received by Public Body:	*Date Received by AGO:*

RECEIVED
By Town Clerk/ksb at 2:36 pm, Aug 13, 2024

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Tuesday, July 10, 2024 6:30 PM
Location: REMOTE ONLY
Present: Kathryn Cook, Andrew Dennington, Marguerite Landry and Sam Stivers. Town Administrator Mark Purple and Assistant Town Administrator Vanessa Hale. Absent: Al Hamilton

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Chair Kathy Cook called the meeting to order at 6:30 PM.

II. Other Matters *(Board may vote)*

a. Amend charges/memberships for Scholarship and Stewardship Committees

Ms. Cook suggested that, in an effort to streamline committees, the Board should reduce the number of required members of the Scholarship and Stewardship Committees from seven to five. Mr. Stivers stated that both committees are in need of an updated charge, which could specify the number of members. He also suggested that the Stewardship Committee charge call for all at-large members. Mr. Stivers stated he would work with both committee chairs to create charges and the Board could discuss this matter at its July 16th meeting. The Board agreed with Mr. Stivers's plan of action.

Mr. Don Morris, Ms. Ginny Martins and Ms. Patty Burns-Fiore joined the meeting at this time for Other Matters "b" and "c." Don Morris called the meeting of the Tricentennial Committee to order at 6:36 PM. Members present: Don Morris, Ginny Martins, Patty Burns-Fiore and Andrew Dennington.

b. Discussion of proposal for Tricentennial fundraiser using memorial bricks at the Southborough Heritage Park (Patti Fiore)

Ms. Burns-Fiore stated that the Tricentennial Committee has suggested an engraved memorial brick fundraiser, with bricks installed at the Southborough Heritage Park. Ms. Burns-Fiore provided a sample for the Board's review and stated the bricks would be offered at $300 each. She stated that the Committee is appearing tonight to seek approval for the brick fundraiser concept. She stated that, once the number of bricks sold is known, the Committee would return to the Board with a proposed layout. The Board asked that the Committee work with DPW Superintendent Cundiff on the project and Mr. Dennington agreed to coordinate with Superintendent Cundiff. Ms. Ginny Martins reported that the Fundraising Sub-Committee has met once and is preparing the sponsorship package for presentation at Heritage Days. The Board agreed with the brick fundraising concept discussed this evening. Mr. Morris stated that he would add the brick fundraiser concept to the Tricentennial Committee's next agenda for discussion and approval. Ms. Cook announced that the Tricentennial Committee is in need of two new members and urged the public to consider joining the Committee.

c. Tricentennial Committee update (Don Morris)

Mr. Don Morris, Tricentennial Committee chair, provided an update of the Committee's work thus far. He discussed the Committee's progress and shared the approved logo and tagline. He stated next efforts would focus on interviewing Southborough seniors for their memories of the Town and connecting with long-time residents for pieces of Southborough's history (photos, newspaper articles, etc.). He thanked Steve Valentine and John Kendall for their service on the Tricentennial

Committee. He stated the Tricentennial Committee would finalize their progress report at its next meeting and present future updates to the Board and public. Ms. Cook stated that Ms. Burns-Fiore would interface with the Fay School relative to the upcoming Tricentennial. Mr. Morris moved to adjourn the Tricentennial Committee Meeting at 7:02 PM. Ms. Burns-Fiore seconded the motion. The motion was unanimously approved by roll call vote: Mr. Morris, yes; Ms. Martins, yes; Ms. Burns-Fiore, yes; Mr. Dennington, yes (4-0-0).

Ms. Cook stated that the purpose of tonight's meeting is to meet with the Advisory Committee and approve transfers that are required prior to July 15, 2024.

d. Assign MBTA Communities Warrant article to Planning Board for public hearing process

Mr. Stivers moved to assign the MBTA Communities Warrant article to the Planning Board for the public hearing process. Mr. Dennington seconded the motion. The motion was unanimously approved by roll call vote: Ms. Landry, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Cook, aye (4-0-0). Ms. Landry offered to meet with a Planning Board representative to clarify discrepancies in definitions between the State MBTA requirements and the Town's Warrant article and the Board agreed.

e. Approve timeline for submission of Citizens' Petitions for Special Town Meeting

Ms. Cook stated that, in the past, the Board has used 30 days prior to a Town Meeting as a deadline requirement for the submission of Citizens' Petitions. Mr. Purple stated that the submission deadline for the upcoming Fall Town Meeting would be August 31, 2024. He also stated that final warrant language would be due on September 3, 2024. Mr. Stivers moved that Citizens' Petition be submitted on or before August 31, 2024, in order to be on the warrant for the Special Town Meeting on September 30, 2024. Mr. Dennington seconded the motion. The motion was unanimously approved by roll call vote: Mr. Stivers, aye; Ms. Landry, aye; Mr. Dennington, aye; Ms. Cook, aye (4-0-0).

f. Approve revised Stormwater IMA Consortium (changing lead community)

Ms. Cook stated that the Board has been asked to approve a change in the lead community from Spencer to Shrewsbury for an Inter-municipal Agreement (IMA) of the Central Massachusetts Regional Stormwater Coalition, as the Town is a participant in the IMA. Mr. Stivers moved that the Board accept the change in the Stormwater IMA, as proposed. Ms. Landry seconded the motion. The motion was unanimously approved by roll call vote: Mr. Stivers, aye; Ms. Landry, aye; Mr. Dennington, aye; Ms. Cook, aye (4-0-0).

g. Discuss October 2024 Select Board meeting dates

Ms. Cook suggested the Board change their October meeting dates to October 8th and October 22nd so there is no conflict with Special Town Meeting and the Board agreed.

The Board recessed at 7:13 PM and resumed meeting at 7:30 PM.

III. 7:30 PM – Joint Meeting with Advisory Committee

Advisory Board Chair Andrew Pfaff called the Advisory Committee Meeting to order at 7:30 PM. Members present: Andrew Pfaff, Howard Rose, Marci Jones Salow, Larry Samberg and Tim Martel. Brian Ballantine, Town Treasurer, joined the meeting at this time.

a. FY24 Interdepartmental transfers

Ms. Cook stated that all transfers would come from the overage in the Health Insurance Benefit Budget. Mr. Pfaff stated that the Town had a successful financial year when reviewing the budget versus the need for interdepartmental transfers. Mr. Ballantine thanked the department heads that worked to manage the need for any year-end interdepartmental transfers. Mr. Ballantine stated he would discuss returned budget monies at a future meeting. Ms. Cook moved that the Select Board

approve $146,162.21 in interdepartmental transfers, as shown on the spreadsheet that will be attached to the meeting minutes, to the accounts listed on the spreadsheet. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Ms. Landry, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Cook, aye (4-0-0). Mr. Pfaff moved that the Advisory Committee approve the interdepartmental transfers of $146,162.21, as shown in the year-end transfers document and as attached to the minutes. Ms. Jones Salow seconded the motion. The motion was unanimously approved by roll call vote: Ms. Jones Salow, aye; Mr. Martel, aye; Mr. Samberg, aye; Mr. Rose, aye; Mr. Pfaff, aye (5-0-0).

b. Reserve fund transfers if needed

There were no Reserve Fund transfers.

c. Discuss possibility of increasing CPA surtax to 3%

Mr. Pfaff stated that the Advisory Committee had reviewed this issue last year and informed the Board that an increase from 1% to 3% would triple the amount of revenue presently raised through the tax and make the Town available for a 2nd and 3rd round of matching funds only available to the communities at the 3% rate. He stated that any increase in CPA monies due to an increase in tax would need to be managed in a coordinated strategy by Advisory, the Board and CPC. He stated that he is not supportive of an increase unless there is an offset. Ms. Cook described the Town process to increase the CPA surtax. The Advisory Committee and Board discussed whether or not to pursue a meeting with CPC on a potential increase. Mr. Dennington asked about the impact of the Neary School project on the decision to consider an increase in the CPA tax. The Advisory Committee and Board discussed the impact of the Neary School project. Mr. Pfaff suggested that he and Ms. Cook meet with CPC Chair Ben Smith to discuss restarting a conversation regarding an increase in the CPA tax. The Advisory Committee and Board agreed with the plan.

d. Discuss possibility of creating a Stormwater Enterprise Fund

Mr. Pfaff stated that the challenge is to determine how to fund a Stormwater Enterprise Fund, if created. He suggested this could be achieved by charging a stormwater usage fee based on the amount of impervious surface on a property. He stated that the fee would be assessed to residential, commercial and non-profit water users and although it does not save the Town any money, approximately 30% of the burden would be shifted from residential to commercial and non-profit users. He asked the Advisory Committee and Board to consider whether the amount of money put into the fund outweighs the overhead incurred by the Finance Department to calculate, bill and manage. Ms. Cook added that the cost to fix the culvert issues might be significantly larger than previously thought. The Advisory Committee and the Board discussed billing scenarios. Ms. Cook asked the Advisory Committee and the Board whether or not they supported further exploration of savings that might be achieved by taxpayers if a stormwater enterprise fund was created. The group discussed the matter and agreed to have the Advisory Committee work with Mr. Ballantine, Ms. McAuliffe and DPW Superintendent Cundiff to analyze data and develop and understanding of all costs to create a stormwater enterprise fund.

e. Review potential articles for Special Town Meeting

Mr. Purple reviewed a list of approximately twelve potential articles for the Fall Special Town Meeting. He stated that Fall Town Meeting would be held on Monday, September 30, 2024, at 7:00 PM at Trottier Middle School, with an additional date of Tuesday, October 1, 2024, should it be necessary.

IV. Adjournment

Mr. Stivers moved to adjourn at 8:10 PM. Mr. Dennington seconded the motion. The motion was unanimously approved by roll call vote: Ms. Landry, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Cook, aye; (4-0-0).

Upcoming Meetings	
July 16, 2024	*August 6, 2024*

Respectfully submitted,

Bridgid Rubin, Recording Secretary

List of Documents referred to at the July 10, 2024 SB Meeting:

- Memorandum from Mark Purple, dated July 8, 2024, RE: Scholarship Committee Membership
- Boards and Committees Information Systems for Scholarship Advisory Committee
- Meeting Minutes for the Board of Selectmen, dated December 22, 1987
- Letter from Janice Conlin, dated February 2, 2005, RE: Creation of the Southborough Stewardship Committee
- Meeting Minutes for the Board of Selectmen, dated February 1, 2005
- Meeting Minutes for the Board of Selectmen, dated January 25, 2005
- Draft Article 36 – MBTA Communities Overlay District Bylaw
- Maps detailing the MBTA Communities Overlay Zoning Districts
- Memorandum from William Cundiff, dated July 8, 2024, CMRSWC Inter-municipal Agreement, with attachment
- List of FY24 Interdepartmental Transfers

Town of Southborough, MA
Meeting of the Select Board
July 10, 2024 6:30 PM
REMOTE MEETING

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://ma-southborough.civicplus.com/674/Virtual-Meetings

I. **Call Meeting to Order**

II. **Other Matters** ***(Board may vote)***
   a. Amend charges/memberships for Scholarship and Stewardship Committees
   b. Discussion of proposal for Tricentennial fundraiser using memorial bricks at the Southborough Heritage Park (Patti Fiore)
   c. Tricentennial Committee update (Don Morris)
   d. Assign MBTA Communities Warrant article to Planning Board for public hearing process
   e. Approve timeline for submission of Citizens' Petitions for Special Town Meeting
   f. Approve revised Stormwater IMA Consortium (changing lead community)
   g. Discuss October 2024 Select Board meeting dates

III. **7:30 pm – Joint Meeting with Advisory Committee**
   a. FY24 Interdepartmental transfers
   b. Reserve fund transfers if needed
   c. Discuss possibility of increasing CPA surtax to 3%
   d. Discuss possibility of creating a Stormwater Enterprise Fund
   e. Review potential articles for Special Town Meeting

IV. **Adjournment**

Kathyrn M. Cook, Chair

UPCOMING MEETINGS

July 16, 2024 *August 6, 2024*

TOWN OF SOUTHBOROUGH

OFFICE OF THE TOWN ADMINISTRATOR
TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 · FAX (508) 480-0161 · selectboard@southboroughma.com

TO: Select Board
FROM: Mark J. Purple, Town Administrator
DATE: July 8, 2024

SUBJECT: Scholarship Committee Membership

Previously, the Select Board has expressed an interest in reducing the membership of both the Scholarship and Stewardship Committees from 7 members to 5 members. Requests have been submitted by each of the committees seeking this reduction in members. In researching the charges to create these ad-hoc committees, we have found that no formal charge exists for either. The minutes from the respective Board of Selectmen meetings are attached to this memo.

At the December 22, 1987 meeting of the Board of Selectmen, the Board voted to create the Scholarship Advisory Committee to administer a Scholarship Fund for all Southborough residents planning post-secondary undergraduate study as well as those presently in a post-graduate program, but did not assign a specific number of members. Eight members were appointed that evening, and over the years the membership has vacillated from a high of 11 members to a low of 7 members.

At the February 1, 2005 meeting of the Board of Selectmen, the Board voted to create the Stewardship Committee with a membership of 7 members: 4 residents at-large, 1 member of Breakneck Hill Cow Fund, one member of Open Space Preservation Commission (OSPC), one member of Recreation Commission and 1 ex-officio member (Conservation Commission representative).

Essentially, there are no formal charges for the Board to amend with respect to either committee. The Board may simply vote to set the membership levels as requested. However, you may need to adjust the number of at-large members for the Stewardship Committee in order to accommodate the lower number. Please let me know if you have any questions. Thank you.

Town of Southborough Massachusetts

Boards and Committees Information System

Notice of Mandatory Conflict of Interest Law Requirements

Boards & Committees Detail View

Board ID:	39
Name:	SCHOLARSHIP ADVISORY COMMITTEE
Minimum Members:	4
Maximum Members:	7
Members Needed for Quorum:	4
Active Members:	2
Vacant Terms:	5
Appointed By:	SELECTMEN
Date Established:	December 22, 1987
Date Dissolved:	
Hidden:	☐
Charge:	IN 1987 THE TOWN OF SOUTHBOROUGH ESTABLISHED THE SCHOLARSHIP FUND. ALL SOUTHBOROUGH RESIDENTS PLANNING POST-SECONDARY UNDERGRADUATE STUDY, AS WELL AS THOSE PRESENTLY IN A POST SECONDARY UNDERGRADUATE PROGRAM, ARE ELIGIBLE TO APPLY FOR THESE SCHOLARSHIPS. THE SOUTHBOROUGH TOWN SCHOLARSHIP TAKES INTO CONSIDERATION ACADEMICS, FINANCIAL NEED, EXTRACURRICULAR ACTIVITIES, WORK AND VOLUNTEER EXPERIENCES, AS WELL AS WRITTEN EXPRESSION. IN 1999, THE SOUTHBOROUGH YOUTH GYMNASTICS ASSOCIATION (SYGA) ESTABLISHED THE CARROLL HARRIS MEMORIAL SCHOLARSHIP. IT IS GIVEN TO A STUDENT WHO PARTICIPATES IN GYMNASTICS, OR WHO PLANS TO MAJOR IN PHYSICAL EDUCATION, RECREATION OR EDUCATION, OR WHO HAS DEMONSTRATED ACTIVE PARTICIPATION IN A TOWN RECREATION PROGRAM. IN 2011 THE CAPITAL GROUP ACADEMIC SCHOLARSHIPS WERE ESTABLISHED TO BE AWARDED TO TWO TOWN OF SOUTHBOROUGH STUDENTS. THIS SCHOLARSHIP AWARDS STUDENTS WITH THE HIGHEST ACADEMIC STANDING OF ALL APPLICANTS. THIS SCHOLARSHIP USES THE SAME CRITERIA AS THE TOWN SCHOLARSHIP. THE CARROLL HARRIS MEMORIAL SCHOLARSHIP USES THE SAME CRITERIA, BUT THE APPLICANT MUST HAVE PARTICIPATED IN GYMNASTICS, OR PLAN TO MAJOR IN PHYSICAL EDUCATION OR RECREATION, OR HAVE DEMONSTRATED ACTIVE PARTICIPATION IN A TOWN RECREATION PROGRAM.

MINUTES OF MEETING
BOARD OF SELECTMEN

Tuesday, December 22, 1987

6:59 p.m. Meeting convened in the second floor Hearing Room of the Town House.

Present: Chairman Davis O. Cowles, Selectman Lorraine C. Keller, Selectman Thomas W. McAuliffe, Administrative Assistant Janice C. Conlin, Executive Secretary Marjorie R. Putnam. Highway Superintendent John W. Boland was also present.

APPOINTMENTS

Southborough Scholarship Advisory Committee. VOTE: 2 to 1 to create this committee. (Sel. Keller voted against) and VOTED 2 to 1 to appoint the following as members (Sel. Keller voted against):

Janice C. Conlin, Administrative Assistant to the Board of Selectmen
Anne M. Colman, President of S.O.S.
Mary B. Guilford, Southborough Treasurer/Collector
Betty J. Davis, Administrative Secretary to the Board of Assessors
James B. Denman, Southborough Member of the Assabet Valley Regional Vocational School District Committee
Mark Barlow, Jr., Headmaster, St. Mark's School
Kenneth D. Brennan, Southborough School Committee
Dennis M. DiSalvo, Superintendent of Schools

SITE PLAN PERMITS

Flatley Company - Building One: Phase One, Park Central Drive (Map 25, Lot 3) construction of a two-story 66,000 GSF/R & D Building. **postponed.** (See Scheduled Meeting at 7:00 p.m. for further details.)

Ding On Kwan - Southborough Medical/Office Development, 24-28 Newton Street (Map 65, Lots 13 and 13A) **approved.** (See 7:45 p.m. Scheduled Meeting for further details.)

Steven M. Ryan - strip mall/office building at 112 Southville Road (Map 3, Lot 33) **approved.** (See 8:45 p.m. Scheduled Meeting for further details.)

LICENSES

Transfer of Restaurant/All Alcoholic Beverages License from Kenneth E. DePaul to High-Tech Real Estate, 106 Southville Road (formerly Heritage House) **taken under advisement.** (See 9:15 p.m. Scheduled Meeting for further details.)

RECEIVED AND FILED IN THE OFFICE OF THE TOWN CLERK FEBRUARY 2, 2005 AT 1:00 PM
Paul J. Berry
PAUL J. BERRY, TOWN CLERK

THE TOWN OF SOUTHBOROUGH

BOARD OF SELECTMEN

Town House, 17 Common Street Southborough, MA 01772-1662
Tel: 508-485-0710 Fax: 508-480-0161 Email: selectmen@southboroughma.com

February 2, 2005

Paul J. Berry, Town Clerk
Town House
Southborough, MA 01772

Dear Mr. Berry:

At the meeting of the Board of Selectmen held on Tuesday, February 1, 2005, it was voted unanimously to create an ad hoc committee to be called "Southborough Stewardship Committee" and appoint the following members, terms to expire June 30, 2005:

- Frederica J. Gillespie, 78 Southville Road - Open Space Preservation Commission representative
- Laurie E. Bourdon, 14 Oregon Road - Breakneck Hill Cow Fund representative
- Timothy W. Kemper, 41 Oak Hill Road – Recreation Commission representative
- Philip E. Bevins, 29 Woodland Road – Conservation Commission representative (ex-officio member)
- Benjamin T. Stevens, 4 Bay Path Lane – citizen-at-large
- James F. Gorss, 53 Woodland Road – citizen-at-large
- David R. Morgan, 71 Breakneck Hill Road – citizen-at-large
- Joyce M. Greenleaf, 4 North Street – citizen-at-large

Very truly yours,

Janice C. Conlin
Town Administrator

mmc

JB

BOARD OF SELECTMEN
FEBRUARY 1, 2005
MCAULIFFE MEETING ROOM

Present: Bonnie Phaneuf, Chair, William Christensen, Roger Challen, Janice Conlin, Town Administrator.

The meeting convened at 7:00 p.m.

Southborough Stewardship Committee: The Board voted unanimously to reconsider its vote of January 25 to form an ad hoc committee of three residents at-large, one representative of the Breakneck Hill Cow Assoc., one representative of the Conservation Commission, one representative of the Open Space Preservation Commission and one representative of the Recreation Commission. The Board voted to establish a committee of seven members; four residents at-large, one of the Breakneck Hill Cow Fund, one representative of the Open Space Preservation Commission and one representative of the Recreation Commission. (a conservation member will be ex-officio).

The Board voted to appoint the following members:
Frederica J. Gillespies, 78 Southville Road – Open Space Preservation
Laurie E. Bourdon, 14 Oregon Rd. – Breakneck Hill Cow Fund
Timothy W. Kemper, 41 Oak Hill Rd. – Recreation Commission
Philip E. Bevins, 29 Woodland Rd. – Ex-officio, Conservation Commission
Benjamin T. Stevens, 4 Baypath Lane – citizen-at-large
James G. Gorss, 53 Woodland Road- citizen-at-large
David R. Morgan, 71 Bareakneck Hill Road- citizen-at-large
Joyce M. Greenleaf, 4 North Street- citizen-at-large

Fire Dept. Grants: The Board of Selectmen discussed two grant applications with Fire Chief John D. Mauro, Jr. The Board voted unanimously to approve the Fire Chief applying for $21,000 for firefighting equipment and $2,124.61 for S.A.F. E. Program Grant.

Finance Director: The Board of Selectmen approved a job description for a Finance Director/Treasurer-Collector. This position is proposed beginning July 1, 2005.

BOARD OF SELECTMEN
January 25, 2005
MEETING MINUTES

Present: Bonnie Phaneuf, Chair, William Christensen, Roger Challen, Janice Conlin, Town Administrator.

Zoning Board of Appeals

The Board met with candidates for the Zoning Board of Appeals.

David Eagle: Mr. Eagle discussed with the Board his interest in being appointed to the ZBA.

- Owns Eagle Leasing which has been in town for 2o years
- Town resident for 20 years
- Due to business and residence, he has expertise with ZBA and wears hat as a resident and businessman and possesses an important viewpoint
- Does not feel this role would affect his business; may have to recuse himself from time to time (Mr. DiPietri is a client)
- Believes in spirit of the rules; wants to serve both residents & business owners
- Goal is to offer his services to the Town

Mr. Estella asked Mr. Eagle when he volunteered for the list? About a month ago. What are his affiliations? Was he asked to apply by a ZBA member?

Regina McAuliffe

- Finds it her civic duty to serve
- Had had firsthand experience working on MeetingHouse Farm development
- Feels she is level headed and could contribute well
- She has no business affiliations that would interfere
- She has been a resident for seven years and has attended many ZBA meetings
- She told the Board she disagreed with the ZBA's decision on the Bartolini garage
- Mrs. McAuliffe saw zoning issues in general as an important issue and a challenge

The Board discussed the potential candidates to fill Mr. Falconi's seat. There was a move to appoint Mr. Scott to fill this seat. Mr. Christensen said Mr. Stivers did not have as much experience or time in town. Mr. Challen thought Mr. Stivers had excellent credentials, and supported his appointment as a regular member. Bill and Bonnie voted for Fred. Reconsidered. Voted Mr. Scott unanimously.

Alternate: Move to appoint Mrs. McAuliffe as an alternate member to fill Mr. Scott's term. Not comfortable with Mr. Eagle having to recuse himself so often. This motion passed unanimously. Send letters to all those who applied.

Breakneck Hill Stewardship Committee: Told it could be a sub-committee to the Conservation Commission by other communities. Recommend it be the Southborough Stewardship Committee (ad hoc). Since they have no authority to do anything, its not a problem that they are not made up of members of the Conservation Commission. CC has care & control of all conservation lands. The sub-committee would only be making recommendations to the CC. CC is not permitted to appoint outside their committee, so this must be handles by the Board of Selectmen. Their goal is to be an advisory group. Mr. Christensen felt that only town meeting can appoint permanent standing committees. They will have a long-term mission to develop; they will report to the conservation commission; the Selectmen will make the formal appointments. Mr. Christensen said the reps did not have to be members of the board which designates them (CC, OS, Break, Rec, 3 at large). The Board suggests the committee may want to make a recommendation for a permanent stewardship committee. Vote to accept their goals/mission and formation of committee, approved unanimously. Mrs. Bourdon noted that on January 31st a meeting with Conservation will be held at 7 pm at the Fire Station to provide information to those interested in serving on this committee.

FY06 Budgets

Fire: Chief Mauro explained the remaining balance at the end of FY04: fire contract had expired, ambulance recall paid off a certain call-back "fee." The new contract did not include this pay. Box alarms budgeted at 65 alarms. The estimate came in below due to the numbers of people responding to call-backs. A similar exercise was projected for "hold-overs" when an employee is held over when his shift ends due to a need for staffing or an emergency call.

Bill: if funds were returned, why is OT higher in FY06? 3 FF have not been to the academy, so OT will be utilized when they do go to cover those person's shifts. Bill: budget for one academy, and then go to Advisory for any additional that can get a slot. (27K for two) Chief agrees to budget for one employee. Mr. Challen would like to see the actuals year to date. Chief Mauro will give him an estimate. Ambulance billing: 12K for billing; percentage of return is 88.11% over last 2.5 years. [2004: 503 bills. 4.5% of amount collected.] If they don't collect, they will not be paid. The contract with COMSTAR is expired. Northborough is the same as Southborough. Will the Chief have a recommendation for ambulance rates? The Chief also discussed his proposed warrant articles. His priorities are: vehicle exhaust system (grant app is being held up because Station 2 is a historic building; if we fund it we would have to return the grant);

Radio system upgrade to improve communication and enhance central dispatch [state grant may be issued for 21K]; pick-up truck (will be pulled if the fire prevention officer can use the police cruiser which is being turned in); sleeping area which has original beds and lockers will be upgraded.

Buildings & Grounds:

- Reduced grounds maintenance contracted services by 30K
- Added other some funding to handle some of this in-house
- ADA plan: reduce by 3,200? For tiles at 9-11
- ADA: ramp at Cordaville: $7,200 to allow access from function area
- These items bring the pending items up to date from the 1999 plan
- Town house items: can they be paid from the town house maintenance funds?
- Reduce TH maintenance fund by ada cost?
- Preventive Maintenance: staff is reacting to problems, not preventing.
- Justified need for tractor and personnel to do the work (tractor, one seasonal worker). Savings exceed $80,000 annually? Would reduce grounds contract dramatically
- Electrician: HVAC, building needs, fire alarm systems-savings of $58,000 [to be combined with the school dept.] What budgets could be reduced if funded?
- Mrs. Conlin suggested a contracted service (former teacher from Assabet who has worked with city of Marlborough)
- Capital items: 1. tractor 2. van Mr. Kacevich stated that Rec. Facilities is not in agreement with this priority list.

Recreation:

Ms. Garcia discussed the need for increasing the after school program coordinator. She pointed out the costs to fund this employee and the cost recovery she used to justify this. She further discussed the request for more programs in the special education area. This would cost approximately $8,000 and it would follow that the school budget should be reduced by the same amount. Is Recreation being charged 100% of the building's maintenance? Does this belong in Buildings & Grounds? This position should be presented to the Personnel Board. FY05: projections have been met. Issue is that Paula needs to work additional hours due to explosion of programs, yet these additional hours cannot be paid by the revolving account [this is capped at 19 hours/week].

Chesnut Hill property: Meme Luttrell would like to participate in these negotiations, as a representative of Open Space. Attorney Cipriano feels it is an executive responsibility to be handled via the Board of Selectmen. Mrs. Luttrell had discomfort with the OSPC having no part in the negotiations until after a price and an agreement had been agreed upon. The Board assured her Open Space would not be left out of the loop and would be included at the appropriate time. She spoke of her concerns, like public access. She was asked to provide a list of issues she would like addressed by Mr. Christensen during the next meeting with the Beals' family. Mr. Christensen will encourage them to come forth and present as much information as possible in public. Can we give the conservation restrictions to OSPC without the price? They are welcome to have their own meeting with the family and SVT.

Finance Director: The Board reviewed the final job description proposed for adoption at Town Meeting.

Mail Received

Donations

- The Board received donations amounting to $411.05 allocated to the Fire Dept.
- The Board accepted a $500 donation from Colonial Landscaping to be allocated to the 9-11 Field

2005 Warrant: The Board received a letter from the Planning Board in respect to the arrangement of warrant articles.

WARRANTS

222	$101,755.27	1/28/05	SCHOOL PAYABLES
223	$128,749.14	1/28/05	SCHOOL PAYABLES
224	$384,484.67	1/28/05	TOWN PAYABLES
225	$206,749.27	1/26/05	DEDUCTION REPORT
226	$378,642.53	1/28/05	SCHOOL PAYROLL
227	$79,397.05	1/26/05	TOWN PAYROLL
228	$24,046.71	1/26/05	FIRE DEPT. PAYROLL
229	$4,554.59	1/26/05	MONTHLY TOWN PAYROLL
TOTAL	**$1,308,379.23**		

Article 36

To see if the Town will vote to add a new **§174-10.3** to the Town of Southborough's Zoning Bylaws, amend the zoning map to include the MBTA Communities Overlay District (MCOD) as shown on the maps prepared by Bohler Engineering in March 2024 as further depicted in the handout, amend certain other sections to integrate the new section into the current zoning bylaw, and make any minor modifications to the text required for consistency with the existing format of the bylaws or do or act anything in relation thereto.

New language shown in **bold**, deleted language shown with ~~strikethrough~~ with the exception of the new §174-10.3.

Add the following definitions to §174-2. Definitions:

B. Definitions

AFFORDABLE UNIT
A multi-family housing unit that is subject to a restriction recorded in its chain of title limiting the sale price or rent or limiting occupancy to an individual or household of a specified income, or both.

AFFORDABLE HOUSING
Housing that contains Affordable Units as defined by §174-2.

AREA MEDIAN INCOME (AMI)
The median family income for the metropolitan statistical region that includes the Town of Southborough, as defined by the U.S. Department of Housing and Urban Development (HUD).

DWELLING, MULTIFAMILY *WITHIN THE* MCOD
A building with three or more residential dwelling units or two or more buildings on the same lot with more than one residential dwelling unit in each building.

Modify the following existing definitions in §174-2. Definitions:

B. Definitions

DWELLING UNIT
~~Living quarters for a single family.~~
A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation.

Add the following text to: §174-3. Districts enumerated:

N. MBTA Communities Overlay District, referred to as MCOD.

Add the following text to Article III. Use Regulations:

§174-8.13 MCOD MBTA Communities Overlay District

A. See §174-10.3

Add the following text to §174-10.A:

(6) All multi-family development within the MCOD (§174-10.3). The provisions of §174-11 Signs, §174-12 Parking and Loading, §174-12.1 Outdoor Illumination, §174-13 Landscaping, §174-13.3 Lower Impact Development, §174-13.4 Water Resource Protection, and §154 Stormwater and Erosion Control shall be included as a part of the MCOD site plan review process.

Add the following text to §174-12.1. Outdoor Illumination:

E. (2) LZ-1 : low ambient lighting
(b) Zoning Districts: Residence A, Residence B, **and MCOD.**

F. Table 1 – under the column LZ-1, add "**MCOD**" below Residential B.

Add the following new section under Article III. Use Regulations:

§174-10.3: MBTA Communities Overlay District.

A. Purpose.

The purpose of the MBTA Communities Overlay District (MCOD) is to allow multi-family housing as of right in accordance with Section 3A of the Zoning Act (Massachusetts General Laws Chapter 40A). This zoning provides for as of right multi-family housing to accomplish the following purposes:

(1) Encourage the production of a variety of housing sizes and typologies to provide equal access to new housing throughout the community for people with a variety of needs and income levels;

(2) Support vibrant neighborhoods by encouraging an appropriate mix and intensity of uses to support an active public space that provides equal access to housing, jobs, gathering spaces, recreational opportunities, goods, and services within a half-mile of a transit station.

(3) Locate housing within walking distance of public transit to promote general public health, reduce the number of vehicular miles traveled, support economic development, and meet community-based environmental goals, including reducing greenhouse gases and improving air quality.

(4) Support public investment in public transit and pedestrian- and bike-friendly infrastructure.

B. Establishment and Applicability.

This MCOD is an overlay district having a land area of approximately 53.9 acres in size that is superimposed over the underlying zoning district(s) and is shown on the Zoning Map.

(1) **Applicability of MCOD.** An applicant may develop multi-family housing, a building with three or more residential dwelling units or two or more buildings on the same lot with more than one residential dwelling unit in each building, located within an MCOD in accordance with the provisions of this §174-10.3. The MCOD shall be exempt from §174-8.C.(2) a special permit for 2 buildings on one lot

(2) **Underlying Zoning.** The MCOD is an overlay district superimposed on underlying zoning districts. The regulations for use, dimensions, and all other provisions of the Town of Southborough's Zoning Bylaw governing the respective underlying zoning district(s) shall remain in full force, except for uses allowed as of right in the MCOD. Uses that are not identified in §174-10.3 are governed by the requirements of the underlying zoning district(s).

(a) The requirements of §174-13.2 Major residential development do not apply to the MCOD.

(b) The requirements of §174-13.3.E, Lower Impact Development special permit application and process shall not apply to a multifamily use within the MCOD, but the performance standards of §174-13.3.I, Lower Impact Development, Performance Standards: LID Criteria, may be considered during site plan review.

(c) The requirements of §174-13.4.C, Water Resource Protection special permit process shall not apply to a multifamily use within the MCOD, but compliance with the Massachusetts Surface Water Quality Standards (314 CMR 4.00) may be considered during site plan review.

(d) The requirements of §174-11. Signs also apply.

(e) The requirements of §174-12.1. Outdoor Illumination also apply.

(3) **Subdistricts:** The MCOD contains the following subdistricts, all of which are shown on the Zoning Map:

(a) MCOD Subdistrict #1 (Residence B Dimensional Standards)

(b) MCOD Subdistrict #2 (Industrial Park Dimensional Standards)

(c) MCOD Subdistrict #3 (Industrial Park Dimensional Standards)

For subdistrict dimensional standards, see §174-10.3.E.(1) Table of Dimensional Standards.

C. Definitions.

Terms used in this section but not otherwise defined herein or under §174-2 of the Zoning Bylaw shall be as defined in the Zoning Act.

D. Permitted Uses.

(1) **Permitted Uses are as follows:** The following uses are permitted as of right within the MCOD.

(a) Multi-family housing, as referenced in §174-10.3.B. (1)

(2) **Accessory Uses.** The following uses are considered accessory as of right to any of the permitted uses in Section D.1. above.

(a) Parking, including surface parking and parking within a structure such as an above ground or underground parking garage or other building on the same lot as the principal use.

(3) **Prohibited uses.** All uses which are not listed above, legally nonconforming, or otherwise allowable by the provisions of the underlying zoning regulations, are prohibited.

E. Dimensional standards are as follows:

(1) **Table of Dimensional Standards.** The dimensional requirements applicable in the MCOD are as follows:

Dimensional Standards	*MCOD Subdistrict #1* (Residence B Dimensional Standards)	*MCOD Subdistricts #2 & #3* (Industrial Park Dimensional Standards)	
(a) Minimum lot area	**25,000**	**43,560**	
(b) Minimum frontage	**125**	**200**	
(c) Minimum setbacks			
(i) Front	**30**	**Subdistrict #2 75***	**Subdistrict #3 50***
(ii) Rear	**35**	**50**	
(iii) Side	**15**	**50**	
(d) Maximum height	**2.5 stories or 35 feet**	**3 stories or 45 feet**	
(e) Maximum floor area ratio	**0.3**	**0.6**	
(f) Maximum dwelling units per acre	**15.0**	**15.0**	

***A 75-foot setback is required for buildings on Route 9.**

(2) **Multi-Building Lots.** In the MCOD, lots may have more than one principal building. A minimum distance of ten (10) feet is required between principal

buildings.

(3) **Exceptions:** (refer to §174-15).

(4) **Exceptions: Renewable Energy Installations.** The Planning Board may waive the height and setbacks in §174-10.3.E.(1) Dimensional Standards to accommodate the installation of solar photovoltaic, solar thermal, living, and other eco-roofs, energy storage, and air-source heat pump equipment. Such installations shall not create a significant detriment to abutters in terms of noise or shadow and must be appropriately integrated into the architecture of the building, as applicable, and the layout of the site. The installations shall not provide additional habitable space within the development.

F. Off-Street Parking.

These parking requirements are applicable to development in the MCOD.

(1) **Number of parking spaces.** The following **minimum** numbers of off-street parking spaces shall be permitted by use, either in surface parking or within garages or other structures:

Use	Minimum Spaces
Multi-family	**1.5 per unit**

(2) **Number of bicycle parking spaces.** The following **minimum** numbers of covered bicycle storage spaces shall be provided by use:

Use	Minimum Spaces
Multi-family	**1 per unit**

(3) **Bicycle storage.** For a multi-family development of 15 units or more, covered parking bicycle parking spaces of no less than 25% of the total required spaces shall be integrated into the structure of the building(s).

G. General Development Standards.

(1) Development standards are applicable to all multi-family development within the MCOD. These standards are components of the Site Plan Review process in §174-10.3.I. Site Plan Review.

(2) **Site Design**.

(a) **Connections.** Sidewalks shall provide a direct connection among building entrances, the public sidewalk (if applicable), bicycle storage, and parking.

(b) **Vehicular access.** Where feasible, curb cuts shall be minimized, and shared driveways encouraged.

(c) **Mechanicals.** Mechanical equipment at ground level shall be screened by a combination of fencing and plantings. Rooftop mechanical equipment shall be screened if visible from a public right-of-way.

(d) **Dumpsters.** Dumpsters shall be screened by a combination of fencing and plantings. Where possible, trash and recycling collection points shall be located within the building.

(e) **Stormwater management.** Stormwater Management shall comply with the most current versions of the Massachusetts Department of Environmental Protection Stormwater Management Standards, the Massachusetts Stormwater Handbook, Massachusetts Erosion Sediment and Control Guidelines, and, the provisions under Town Code §154, Stormwater and Erosion Control. Provisions under Stormwater and Erosion Control shall be included as part of the Site Plan Review process but shall not supersede the requirements of §154.

(f) The following provisions shall be reviewed under site plan approval process:
   (1) Screening for Parking (refer to §174-13. Landscaping).
   (2) Parking and Loading (refer to §174-12. Parking and Loading, provided the required number of spaces shall be reduced as provided in F, above).
   (3) Landscape and Plantings (refer to §174-13. Landscaping).
   (4) Lighting (refer to §174-12.1. Outdoor illumination).
   (5) Signs (refer to §174-11. Signs).
   (6) Lower Impact Development (refer to §174-13.3. Lower Impact Development, provided section E shall not apply).
   (7) Water Resource Protections (refer to §174-13.4. Water Resource Protection, provided section C shall not apply).
   (8) Stormwater and Erosion Control (refer to §154. Stormwater and Erosion Control of the Town of Southborough Bylaws).

(3) **Buildings: General.**

(a) **Position relative to the principal street.** The primary building shall have its principal façade and entrance facing the principal street. See also §174-10.3.G.6. Buildings: Corner Lots.

(b) **Entries.** Where feasible, entries shall be clearly defined and linked to a paved pedestrian network that includes the public sidewalk.

(c) **Exterior Design.** The building(s) shall have an exterior design that is consistent with the styles of the surrounding residential neighborhood and the Town of Southborough in general.

(4) **Buildings: Multiple buildings on a lot.**

(a) Parking and circulation on the site shall be organized so as to reduce the amount of impervious surface. Where possible, parking and loading areas shall be connected to minimize curb cuts onto public rights-of-way.

(b) A paved pedestrian network shall connect parking to the entries to all buildings and the buildings to each other.

(c) The orientation of multiple buildings on a lot should reinforce the relationships among the buildings. All building façade(s) shall be treated with the same care and attention in terms of entries, fenestration, and materials.

(d) The building(s) adjacent to the public street shall have a pedestrian entry facing the public street.

(5) **Buildings: Shared Outdoor Space.** Multi-family housing shall have common outdoor space that all residents can access. Such space may be located in any combination of ground floor, courtyard, rooftop, or terrace.

(6) **Buildings: Corner Lots.** A building on a corner lot shall indicate a primary entrance either along one of the street-facing façades or on the primary corner as an entrance serving both streets.

(a) Such entries shall be connected by a paved surface to the public sidewalk, if applicable.

(b) All façades visible from a public right-of-way shall be treated with similar care and attention in terms of entries, fenestration, and materials.

(c) Fire exits serving more than one story shall not be located on either of the street-facing façades.

(7) **Buildings: Infill Lots.** If the adjacent buildings are set back at a distance that exceeds the minimum front yard requirements, infill buildings shall meet the requirements of §174-10.3.E.(1) Dimensional Standards. Otherwise, infill buildings may match the setback line of either adjacent building, or an average of the setback of the two buildings to provide consistency along the street.

(8) **Buildings: Principal Façade and Parking.** Parking shall be subordinate in design and location to the principal building façade.

(a) **Surface parking.** Surface parking shall be located to the rear or side of the principal building. Parking shall not be located in the setback between the building and any lot line adjacent to the public right-of-way.

(b) **Integrated garages.** The principal pedestrian entry into the building shall be more prominent in design and placement than the vehicular entry into the garage.

(c) **Parking structures.** Building(s) dedicated to structured parking on the same lot as one or more multi-family buildings shall be subordinate in design and

placement to the multi-family building(s) on the lot.

(9) **Waivers.** Upon the request of the Applicant and subject to compliance with the Executive Office of Housing and Livable Communities' (EOHLC's) Compliance Guidelines, the Planning Board may waive the requirements of this §174-10.3.G. General Development Standards, in the interests of design flexibility and overall project quality, and upon a finding of consistency of such variation with the overall purpose and objectives of the MCOD.

H. Affordability Requirements.

(1) **Purpose**.

(a) Promote the public health, safety, and welfare by encouraging a diversity of housing opportunities for people of different income levels;

(b) Provide for a full range of housing choices for households of all incomes, ages, and sizes;

(c) Increase the production of affordable housing units to meet existing and anticipated housing needs; and

(d) Work to overcome economic segregation, allowing the Town of Southborough to be a community of opportunity in which low and moderate-income households have the opportunity to advance economically.

(2) **Applicability.** This requirement is applicable to all residential developments with ten (10) or more dwelling units, whether new construction, substantial rehabilitation, expansion, reconstruction, or residential conversion (Applicable Projects). No project may be divided or phased to avoid the requirements of this section.

(3) **Subsidized Housing Inventory**. All units affordable to households earning 80% or less of AMI created in the MCOD under this section must be eligible for listing on EOHLC's Subsidized Housing Inventory (SHI).

(4) **Provision of Affordable Housing.** In Applicable Projects, not fewer than ten percent (10%) of housing units constructed shall be Affordable Housing Units. For the purpose of calculating the number of units of Affordable Housing required within a development project, a fractional unit shall be rounded up to the next whole number. The Affordable Units shall be available to households earning income up to eighty percent (80%) of the AMI.

(5) **Alternative Methods.**

(a) As an alternative to the requirements of paragraph (3) of this section, and in certain exceptional circumstances, the Planning Board may, at the formal written request of the developer, consider an alternative method of compliance, as provided for in §174-13.2.E.(5).

(6) **Affordability Development Standards.** Affordable Units shall be:

(a) Integrated with the rest of the development and shall be compatible in design, appearance, construction, and quality of exterior and interior materials with the other units and/or lots;

(b) Dispersed throughout the development;

(c) Located such that the units have equal access to shared amenities, including light and air, and utilities (including any bicycle storage and/or Electric Vehicle charging stations) within the development;

(d) Located such that the units have equal avoidance of any potential nuisances as market-rate units within the development;

(e) Distributed proportionately among unit sizes; and

(f) Distributed proportionately across each phase of a phased development.

(g) Occupancy permits may be issued for market-rate units prior to the end of construction of the entire development provided that occupancy permits for Affordable Units are issued simultaneously on a pro rata basis.

(7) **Administration.**

(a) The Zoning Enforcement Officer shall be responsible for administering and enforcing the requirements in this section.

I. Site Plan Review.

(1) **Applicability.** The requirements of §174.10 Site Plan Approval are applicable to any multi-family development within the MCOD, unless modified herein. An application for Site Plan Review shall be reviewed by the Planning Board for consistency with the purpose and intent of this §174-10.3.

(2) **Site Plan Approval.** Site Plan approval for uses listed in §174-10.3(D) Permitted Uses shall be granted upon determination by the Planning Board that the following requirements have been satisfied. The Planning Board may impose reasonable conditions, at the expense of the applicant, to ensure that these requirements are satisfied.

(a) the Applicant has submitted the required fees and information as set forth in the Town of Southborough's requirements for a Building Permit and Site Plan Review; and

(b) the project as described in the application meets the development standards set forth in §174-10.3.G General Development Standards and the requirements of §174-10.3.D.(1) and §174-10 or has received waiver(s) from the requirements therein.

(3) **Project Phasing.** An Applicant may propose, in a Site Plan Review submission, that a

project be developed in phases subject to the approval of the Planning Board, provided that the submission shows the full buildout of the project and all associated impacts as of the completion of the final phase. However, no project may be phased solely to avoid the provisions of §174-10.3.H Affordability Requirements.

J. Severability.

If any provision of this §174-10.3 is found to be invalid by a court of competent jurisdiction, the remainder of §174-10.3 shall not be affected but shall remain in full force. The invalidity of any provision of this §174-10.3 shall not affect the validity of the remainder of the Town of Southborough's Zoning Bylaw.

Southborough - MBTA Communities Districts

Merger Doctrine

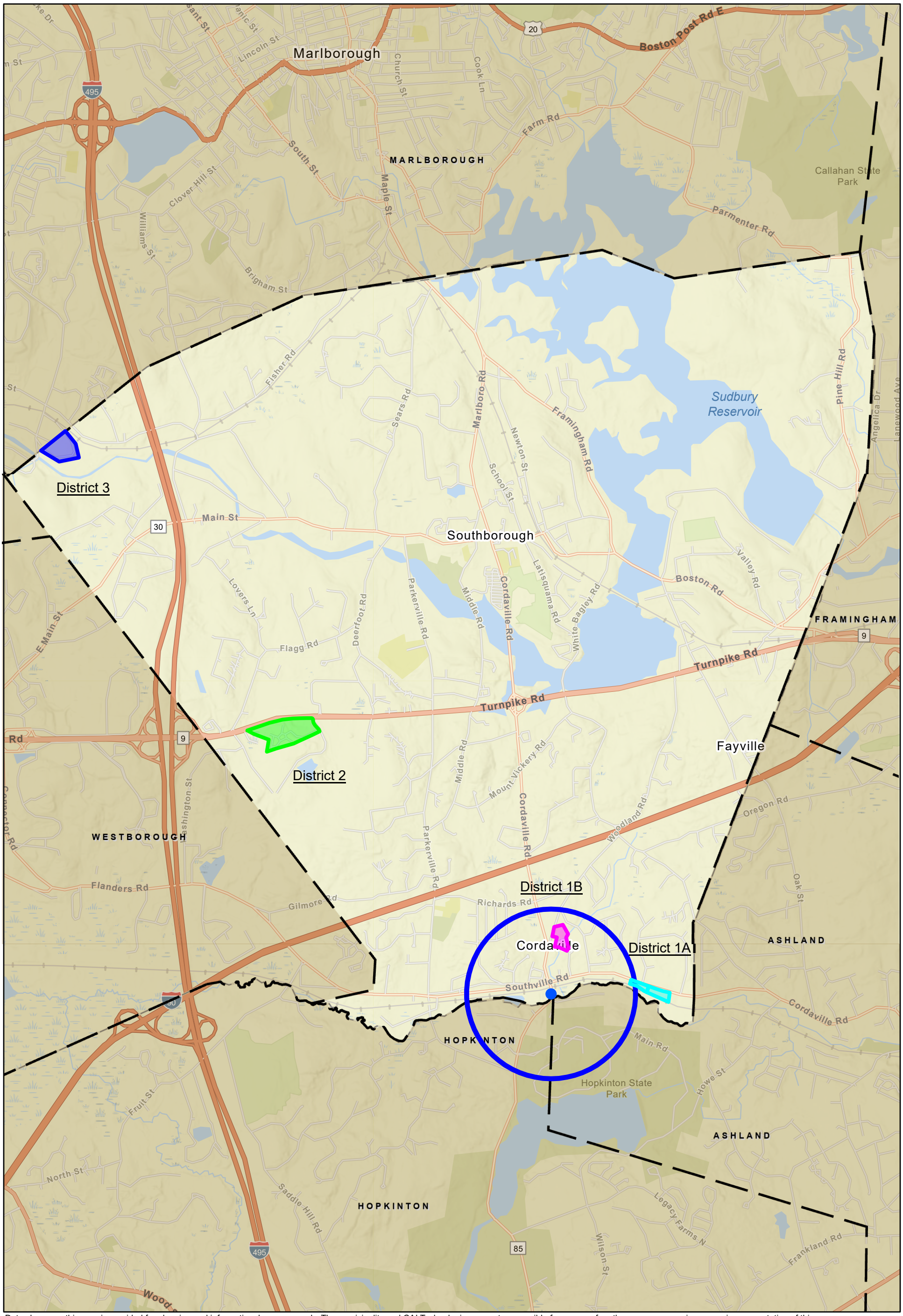
June 20, 2024

1 inch = 2800 Feet

0 2800 5600 8400

CAI Technologies
Precision Mapping. Geospatial Solutions.

www.cai-tech.com



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Southborough - 1/2 Mile Radius

Southborough, MA

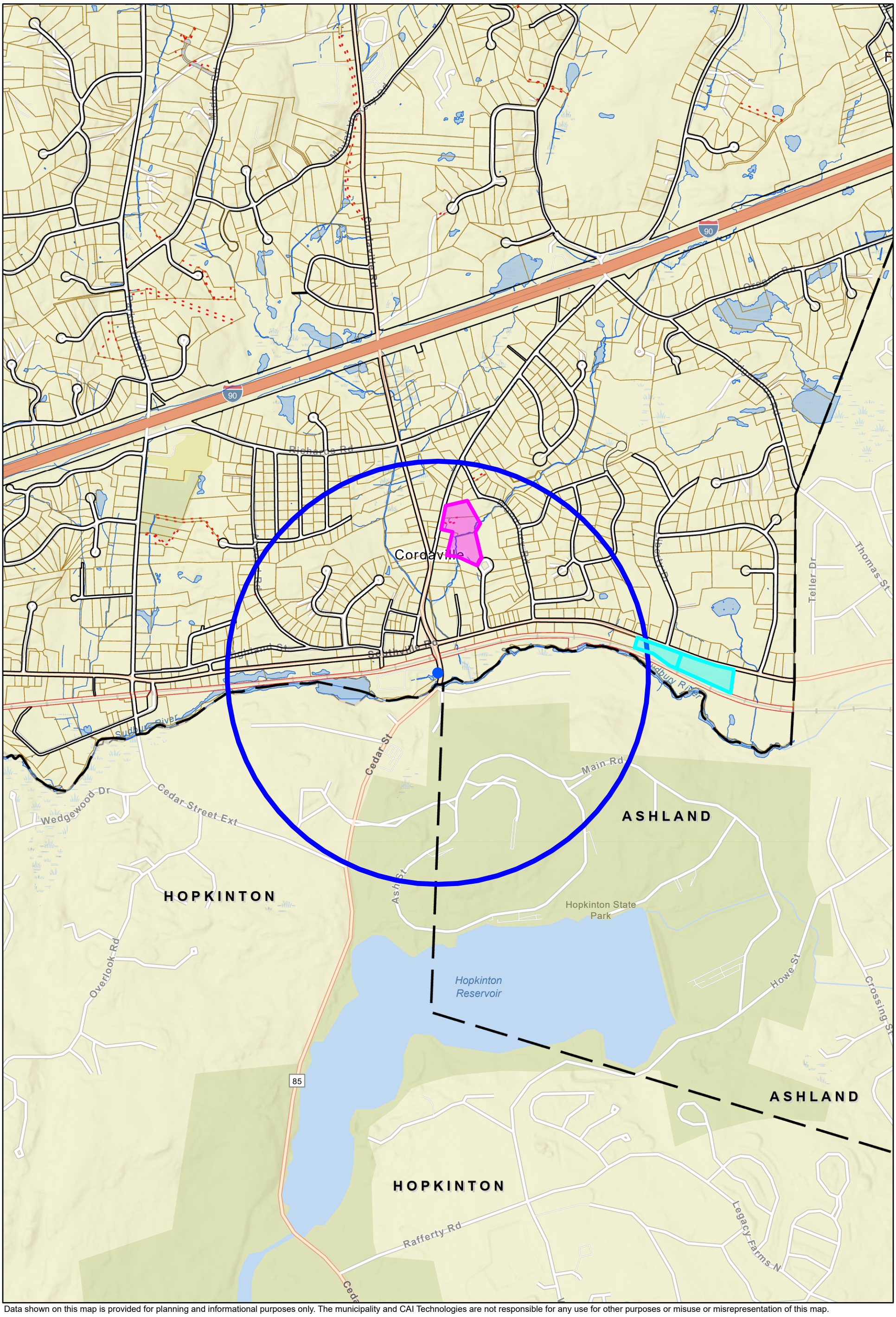
June 20, 2024

1 inch = 1115 Feet

0 1115 2230 3345

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MBTA District - 1A

Merger Doctrine

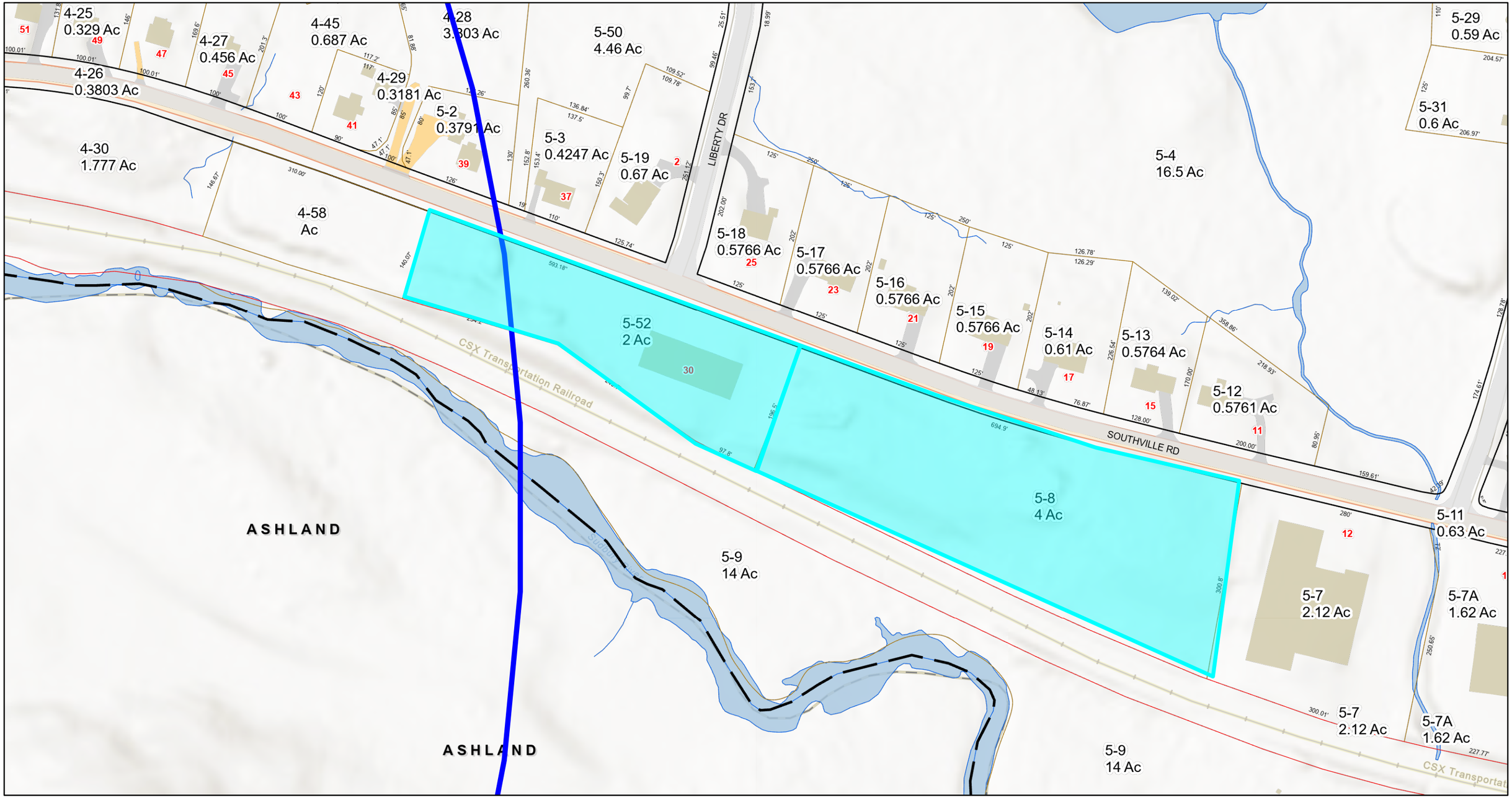
June 20, 2024

1 inch = 140 Feet

0 140 280 420

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MBTA District - 1B

Southborough, MA

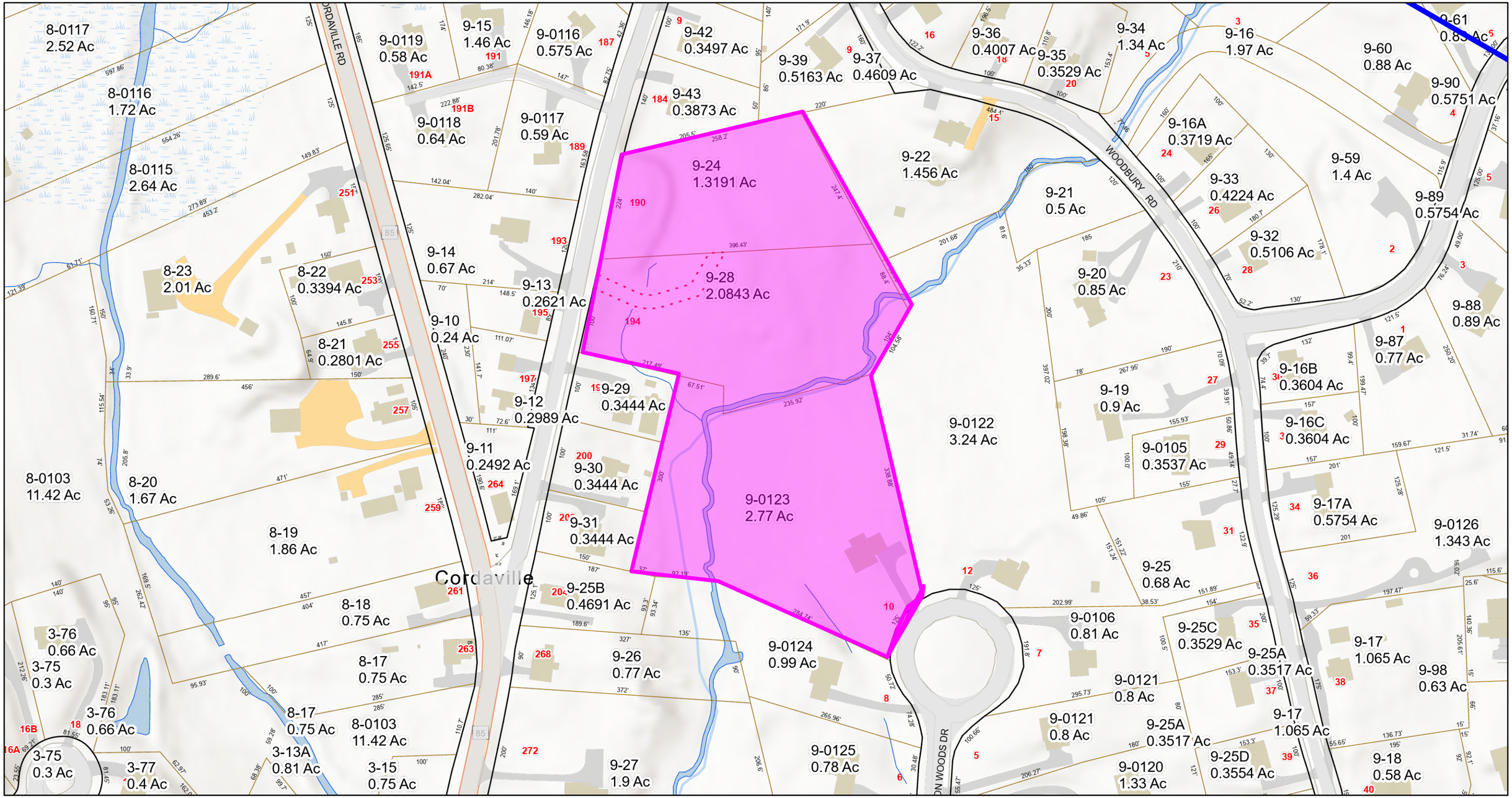
June 20, 2024

1 inch = 140 Feet

0 140 280 420

CAI Technologies
Precision Mapping. Geospatial Solutions.

www.cai-tech.com



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MBTA District - 2

Southborough, MA

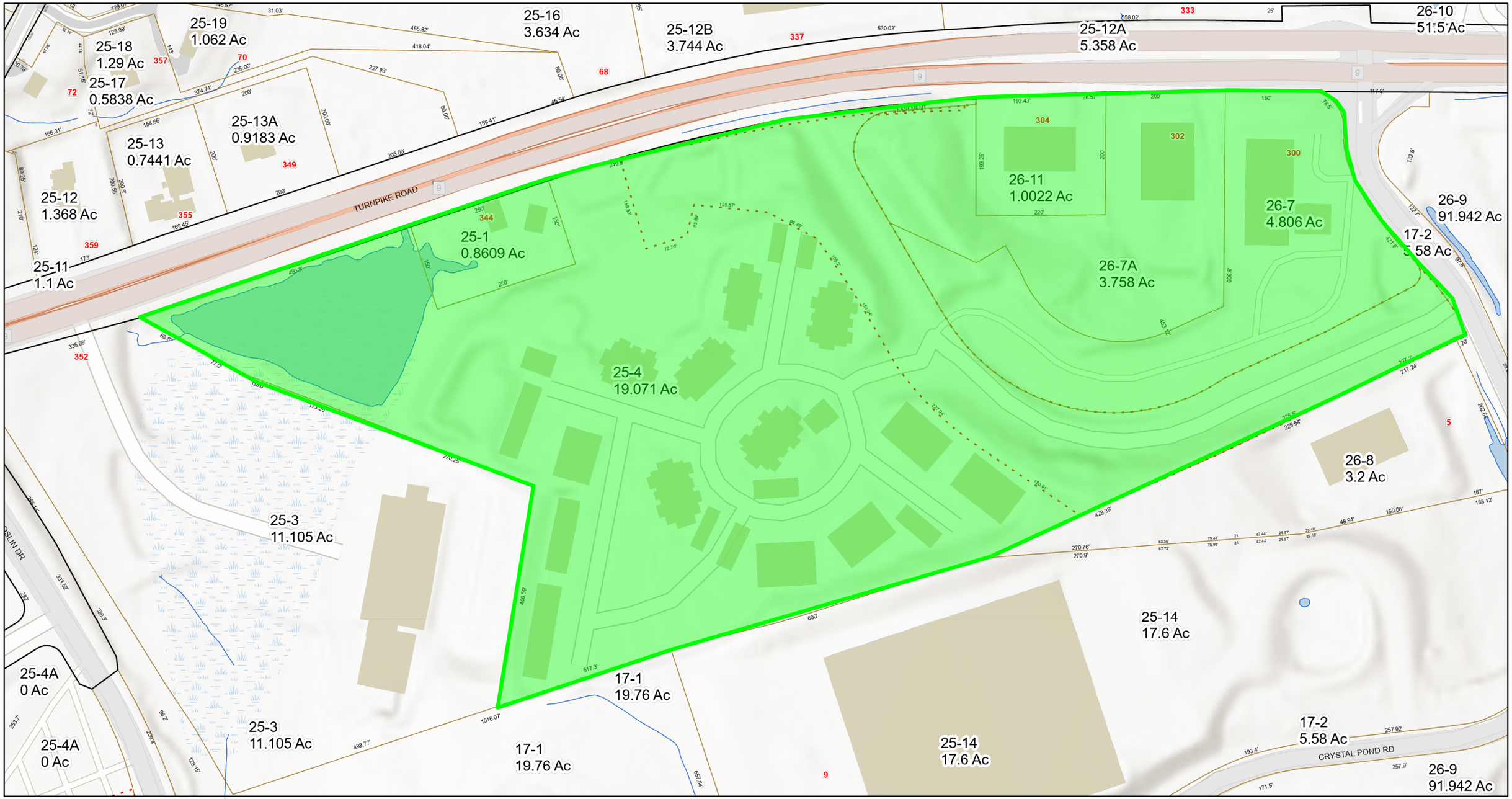
June 20, 2024

1 inch = 160 Feet

0 160 320 480

CAI Technologies
Precision Mapping. Geospatial Solutions.

www.cai-tech.com



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MBTA District 3

Southborough, MA

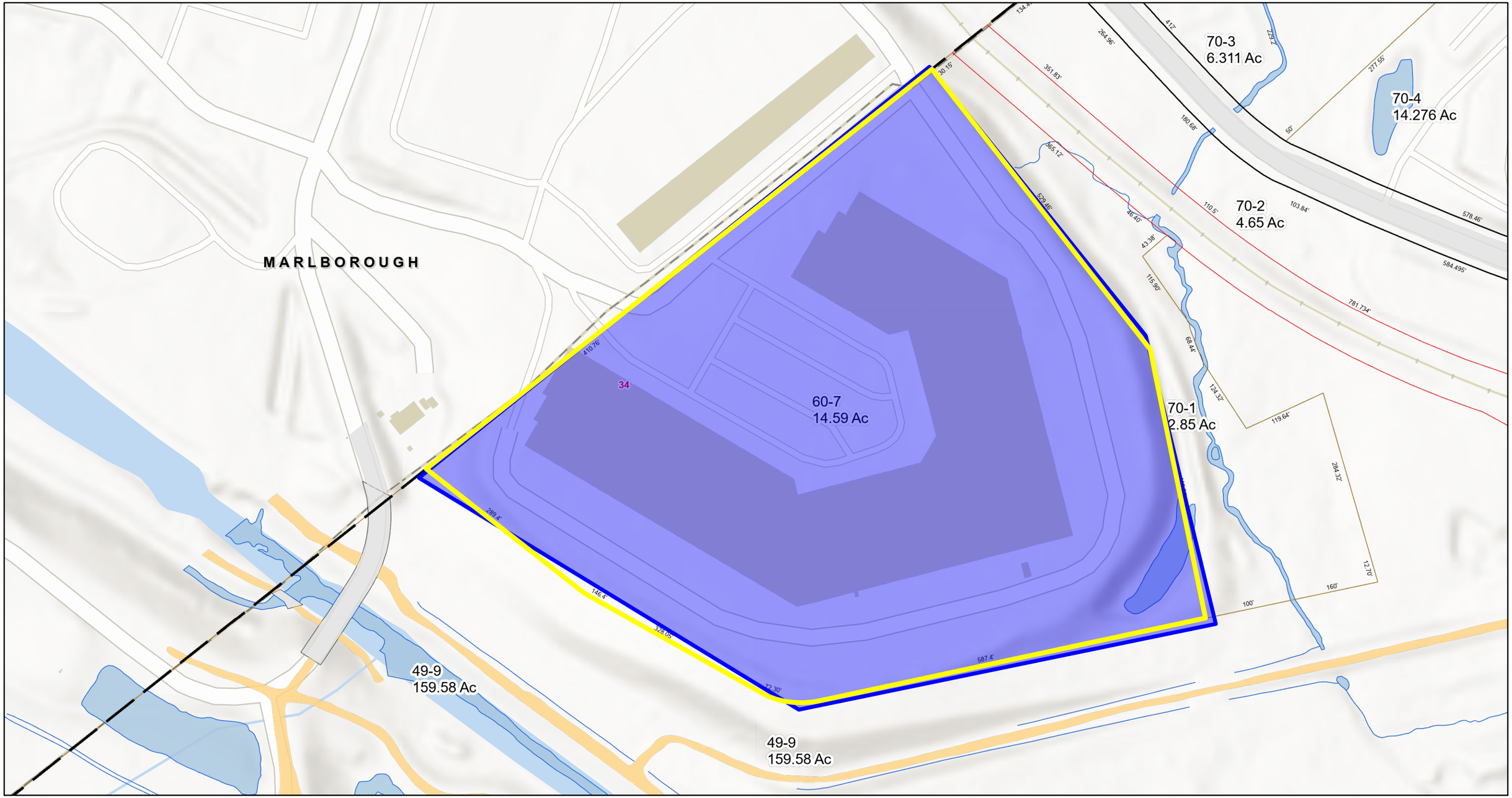
June 20, 2024

1 inch = 140 Feet

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CAI Technologies
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INTEROFFICE MEMORANDUM

To: Select Board
From: William J. Cundiff, P.E. , DPW Superintendent
Date: 07/08/2024
RE: CMRSWC Intermunicipal Agreement

The enclosed amendment to the original Regional Inter-Municipal Agreement simply conveys operational lead responsibility from the Town of Spencer to the Town of Shrewsbury. It is my understanding that this is a result of a retirement in Spencer. Accordingly, other aspects of the Regional Inter-Municipal Agreement remain unchanged.

AMENDMENT NO. 1

TO THE

INTERMUNICIPAL AGREEMENT FOR PARTICIPATION IN THE CENTRAL MASSACHUSETTS REGIONAL STORMWATER COALITION

This Amendment No. 1 is entered into this _____day of _____,

2024, by and among the Town of Spencer, a Massachusetts municipal corporation acting by and through its Board of Selectmen ("Spencer"), the Town of Shrewsbury, a Massachusetts municipal corporation acting by and through its Select Board, and the Town of Southborough, a Massachusetts municipal corporation acting by and through its Select Board and amends that certain agreement entitled Intermunicipal Agreement for Participation in the Central Massachusetts Regional Stormwater Coalition (the "Agreement").

RECITALS

WHEREAS:

1. Spencer and the Town of Southborough entered into the Agreement pursuant to the provisions of M.G.L. c. 40, section 4A and the Agreement has a current term of July 1, 2020 to July 1, 2025.
2. The Agreement provides that Spencer shall be the "lead community" for the Central Massachusetts Regional Stormwater Coalition ("CMRSWC"), a regional, efficiency-driven stormwater compliance project involving multiple member towns as described therein, whereby Spencer would provide certain services, including the collection funds from member communities of the CMRSWC and the management and expenditure of said funds as authorized by the CMR WC Steering Committee.
3. Shrewsbury is a member of the CMRSWC.
4. Paragraph 1 of the Agreement provides that if Spencer is no longer able to serve as the lead community, the CMRSWC Steering Committee shall identify another member community to serve as the fiscal lead.
5. Spencer seeks to have Shrewsbury replace Spencer as the lead community and Shrewsbury is willing to replace Spencer as the lead community as set forth in the Agreement, such that Shrewsbury will provide the services currently provided by Spencer for the remainder of the term of the Agreement.

NOW THEREFORE, the parties hereto agree that:

1. The Agreement is modified by replacing the Town of Spencer with the Town of Shrewsbury to serve as the role of lead community and assume the duties thereof.

2. All funds collected and held by the Town of Spencer pursuant to the terms of the Agreement shall be transferred to the Town of Shrewsbury and managed in accordance with the terms of the Agreement.
3. All other terms of the Agreement not amended hereby remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized representatives to set their hands and seals on the date below written.

TOWN OF SPENCER
By its Town Administrator
As authorized by vote of Board of Selectmen

_____ Date: 5/20/2024

TOWN OF SHREWSBURY
By its Town Manager
As authorized by vote of the Select Board

on _____,2024

_____ Date:_____

TOWN OF SOUTHBOROUGH
By its Town Administrator
As authorized by vote of the Select Board

on _____,2024

_____ Date:_____

RECEIVED
By Town Clerk/ksb at 2:51 pm, Aug 13, 2024

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Tuesday, July 16, 2024 6:30 PM
Location: McAuliffe Hearing Room, Town House, 17 Common Street, Southborough, MA
Present: Andrew Dennington, Kathryn Cook, Sam Stivers Marguerite Landry and Al Hamilton. Town Administrator Mark Purple and Assistant Town Administrator Vanessa Hale.

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Chair Kathy Cook called the meeting to order at 6:30 PM.

II. Public Comment

Ms. Marnie Hoolahan, 26 Clifford Road, stated she is not satisfied with Town Counsel's response to her Open Meeting Law complaint and informed the Board she would pursue the matter with the Office of the Attorney General.

III. Scheduled Appointments *(Board may vote)*

a. Recognition of Service of Donna McDaniel

Ms. Cook recognized the passing of Donna McDaniel, a long-time Southborough resident, public servant and the first female member of the Board. She offered her condolences to her family on behalf of the Board. Assistant Town Administrator Vanessa Hale noted other contribution Ms. McDaniel had made to the Town and shared that she had taken oral histories of various Southborough residents to preserve for future generations.

b. Brian Ballantine & Ryan Donovan – Aetna senior plan update and survey results

Mr. Brian Ballantine and Mr. Ryan Donovan appeared before the Board on the matter. Also in attendance were Mr. William Short and Mr. Ken Lombardi, both from NFP. Mr. Ballantine stated that there was a 30% response rate from the 180 retirees who received the survey. He noted that approximately 79% of the respondents gave the plan a rating of 8 or 9 and stated there were concerns in the following areas: 1) requests to sign up for the Silver Sneakers program; 2) concerns regarding only one plan to choose from; 3) confusion surrounding the prescription drug process; and 4) delays for services. Mr. Ballantine stated that the Retiree First program has assisted with concerns #3 and #4 and noted the new plan has saved the Town approximately $90,000. Mr. Donovan stated he has been pleasantly surprised with the success of the new plan and he thanked Mr. Ballantine and Ms. Emily Boutin, for their support of the program through the transition. Mr. Ballantine stated the Silver Sneakers program would be discussed as a potential future plan offering. Mr. Short emphasized the Retiree First program as an important tool for retirees to utilize in navigating health care services available through the plan. Mr. Lombardi also mentioned that there will be some upcoming changes to Medicare reimbursements that will negatively impact the industry but he believes the plan increase to retirees can be kept to 3%. Mr. Donovan stated that he would recommend continuing with the Aetna plan and also continue the effort to evaluate the plan. The Board had no questions.

c. Cable Committee – Recommendation to approve Verizon Renewal License

Barry Rubenstein appeared before the Board, via ZOOM, on the matter. Mr. Rubenstein, chair of the Cable Television Committee, called the meeting of the Cable Television Committee to order at 6:51 PM. Members present: Barry Rubenstein, William Warren and Sam Stivers. Also attending, via

ZOOM, was Atty. William Solomon, representing the Town in the matter. Mr. Rubenstein stated that the draft before the Board this evening is largely the same document reviewed at the public hearing held six weeks ago with one exception: Verizon agreed to increase the capital payments to SAM by $3,500 to cover the cost of three encoders. He stated that the Cable Television Committee feels this agreement is more substantive for the Town, given the drop in number of subscribers, and informed the Board that the Cable Television Committee had voted unanimously to approve the renewal license agreement. Ms. Cook asked who is paying the legal fees of Atty. Solomon to negotiate the new license agreement. Mr. Rubenstein stated he engaged the Southborough Access Media (SAM) board on this subject and he was informed that the SAM board had unanimously voted to not contribute anything towards legal fees (i.e. the Town would pay 100%). Ms. Cook stated that the Board feels strongly that SAM should pay for legal fees out of the profits it receives, noting the Town receives no revenue from the license agreement. Mr. Rubenstein agreed to continue the conversation about legal fees with the SAM board. Mr. Stivers moved that the Select Board, as cable television license issuing authority, vote as follows: to grant a cable television renewal license with an effective date of November 26, 2024, to Verizon New England. All terms and conditions contained in the renewal license having been signed by Verizon and Verizon, by and through its representative, will execute the renewal license as set out in the signature page of the license, as signed by the Board consistent herewith and the agreement in the packet. Mr. Dennington seconded the motion. The motion was unanimously approved (5-0-0). Mr. Stivers moved to adjourn the Cable Television Committee meeting at 6:59 PM. Mr. Warren seconded the motion. The motion was approved.

d. Trails Committee – ARPA funding request

Ms. Kathryn McKee, chair of the Trails Committee, appeared before the Board on the matter. Ms. McKee stated that she is appearing tonight to make specific funding requests of ARPA monies, as detailed in the memo accompanying the request, that have already been approved by the Board. The Board discussed allocating the remainder of ARPA funds designated for the Trails Committee in order to expedite contract approvals prior to December 31, 2024. Ms. McKee noted that the Trails Committee has obtained a $50,000 Massachusetts Trails Grant and is in the process of fulfilling the grant requirements. Mr. Dennington asked what the CPA monies would be used for. Ms. McKee stated that the CPA funds would be used as part of the engineering services for the boardwalk, bridge and project manager services. Ms. McKee asked what legal documentation the Town would need for the crosswalk agreement. Ms. Cook stated the Board would engage Town Counsel on the matter. The Board agreed to have Ms. McKee draft a list of requests to be included in any agreement and forward to it Mr. Purple, Ms. Cook and Mr. Dennington to begin the process. Ms. Cook moved that the Board formally approve the expenditure of the following ARPA funds that were previously allocated: $12,500 for Southborough trail enhancements; $144,547 for the Peninsula Trail and $15,000 for the crosswalk. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

e. Public Hearing; FY25 Water Dept. Regulations

DPW Superintendent Cundiff appeared before the Board on the matter. Ms. Cook stated that Superintendent Cundiff is in the process of reviewing all Water Department Regulations but, tonight, he will ask the Board to address only one regulation. She noted that this matter has been posted for public review. Superintendent Cundiff stated that, presently, the Town is responsible for water pipes up to the shut off valve, which obligates the Town to make repairs on private property. He stated that since his arrival, he has worked with Town Counsel to create an agreement that protects the Town on private property. He also stated that other communities do not perform repairs on private property and this regulation revision is meant to make the Town consistent with other communities. He stated that in the last year, the DPW has repaired leaks on four properties at a cost of approximately $14,000. Superintendent Cundiff proposed the following language to the Water Department Regulations: “All water service pipes located between the water main and the curb stop

shall be maintained by the Water Department. Water services located between the curb stop and the water meter shall be maintained by the customer/owner. Water Service leaks between the curb stop and the meter may result in water shut-off until the leak is repaired." The Board discussed the proposed revision and how the Town detects leaks. Mr. Stivers offered avenues for residents experiencing financial hardships to pay for leaks. He asked that the DPW maintain a list of both financial hardship and contracting resources for residents. Mr. Kevin Miller, Chair of the Historical Commission, pointed out that historical documents state that in 1930, water service from the main pipe to the property line was the responsibility of the Town and from the property line and beyond was the responsibility of the property owner. Mr. Stivers moved to approve the revision to the Water Regulations, as described by Superintendent Cundiff. Mr. Hamilton seconded the motion. The motion was approved (5-0-0).

Ms. Cook reported that the Board would not discuss the proposed changes to the FY2025 Transfer Station Rules and Regulations, due to noticing.

IV. Reports

a. Chair's Report

i. Firefighter graduation

On behalf of the Board, Ms. Cook welcomed Firefighter Tiffany Martinez to the Southborough Fire Department and congratulated her on her recent graduation.

ii. Civil Engineer vacancy

Ms. Cook stated Ms. Hale continues to pursue filling the Civil Engineer position approved by the Town on July 1, 2024.

iii. Board & Committee vacancies

Ms. Cook stated that she would highlight boards and committees that have open positions. She discussed the following vacancies: The Tricentennial Committee has 2 vacancies, one of which is a position for a veteran; the Personnel Board has one vacancy; and the Economic Development Committee (EDC) has two vacancies.

b. Members' Reports

i. Update on OneStop application for Route 9 zoning

Mr. Dennington reported that he would appear at the Planning Board's meeting on July 22, 2024, to discuss the OneStop grant direction and obtain feedback.

c. Town Administrator's Report

There was no Town Administrator's Report.

V. Consent Agenda

a. Approve Open Session Meeting Minutes: June 6, 2024; June 10, 2024; June 18, 2024; June 28, 2024

Mr. Stivers requested to hold Consent Agenda item "a." **June 10, 2024:** Mr. Stivers requested the minutes reflect that Ms. Landry was absent. **June 18, 2024:** Mr. Stivers and Ms. Cook had scrivener's changes to the minutes. **June 28, 2024:** Mr. Stivers had scrivener's changes to the minutes. Ms. Cook moved to approve the minutes for June 6, 2024, as written, and June 10, 2024, June 18, 2024 and June 28, 2024, as amended. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

b. Approve DPW reclassification for Stephen Aspesi

c. Approve response OML complaint from Marnie Hoolahan

d. Approve Library donation from C/W MARS

e. Approve Recreation Department donations

i. $100 from Eloise Nickerson

ii. $3500 for Summer Nights from St. Mark's School ($1,500), Fay School ($250) St. Mary's Credit Union ($250), Middlesex Savings Bank ($1,500)

f. Appoint Sara Warden as the Open Space Preservation Commission representative to the Community Preservation Committee, term to expire 6/30/2025

Mr. Hamilton requested to hold Consent Agenda item "f." Mr. Hamilton stated that when the Board appoints members to committees with substantial authority, it behooves the Board to understand the views of the appointees relative to the goals of the Board. He asked that this matter be held until the Board can interview Ms. Warden. The Board discussed the matter. Mr. Hamilton moved to appoint Sara Warden as the Open Space Preservation Commission representative to the Community Preservation Committee, term to expire 6/30/2025. Mr. Dennington seconded the motion. The motion was approved (4-0-1). Mr. Hamilton abstained.

Ms. Kristin LaVault, 12 Southwood Drive, asked Mr. Hamilton to clarify his position that if other committees vote to seat a member on a committee, as happened this evening, (e.g. Open Space to the CPC), can the Board decide to not appoint those members. Mr. Hamilton stated that it is important to appoint people who advance the policy direction of the Board, as the residents elect the Board. Ms. LaVault asked that the Board hold an open forum at a future meeting concerning Select Board members' opinions regarding appointing members to committees.

g. Committee Reappointments (30-day swearing-in period expired)

i. Golf Course Committee; terms to expire 6/30/2025
   1. Jennifer Selig
   2. Tony Schoener

ii. Southborough Scholarship Committee; terms to expire 6/30/2027
   1. Maria Romero Vagnini
   2. Christine Pearson
   3. Stephanie Butler

iii. 21 Highland Future Use Committee; terms to expire 6/30/2025
   3. Johanna Sheyner
   4. Albena Phillipo

iv. Orla Daly – MTC; term to expire 6/30/2027

v. Thomas Marcoulier – Trails Committee; term to expire 6/30/2026

vi. Johanna Sheyner – Recreation Commission; term to expire 6/30/2027

vii. Tony Schoener – PILOT Committee; term to expire 6/30/2025

Ms. Cook moved to approved Consent Agenda items "b", "c", "d", "e" and "g." Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

VI. Other Matters *(Board may vote)*

a. Consideration of AHTFC-SHOPC Consolidation Working Group Charge

Mr. Dennington read the following draft charge for the AHTFC-SHOPC Consolidation Working Group: "The Affordable Housing Consolidation Working Group ("Working Group") shall consist of two members of the Affordable Housing Trust Fund Committee ("AHTFC") selected by the AHTFC, two members of the Southborough Housing Opportunity Partnership Committee) "SHOPC") selected by SHOPC, and one at-large member selected by the Select Board. The Working Group's charge shall be a creation of a draft article for the special town meeting to be held on September 30, 2024 consolidating AHTFC and SHOPC into one committee that merges the responsibilities of these two committees. The charge of this Working Group shall expire on October 31, 2024." Mr. Dennington moved to approve the draft charge of the Affordable Housing Consolidation Working Group, as read and also attached to the minutes. Mr. Stivers seconded the motion. Ms. Landry clarified that the entire Select Board would not become members of the Working Group and Mr. Dennington stated that was correct. The motion was unanimously approved (5-0-0). Ms. Cook moved to appoint Ms.

Lisa Braccio as the at-large member of the Working Group. Mr. Stivers seconded the motion. The motion was approved (4-1-0). Mr. Hamilton voted no. Mr. Hamilton stated that the AHTFC would appoint Mr. Hamilton and Mr. Dennington to the Working Group at its meeting on Friday. He stated that the two members from SHOPC would be Paul Desmond and Doug Manz.

b. Consideration of revised charges for Stewardship and Scholarship Committees

Ms. Cook stated that revised Stewardship Committee charge would be discussed once the Stewardship Committee has reviewed and offered comment. Mr. Stivers moved to approve the charge for the Scholarship Committee included in tonight's packet. Mr. Dennington seconded the motion. The motion was unanimously approved (5-0-0).

c. Review of draft warrant for September 30, 2024 Special Town Meeting

The Board discussed the draft warrant for the September 30, 2024 Special Town Meeting. The Board also discussed the ordering of the articles. The Board agreed to leave the draft warrant in its present form and review at its August 6th meeting. Mr. Purple agreed to ask Town Moderator Cimino if he intends to create a Consent Agenda for the Special Town Meeting and report back to the Board. Ms. LaVault suggested the Board consider surveying the Town to obtain public feedback on the ordering of warrant articles.

d. Status report on regional dispatch

Mr. Hamilton stated that there would be meetings by the end of July with area communities to see if there is enough interest in creating a virtual Regional Emergency Communications Center (RECC) to approach the State with the concept. He stated that, if there is not, Mr. Hamilton recommends the Board make a decision on a direction at its August 6th meeting. He suggested that, once a decision is made, the Board should engage the public to share information through a variety of methods (public forum, Town website, Southborough Access Media, etc.). Mr. Hamilton shared that he believes the greatest advantages to the Town would be an increase in public safety and a savings on capital costs. The Board discussed the decision regarding regional dispatch.

VII. Public Comment

Mr. Jim Hegarty, Town Clerk, stated that vote by mail announcements would be sent out next week. He stated there might be issues for residents that chose to have all ballots sent to one location and travel between residences, including students. He directed anyone experiencing any issues to reach out to the Town Clerk's office, as there is a simple process to rectify the matter. He noted that the Post Office couldn't forward ballots. Finally, he also stated that if a resident does not support vote by mail, comments should be directed to the Secretary of State's office.

VIII. Adjournment

Mr. Dennington moved to adjourn at 8:43 PM. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

Upcoming Meetings	
August 6, 2024	*September 4, 2024*

Respectfully submitted,

Bridgid Rubin, Recording Secretary

<u>List of Documents referred to at the July 16, 2024 SB Meeting:</u>

- NFP Retiree Survey Results, dated July 16, 2024
- Aetna Summary of Benefits from January 1, 2024-December 31, 2024

- Draft Cable Television Renewal License for Verizon New England Inc., dated November 26, 2024
- Memorandum from Southborough Trails Committee (STC), dated July 12, 2024, RE: STC ARPA Fund Spending Request and Peninsula Project Status Update
- Public Hearing Notice for Water Department Regulations for FY25
- Memorandum from William Cundiff, dated June 13, 2024, RE: Water Regulation Revision-Work on Private Property
- Water Department Regulations, dated January 23, 1987
- Open Session Meeting Minutes for June 10, 2024
- Open Session Meeting Minutes for June 18, 2024
- Open Session Meeting Minutes for June 28, 2024
- Memorandum from William Cundiff, dated July 5, 2024, RE: Stephen Aspesi Grade and Step Increase
- Letter from Alexander Castro, dated July 11, 2024, Open Meeting Law Complaint, with Exhibits
- Memorandum from Ryan Donovan, dated June 17, 2024, RE: Donation to the Library
- Email from Travis Farley, dated July 2, 2024, RE: Donation Acceptance for Pat Richardson
- Email from Travis Farley, dated July 2, 2024, RE: Summer Nights 2024 Donation Acceptance
- Email from Freddie Gilllespie, dated July 8, 2024, RE: Open Space Preservation Commission representative to the Community Preservation Committee
- Email from Amy Berry, dated July 8, 2024, RE: June 4 appointments – not sworn in within 30 days
- Draft AHTFC/SHOPC Consolidation Working Group Charge
- Draft Charge for the Southborough Stewardship Committee
- Draft Charge for the Southborough Scholarship Advisory Committee
- Draft Warrant for Special Town Meeting, September 30, 2024

Town of Southborough, MA
Meeting of the Select Board
July 16, 2024 6:30 PM
McAuliffe Hearing Room, Town House, 17 Common Street, Southborough, MA
Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://ma-southborough.civicplus.com/674/Virtual-Meetings

I. **Call Meeting to Order**

II. **Public Comment**

III. **Scheduled Appointments** ***(Board may vote)***
- a. Brian Ballantine & Ryan Donovan – Aetna senior plan update and survey results
- b. Cable Committee – Recommendation to approve Verizon Renewal License
- c. Trails Committee – ARPA funding request
- d. Interview/appoint Sheri Widdiss to the Conservation Commission; term to expire 6/30/2027
- e. Public Hearing:
  - i. FY25 Transfer Station Regulations
  - ii. FY25 Water Dept. Regulations

IV. **Reports**
- a. Chair's Report
  - i. Firefighter graduation
  - ii. Civil Engineer vacancy
  - iii. Board & Committee vacancies
- b. Members' Reports
  - i. Update on OneStop application for Route 9 zoning
- c. Town Administrator Report

V. **Consent Agenda**
- a. Approve Open Session Meeting Minutes: June 6, 2024; June 10, 2024; June 18, 2024; June 28, 2024
- b. Approve DPW reclassification for Stephen Aspesi
- c. Approve response to OML complaint from Marnie Hoolahan
- d. Approve Library donation from C/W MARS
- e. Approve Recreation Department donations
  - i. $100 from Eloise Nickerson
  - ii. $3500 for Summer Nights from St. Mark's School ($1,500), Fay School ($250), St. Mary's Credit Union ($250), Middlesex Savings Bank ($1,500)
- f. Appoint Sara Warden as the Open Space Preservation Commission representative to the Community Preservation Committee; term to expire 6/30/2025
- g. Committee Reappointments (30 day swearing-in period expired)
  - i. Golf Course Committee; terms to expire 6/30/2025
    1. Jennifer Selig
    2. Tony Schoener
  - ii. Southborough Scholarship Committee; terms to expire 6/30/2027
    1. Maria Romero Vagnini
    2. Christine Pearson
    3. Stephanie Butler
  - iii. 21 Highland Future Use Committee; terms to expire 6/30/2025
    1. Johanna Sheyner
    2. Albena Phillipo
  - iv. Orla Daly – MTC; term to expire 6/30/2027
  - v. Thomas Marcoulier – Trails Committee; term to expire 6/30/2026
  - vi. Johanna Sheyner – Recreation Commission; term to expire 6/30/2027
  - vii. Tony Schoener - PILOT Committee; term to expire 6/30/2025

VI. Other Matters ***(Board may vote)***

a. Authorization for Public Works to plant trees on 84 Main Street property
b. Consideration of AHTFC-SHOPC Consolidation Working Group Charge
c. Consideration of revised charges for Stewardship and Scholarship Committees
d. Review of draft warrant for September 30, 2024 Special Town Meeting
e. Status report on regional dispatch

VII. Public Comment

VIII. Adjournment

Kathryn M. Cook, Chair

UPCOMING MEETINGS	
August 6, 2024	*September 4, 2024*

NFP



Select Board Meeting
Retiree Survey Results
July 16, 2024

Retiree Plan Survey

- Retiree First mailed survey to approximately 180 Southborough retirees 4/26/24
- 52 retirees responded (30% participation rate)
- 79% of respondents rated overall plan satisfaction as very good or excellent (rated 8,9,10)
- Area of improvement identified desire to see Silver Sneakers benefit added for 2025. Current fitness/wellness reimbursement of up to $300 per member annually.

Please circle the number that applies:

1) I felt it was easy to get in touch with a RetireeFirst Advocate.



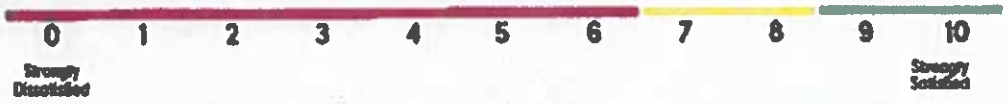
2) The Retiree Advocate was knowledgeable.



3) The Retiree Advocate resolved my problem.



4) I will call RetireeFirst if I have another problem.



5) Have you had issues with prescription drug coverage using your new Aetna insurance that RetireeFirst was not able to assist with? (Circle one)

Yes or No

6) Are you satisfied with the fitness reimbursement offered on the Aetna plan? (Circle one)

(Yes) or No

7) Has your primary care or specialist doctor refused to honor Aetna? (Circle one)

Yes or (No)

8) How satisfied are you with your coverage through Aetna?



9) Any comments or recommendations for improvements

None

AETNA Survey summary of results:

	1	2	3	4	5	6	7	8	9
Retiree 1	X	X	X	X	X	NO	NO	6	No benefit to repair hearing aids. No silver sneakers. Old insurance had $200 for eyeglass or dental.
Retiree 2	4	8	4	9	NO	X	NO	5	Lots of health issues, dissatisfied but will renew.
Retiree 3	8	3	10	10	YES	NO	NO	X	Took 1 week for retiree 1st to call back.
Retiree 4	8	7	7	7	NO	X	NO	7	X
Retiree 5	9	5	5	8	NO	X	NO	7	X
Retiree 6	X	X	X	X	YES	X	NO	4	Difficulty with prescription, checking formulary, and very restrictive. Do not recommend.
Retiree 7	4	3	0	1	NO	X	YES	0	Problem with surgery appointment.
Retiree 8	10	10	10	10	NO	Y/N	NO	9	Reimburse fitness hard to find.
Retiree 9	9	9	8/9	9	YES	YES	YES	8	X
Retiree 10	X	X	X	X	X	YES	NO	9	X
Retiree 11	10	10	10	10	NO	YES	NO	10	Loved previous insurance, not happy only one choice.
Retiree 12	X	X	X	X	X	YES	NO	10	Aetna PA impressed me.
Retiree 13	X	X	X	X	NO	YES	NO	10	X
Retiree 14	10	10	10	10	NO	YES	NO	10	X
Retiree 15	10	9	9	9	NO	YES	NO	10	Seamless transition. Pleased with insurance.
Retiree 16	X	X	X	X	X	X	NO	10	X
Retiree 17	10	10	10	10	NO	YES	NO	10	X
Retiree 18	10	10	10	10	NO	YES	NO	10	Happy with Aetna.

AETNA Survey summary of results:

	1	2	3	4	5	6	7	8	9
Retiree 19	X	X	X	X	X	YES	NO	10	Thought Aetna would be problem but was not.
Retiree 20	9	10	10	10	NO	YES	NO	8	Seamless transition. Excellent total plan.
Retiree 21	10	10	10	10	NO	X	NO	10	X
Retiree 22	10	10	10	10	NO	X	NO	10	X
Retiree 23	X	X	X	X	X	X	NO	10	So far so good.
Retiree 24	X	X	X	X	X	YES	NO	9	X
Retiree 25	10	7	10	10	NO	YES	NO	8	X
Retiree 26	10	7	10	10	YES	X	NO	8	X
Retiree 27	X	X	X	X	YES	YES	NO	9	X
Retiree 28	9	9	9	9	NO	NO	NO	8	Awesome
Retiree 29	10	10	10	7	NO	X	NO	10	Offer Silver Sneakers
Retiree 30	9	9	10	10	NO	YES	NO	10	X
Retiree 31	10	10	10	10	NO	YES	NO	10	X
Retiree 32	X	X	X	X	NO	YES	NO	8	Excellent plan, best ever had.
Retiree 33	10	10	10	10	NO	YES	NO	10	Very satisfied.
Retiree 34	10	10	10	10	NO	YES	NO	10	Retiree first great help. Pleased it was available.
Retiree 35	10	10	10	10	NO	YES	NO	10	Although satisfied - fitness reimb. covers only a portion of costs.
Retiree 36	10	10	10	10	NO	X	NO	10	X
Retiree 37	10	10	10	10	NO	X	NO	10	X
Retiree 38	X	X	X	X	X	X	NO	10	X

AETNA Survey summary of results:

	1	2	3	4	5	6	7	8	9
Retiree 39	X	X	X	X	X	X	NO	10	X
Retiree 40	10	10	10	10	NO	YES	NO	10	X
Retiree 41	10	10	10	10	YES	YES	NO	9	X
Retiree 42	X	X	X	X	X	X	NO	8	Retiree first friendly and excellent service - however unable to get two common prescriptions.
Retiree 43	X	X	X	X	X	YES	NO	8	No co-pay is great, but encouraged to go to website - not easy - CVS is more simple by phone.
Retiree 44	9	9	9	9	YES	X	NO	8	Too early for comments - no health issues.
Retiree 45	X	X	X	X	X	YES	NO	8	Send Rx list to participant at beginning. One drug not on list, had to have DR sign note about it.
Retiree 46	X	X	X	X	YES	YES	NO	X	No major difficulties - but Rx prices increased, one drug was denied then resolved.
Retiree 47	10	10	10	10	YES	YES	NO	7	Co-pays for Rx highere than old plan. High five and thank you to Aaron.
Retiree 48	9	9	8/9	9	NO	YES	YES	9	X
Retiree 49	X	X	X	X	X	YES	NO	7	X
Retiree 50	10	10	0	10	NO	NO	NO	8	Silver sneakers was going to be offered, was not. Reimbursement not enough for a gym member or even 50%.
Retiree 51	8	8	9	10	NO	NO	NO	7	Would like the silver sneakers program. At first difficult for retiree first to understand issues. Experience was then good with rep on questions with hearing aids.
Retiree 52	9	7	7	9	NO	X	NO	8	Three weeks to get answer on eye doctor question (was positive). Confusion when called about CVS extracare card - was told that is independent and better communication would help.

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MASSACHUSETTS STRATEGIC HEALTH GROUP
Aetna Medicare[SM] Plan (PPO)
Medicare (C04) ESA PPO Plan
Rx $7/$13/$35/$35/$35

Benefits and Premiums are effective January 1, 2024 through December 31, 2024

SUMMARY OF BENEFITS
PROVIDED BY AETNA LIFE INSURANCE COMPANY

Primary Care Physician (PCP): You have the option to choose a PCP. When we know who your provider is, we can better support your care.

Referrals: Your plan doesn't require a referral from a PCP to see a specialist. Keep in mind, some providers may require a recommendation or treatment plan from your doctor in order to see you.

Prior Authorizations: Your doctor will work with us to get approval before you receive certain services or drugs. Benefits that may require a prior authorization are listed with an asterisk (*) in the benefits grid.

PLAN FEATURES	Network & out-of-network providers.
Monthly Premium	Please contact your former employer/union/trust for more information on your plan premium.
Annual Deductible	$0
This is the amount you have to pay out of pocket before the plan will pay its share for your covered Medicare Part A and B services.	
Annual Maximum Out-of-Pocket Amount	
Annual maximum out-of-pocket limit amount includes any deductible, copayment or coinsurance that you pay.	$0
It will apply to all medical expenses except Vision Reimbursement and Medicare prescription drug coverage that may be available on your plan.	

MASSACHUSETTS STRATEGIC HEALTH GROUP
Aetna Medicare[SM] Plan (PPO)
Medicare (C04) ESA PPO Plan
Rx $7/$13/$35/$35/$35

HOSPITAL CARE*	This is what you pay for network & out-of-network providers.
Inpatient Hospital Care	$0 per stay
The member cost sharing applies to covered benefits incurred during a member's inpatient stay.	
Observation Stay	Your cost share for Observation Care is based upon the services you receive
Frequency:	per stay
Outpatient Services & Surgery	$0
Ambulatory Surgery Center	$0
PHYSICIAN SERVICES	**This is what you pay for network & out-of-network providers.**
Primary Care Physician Visits	$0
Includes services of an internist, general physician, family practitioner for routine care as well as diagnosis and treatment of an illness or injury and in-office surgery.	
Physician Specialist Visits	$0
PREVENTIVE CARE	**This is what you pay for network & out-of-network providers.**
Medicare-covered Preventive Services	$0

- Abdominal aortic aneurysm screenings
- Alcohol misuse screenings and counseling
- Annual Well Visit - One exam every 12 months.
- Bone mass measurements
- Breast exams
- Breast cancer screening: mammogram - one baseline mammogram for members age 35-39; and one annual mammogram for members age 40 & over.
- Cardiovascular behavior therapy
- Cardiovascular disease screenings
- Cervical and vaginal cancer screenings (Pap) - one routine GYN visit and pap smear every 24 months.
- Colorectal cancer screenings (colonoscopy, fecal occult blood test, flexible sigmoidoscopy)
- Depression screenings
- Diabetes screenings

• HBV infection screening • Hepatitis C screening tests • HIV screenings • Lung cancer screenings and counseling • Medicare Diabetes Prevention Program - 12 months of core session for program eligible members with an indication of pre-diabetes. • Nutrition therapy services • Obesity behavior therapy • Pelvic Exams - one routine GYN visit and pap smear every 24 months. • Prolonged Preventive Services - prolonged preventive service(s) (beyond the typical service time of the primary procedure), in the office or other outpatient setting requiring direct patient contact beyond the usual service • Prostate cancer screenings (PSA) - for all male patients aged 50 and older (coverage begins the day after 50th birthday) • Sexually transmitted infections screenings and counseling • Tobacco use cessation counseling • Welcome to Medicare preventive visit	
Immunizations • Flu • Hepatitis B • Pneumococcal	$0
Additional Medicare Preventive Services • Barium enema - one exam every 12 months. • Diabetes self-management training (DSMT) • Digital rectal exam (DRE) • EKG following welcome exam • Glaucoma screening	$0
EMERGENCY AND URGENT MEDICAL CARE	**This is what you pay for network & out-of-network providers.**
Emergency Care; Worldwide (waived if admitted)	$0
Urgently Needed Care; Worldwide	$0

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DIAGNOSTIC PROCEDURES*	This is what you pay for network & out-of-network providers.
Diagnostic Radiology CT scans	$0
Diagnostic Radiology Other than CT scans	$0
Lab Services	$0
Diagnostic testing & procedures	$0
Outpatient X-rays	$0
HEARING SERVICES	**This is what you pay for network & out-of-network providers.**
Routine Hearing Screening We cover one exam every twelve months	$0
Medicare Covered Hearing Examination	$0
Hearing Aid Benefit Vendor:	$800 once every 36 months NationsHearing
DENTAL SERVICES	**This is what you pay for network & out-of-network providers.**
Medicare Covered Dental* Non-routine care covered by Medicare.	$0
VISION SERVICES	**This is what you pay for network & out-of-network providers.**
Routine Eye Exams One annual exam every 12 months.	$0
Diabetic Eye Exams	$0
Medicare Covered Eye Exam	$0
Vision Eyewear Reimbursement Applies to in or out of network	$150 once every 12 months

MENTAL HEALTH SERVICES*	This is what you pay for network & out-of-network providers.
Inpatient Mental Health Care	$0 per stay
The member cost sharing applies to covered benefits incurred during a member's inpatient stay.	
Outpatient Mental Health Care	$0
Individual visit	
Partial Hospitalization	$0
Inpatient Substance Abuse	$0 per stay
The member cost sharing applies to covered benefits incurred during a member's inpatient stay.	
Outpatient Substance Abuse	$0
Individual visit	

SKILLED NURSING SERVICES*	This is what you pay for network & out-of-network providers.
Skilled Nursing Facility (SNF) Care	$0 per day
Unlimited days per Medicare Benefit Period.	
The member cost sharing applies to covered benefits incurred during a member's inpatient stay.	
A benefit period begins the day you go into a hospital or skilled nursing facility. The benefit period ends when you haven't received any inpatient hospital care (or skilled care in a SNF) for 60 days in a row. If you go into a hospital or a skilled nursing facility after one benefit period has ended, a new benefit period begins. There is no limit to the number of benefit periods.	

PHYSICAL THERAPY SERVICES*	This is what you pay for network & out-of-network providers.
Outpatient Rehabilitation Services	$0
(Speech, physical, and occupational therapy)	

AMBULANCE SERVICES	This is what you pay for network & out-of-network providers.
Ambulance Services	$0
Prior authorization rules may apply for non-emergency transportation services received in-network. Your network provider is responsible for requesting prior authorization. Our plan recommends pre-authorization of non-emergency transportation services when provided by an out-of-network provider.	

TRANSPORTATION SERVICES	This is what you pay for network & out-of-network providers.
Transportation (non-emergency)	24 one-way trips with 60 miles allowed per trip
MEDICARE PART B PRESCRIPTION DRUGS*	**This is what you pay for network & out-of-network providers.**
Medicare Part B Prescription Drugs	$0
Medicare Part B Prescription Drugs - Insulin	$0
MEDICARE PART D PRESCRIPTION DRUGS	**This is what you pay for network & out-of-network providers.**

Part D drugs are covered. See PHARMACY - PRESCRIPTION DRUG BENEFITS section below for your plan benefits at each part D stage, including cost share and other important pharmacy benefit information.

ADDITIONAL PROGRAMS AND SERVICES	This is what you pay for network & out-of-network providers.
Allergy Shots	$0
Allergy Testing	$0
Blood	$0
All components of blood are covered beginning with the first pint.	
Cardiac Rehabilitation Services	$0
Intensive Cardiac Rehabilitation Services	$0
Chiropractic Services*	$0
Medicare covered benefits only.	
Diabetic Supplies*	$0
Includes supplies to monitor your blood glucose.	
Durable Medical Equipment/ Prosthetic Devices*	$0
Home Health Agency Care*	$0
Hospice Care	Covered by Original Medicare at a Medicare certified hospice.
Medical Supplies*	Your cost share is based upon the provider of services
Medicare Covered Acupuncture	$0
Outpatient Dialysis Treatments*	$0
Podiatry Services	$0
Medicare covered benefits only.	
Pulmonary Rehabilitation Services	$0
Supervised Exercise Therapy (SET) for PAD Services	$0
Radiation Therapy*	$0
Urine Test Strips	$0
Non-Medicare covered	
ADDITIONAL PROGRAMS (NOT COVERED BY ORIGINAL MEDICARE)	**This is what you pay for network & out-of-network providers.**
Fitness Benefit Allowance:	$300
Frequency:	every year

Coverage Type:	fitness facilities membership, home gym equipment, weight loss program membership
Healthy Lifestyle Coaching One phone, video or chat session weekly.	Standard
Healthy Rewards	Covered
Meals	$0
Covered up to 14 meals following an inpatient stay.	
Resources For Living®	Covered
For help locating resources for every day needs.	
Smoking and Tobacco Use Cessation Supplies	$0
Frequency	unlimited visits every year
Teladoc™	$0
Telemedicine services with a Teladoc™ provider. State mandates may apply.	
Telehealth	Covered
Telemedicine Services. Member cost share will apply based on services rendered.	
Telehealth PCP	$0
Telehealth Specialist	$0
Telehealth Occupational Therapy Services	$0
Telehealth PT and SP Services	$0
Telehealth Other Health care Providers	$0
Telehealth Individual Mental Health	$0
Telehealth Group Mental Health	$0
Telehealth Individual Psychiatric Services	$0
Telehealth Group Psychiatric Services	$0
Telehealth Individual Substance Abuse Services	$0
Telehealth Group Substance Abuse Services	$0
Telehealth Behavioral Health	$0
Vendor: MD Live	
Telehealth Kidney Disease Education Services	$0
Telehealth Diabetes Self-Management Training	$0

Telehealth Opioid Treatment Program Services	$0
Telehealth Urgent care	$0
Wigs*	$0
Maximum	$350
Frequency	every year
ADDITIONAL SERVICES (NOT COVERED BY ORIGINAL MEDICARE)	**This is what you pay for network & out-of-network providers.**
Cervical and Vaginal Cancer Screening (non-Medicare covered)	$0
In addition to the Medicare-covered services listed above, we cover one exam every twelve months	
Routine Physical Exams	$0
One exam per calendar year	

Benefits that may require a prior authorization are listed with an asterisk (*) in the benefits grid.

See next page for Pharmacy-Prescription Drug Benefits.

PHARMACY - PRESCRIPTION DRUG BENEFITS

Calendar-Year deductible for Prescription drugs $0

Prescription drug calendar year deductible must be satisfied before any Medicare Prescription Drug benefits are paid. Covered Medicare Prescription Drug expenses will accumulate toward the pharmacy deductible.

Pharmacy Network P1

Your Medicare Part D plan uses the network above. To find a network pharmacy, you can visit our website (http://www.aetnaretireeplans.com.)

Formulary (Drug List) Classic Plus

Initial Coverage Limit (ICL) $5,030

The Initial Coverage Limit includes the plan deductible, if applicable. This is your cost sharing until covered Medicare prescription drug expenses reach the Initial Coverage Limit (and after the deductible is satisfied, if your plan has a deductible):

5 Tier Plan	30-day Supply through Retail		90-day Supply through Retail or Mail		
	Preferred	Standard	Preferred Retail	Preferred Mail	Standard Retail or Mail
Tier 1 - Preferred Generic Generic Drugs	$7	$10	$20	$20	$30
Tier 2 - Generic Generic Drugs	$13	$20	$39	$39	$60
Tier 3 - Preferred Brand Preferred Brand Drugs	$35	$35	$105	$69	$105
Tier 4 - Non-Preferred Brand Non-Preferred Brand Drugs	$35	$35	$105	$69	$105

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5 Tier Plan	30-day Supply through Retail		90-day Supply through Retail or Mail		
	Preferred	**Standard**	**Preferred Retail**	**Preferred Mail**	**Standard Retail or Mail**
Tier 5 - Specialty Includes high-cost/unique generic and brand drugs	$35	$35	Limited to one-month supply	Limited to one-month supply	Limited to one-month supply

If you reside in a long-term care facility, your cost share is the same as a 30 day supply at a retail pharmacy and you may receive up to a 31 day supply.

Coverage Gap

The Coverage Gap starts once covered Medicare prescription drug expenses have reached the Initial Coverage Limit. Your cost-sharing for covered Part D drugs after the Initial Coverage Limit and until you reach $8,000 in prescription drug expenses is indicated below.

Your former employer/union/trust provides additional coverage during the Coverage Gap stage for covered drugs. This means that you will generally continue to pay the same amount for covered drugs throughout the Coverage Gap stage of the plan as you paid in the Initial Coverage stage. Coinsurance-based cost-sharing is applied against the overall cost of the drug, prior to the application of any discounts or benefits.

Catastrophic Coverage: You pay $0.

Catastrophic Coverage benefits start once $8,000 in true out-of-pocket costs is incurred.

Requirements:

Precertification Applies

Step-Therapy Applies

Non-Part D Supplemental Benefit

- Not Covered

Medical Disclaimers

For more information about Aetna plans, go to **www.AetnaRetireePlans.com** or call Member Services toll-free at 1-888-267-2637 (TTY: 711). Hours are 8 a.m. to 9 p.m. EST, Monday through Friday.

The provider network may change at any time. You will receive notice when necessary.

In case of emergency, you should call 911 or the local emergency hotline. Or you should go directly to an emergency care facility.

The complete list of services can be found in the Evidence of Coverage (EOC). You can request a copy of the EOC by contacting Member Services at 1-888-267-2637 (TTY: 711). Hours are 8 a.m. to 9 p.m. EST, Monday through Friday.

The following is a partial list of what isn't covered or limits to coverage under this plan:

- Services that are not medically necessary unless the service is covered by Original Medicare or otherwise noted in your Evidence of Coverage
- Plastic or cosmetic surgery unless it is covered by Original Medicare
- Custodial care
- Experimental procedures or treatments that Original Medicare doesn't cover
- Outpatient prescription drugs unless covered under Original Medicare Part B

You may pay more for out-of-network services. Prior approval from Aetna is required for some network services. For services from a non-network provider, prior approval from Aetna is recommended. Providers must be licensed and eligible to receive payment under the federal Medicare program and willing to accept the plan.

Out-of-network/non-contracted providers are under no obligation to treat Aetna members, except in emergency situations. Please call our Customer Service number or see your Evidence of Coverage for more information, including the cost-sharing that applies to out-of-network services.

Aetna will pay any non contracted provider (that is eligible for Medicare payment and is willing to accept the Aetna Medicare Plan) the same as they would receive under Original Medicare for Medicare covered services under the plan.

Pharmacy Disclaimers

Aetna's retiree pharmacy coverage is an enhanced Part D Employer Group Waiver Plan that is offered as a single integrated product. The enhanced Part D plan consists of two components: basic Medicare Part D benefits and supplemental benefits. Basic Medicare Part D benefits are offered by Aetna based on our contract with CMS. We receive monthly payments from CMS to pay for basic Part D benefits. Supplemental benefits are non-Medicare benefits that provide enhanced coverage beyond basic Part D. Supplemental benefits are paid for by plan sponsors or members and may include benefits for non-Part D drugs. Aetna reports claim information to CMS according to the source of applicable payment (Medicare Part D, plan sponsor or member).

Aetna's pharmacy network includes limited lower-cost, preferred pharmacies in Suburban Arizona, Suburban Illinois, Urban Kansas, Rural Michigan, Urban Michigan, Urban Missouri, Urban Pennsylvania, Suburban Utah, Suburban West Virginia, Suburban Wyoming. The lower costs advertised in our plan materials for these pharmacies may not be available at the pharmacy you use. For up-to-date information about our network pharmacies, including whether there are any lower-cost preferred pharmacies in your area, please call 1-866-241-0357 (TTY: 711) or consult the online pharmacy directory at http://www.aetnaretireeplans.com.

The formulary and/or pharmacy network may change at any time. You will receive notice when necessary.

You must use network pharmacies to receive plan benefits except in limited, non-routine circumstances as defined in the EOC. In these situations, you are limited to a 30 day supply.

Pharmacy clinical programs such as precertification, step therapy and quantity limits may apply to your prescription drug coverage.

Members who get "extra help" don't need to fill prescriptions at preferred network pharmacies to get Low Income Subsidy (LIS) copays.

Specialty pharmacies fill high-cost specialty drugs that require special handling. Although specialty pharmacies may deliver covered medicines through the mail, they are not considered "mail-order pharmacies." Therefore, most specialty drugs are not available at the mail-order cost share.

The typical number of business days after the mail order pharmacy receives an order to receive your shipment is up to 10 days. Enrollees have the option to sign up for automated mail order delivery. If your mail order drugs do not arrive within the estimated time frame, please contact us toll-free at 1-866-241-0357, 24 hours a day, 7 days a week. TTY users call 711.

The Medicare Coverage Gap Discount Program provides manufacturer discounts on brand name

drugs. The amount you pay and the amount discounted by the manufacturer count toward your out-of-pocket costs as if you had paid them and moves you through the coverage gap.

Coinsurance-based cost-sharing is applied against the overall cost of the drug, prior to the application of any discounts or benefits.

There are three general rules about drugs that Medicare drug plans will not cover under Part D. This plan cannot:

- Cover a drug that would be covered under Medicare Part A or Part B.
- Cover a drug purchased outside the United States and its territories.
- Generally cover drugs prescribed for "off label" use, (any use of the drug other than indicated on a drug's label as approved by the Food and Drug Administration) unless supported by criteria included in certain reference books like the American Hospital Formulary Service Drug Information, the DRUGDEX Information System and the USPDI or its successor.

Additionally, by law, the following categories of drugs are not normally covered by a Medicare prescription drug plan unless we offer enhanced drug coverage for which additional premium may be charged. These drugs are not considered Part D drugs and may be referred to as "exclusions" or "non-Part D drugs". These drugs include:

- Drugs used for the treatment of weight loss, weight gain or anorexia
- Drugs used for cosmetic purposes or to promote hair growth
- Prescription vitamins and mineral products, except prenatal vitamins and fluoride preparations
- Outpatient drugs that the manufacturer seeks to require that associated tests or monitoring services be purchased exclusively from the manufacturer as a condition of sale
- Drugs used to promote fertility
- Drugs used to relieve the symptoms of cough and colds
- Non-prescription drugs, also called over-the-counter (OTC) drugs
- Drugs when used for the treatment of sexual or erectile dysfunction

Plan Disclaimers

Aetna Medicare is a HMO and PPO plan with a Medicare contract. Enrollment in our plans depends on contract renewal.

Plans are offered by Aetna Health Inc., Aetna Health of California Inc., Aetna Life Insurance Company and/or their affiliates (Aetna). Participating physicians, hospitals and other health care

providers are independent contractors and are neither agents nor employees of Aetna. The availability of any particular provider cannot be guaranteed, and provider network composition is subject to change.

See Evidence of Coverage for a complete description of plan benefits, exclusions, limitations and conditions of coverage. Plan features and availability may vary by service area.

The formulary, provider and/or pharmacy network may change at any time. You will receive notice when necessary.

Resources For Living is the brand name used for products and services offered through the Aetna group of subsidiary companies.

If there is a difference between this document and the Evidence of Coverage (EOC), the EOC is considered correct.

You can read the *Medicare & You 2024* Handbook. Every year in the fall, this booklet is mailed to people with Medicare. It has a summary of Medicare benefits, rights and protections, and answers to the most frequently asked questions about Medicare. If you don't have a copy of this booklet, you can get it at the Medicare website (http://www.medicare.gov) or by calling 1-800-MEDICARE (1-800-633-4227), 24 hours a day, 7 days a week. TTY users should call 1-877-486-2048.

ATTENTION: If you speak another language, language assistance services, free of charge, are available to you. Call 1-888-267-2637 (TTY: 711). Spanish: ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-888-267-2637 (TTY: 711). Traditional Chinese: 注意：如果您使用中文，您可以免費獲得語言援助服務。請致電 1-888-267-2637 (TTY: 711).

You can also visit our website at http://www.aetnaretireeplans.com. As a reminder, our website has the most up-to-date information about our provider network (Provider Directory) and our list of covered drugs (Formulary/Drug List).

English: We have free interpreter services to answer any questions you may have about our health or drug plan. To get an interpreter, just call us at 1-800-307-4830. Someone who speaks English/Language can help you. This is a free service.

Spanish: Tenemos servicios de intérprete sin costo alguno para responder cualquier pregunta que pueda tener sobre nuestro plan de salud o medicamentos. Para hablar con un intérprete, por favor llame al 1-800-307-4830. Alguien que hable español le podrá ayudar. Este es un servicio gratuito.

Chinese Mandarin: 我们提供免费的翻译服务，帮助您解答关于健康或药物保险的任何疑 问。如果您需要此翻译服务，请致电 1-800-307-4830。我们的中文工作人员很乐意帮助您。 这是一项免费服务。

Chinese Cantonese: 您對我們的健康或藥物保險可能存有疑問，為此我們提供免費的翻譯 服務。如需翻譯服務，請致電 1-800-307-4830。我們講中文的人員將樂意為您提供幫助。這 是一項免費服務。

Tagalog: Mayroon kaming libreng serbisyo sa pagsasaling-wika upang masagot ang anumang mga katanungan ninyo hinggil sa aming planong pangkalusugan o panggamot. Upang makakuha ng tagasaling-wika, tawagan lamang kami sa 1-800-307-4830. Maaari kayong tulungan ng isang nakakapagsalita ng Tagalog. Ito ay libreng serbisyo.

French: Nous proposons des services gratuits d'interprétation pour répondre à toutes vos questions relatives à notre régime de santé ou d'assurance-médicaments. Pour accéder au service d'interprétation, il vous suffit de nous appeler au 1-800-307-4830. Un interlocuteur parlant Français pourra vous aider. Ce service est gratuit.

Vietnamese: Chúng tôi có dịch vụ thông dịch miễn phí để trả lời các câu hỏi về chương sức khỏe và chương trình thuốc men. Nếu quí vị cần thông dịch viên xin gọi 1-800-307-4830 sẽ có nhân viên nói tiếng Việt giúp đỡ quí vị. Đây là dịch vụ miễn phí .

German: Unser kostenloser Dolmetscherservice beantwortet Ihren Fragen zu unserem Gesundheits- und Arzneimittelplan. Unsere Dolmetscher erreichen Sie unter 1-800-307-4830. Man wird Ihnen dort auf Deutsch weiterhelfen. Dieser Service ist kostenlos.

Korean: 당사는 의료 보험 또는 약품 보험에 관한 질문에 답해 드리고자 무료 통역 서비스를 제공하고 있습니다. 통역 서비스를 이용하려면 전화 1-800-307-4830번으로 문의해 주십시오. 한국어를 하는 담당자가 도와 드릴 것입니다. 이 서비스는 무료로 운영됩니다.

Russian: Если у вас возникнут вопросы относительно страхового или медикаментного плана, вы можете воспользоваться нашими бесплатными услугами переводчиков. Чтобы воспользоваться услугами переводчика, позвоните нам по телефону 1-800-307-4830. Вам окажет помощь сотрудник, который говорит по-русски. Данная услуга бесплатная.

:Arabic
إننا نقدم خدمات المترجم الفوري المجانية للإجابة عن أي أسئلة تتعلق بالصحة أو جدول الأدوية لدينا. للحصول على مترجم فوري، ليس عليك سوى الاتصال بنا على 1-800-307-4830. سيقوم شخص ما يتحدث العربية بمساعدتك. هذه خدمة مجانية.

Hindi: हमारे स्वास्थ्य या दवा की योजना के बारे में आपके किसी भी प्रश्न के जवाब देने के लिए हमारे पास मुफ्त दुभाषिया सेवाएँ उपलब्ध हैं.

एक दुभाषिया प्राप्त करने के लिए, बस हमें 1-800-307-4830 पर फोन करें. कोई व्यक्ति जो हिन्दी बोलता है आपकी मदद कर सकता है. यह एक मुफ्त सेवा है.

Italian: È disponibile un servizio di interpretariato gratuito per rispondere a eventuali domande sul nostro piano sanitario e farmaceutico. Per un interprete, contattare il numero 1-800-307-4830. Un nostro incaricato che parla Italianovi fornirà l'assistenza necessaria. È un servizio gratuito.

Português: Dispomos de serviços de interpretação gratuitos para responder a qualquer questão que tenha acerca do nosso plano de saúde ou de medicação. Para obter um intérprete, contacte-nos através do número 1-800-307-4830. Irá encontrar alguém que fale o idioma Português para o ajudar. Este serviço é gratuito.

French Creole: Nou genyen sèvis entèprèt gratis pou reponn tout kesyon ou ta genyen konsènan plan medikal oswa dwòg nou an. Pou jwenn yon entèprèt, jis rele nou nan 1-800-307-4830. Yon moun ki pale Kreyòl kapab ede w. Sa a se yon sèvis ki gratis.

Polish: Umożliwiamy bezpłatne skorzystanie z usług tłumacza ustnego, który pomoże w uzyskaniu odpowiedzi na temat planu zdrowotnego lub dawkowania leków. Aby skorzystać z pomocy tłumacza znającego język polski, należy zadzwonić pod numer 1-800-307-4830. Ta usługa jest bezpłatna.

Japanese: 当社の健康 健康保険と薬品 処方薬プランに関するご質問にお答えするため に、無料の通訳サービスがありますございます。通訳をご用命になるには、1-800-307-4830にお電話ください。日本語を話す人 者 が支援いたします。これは無料のサービスです。

Hawaiian: He kōkua māhele ʻōlelo kā mākou i mea e pane ʻia ai kāu mau nīnau e pili ana i kā mākou papahana olakino a lāʻau lapaʻau paha. I mea e loaʻa ai ke kōkua māhele ʻōlelo, e kelepona mai iā mākou ma 1-800-307-4830. E hiki ana i kekahi mea ʻōlelo Pelekānia/ʻŌlelo ke kōkua iā ʻoe. He pōmaikaʻi manuahi kēia.

*****This is the end of this plan benefit summary*****

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CABLE TELEVISION
RENEWAL LICENSE

GRANTED TO
VERIZON NEW ENGLAND INC.

SELECT BOARD
TOWN OF SOUTHBOROUGH,
MASSACHUSETTS

NOVEMBER 26, 2024

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SIGNATURE PAGE

EXHIBITS

EXHIBIT A -- PUBLIC BUILDINGS TO BE PROVIDED FREE CABLE SERVICE UPON WRITTEN REQUEST (SUBJECT TO SECTION 3.4)

THIS CABLE TELEVISION RENEWAL LICENSE AGREEMENT (this "License") is entered into by and between the Select Board of the Town of Southborough, as Issuing Authority for the grant of the cable television license pursuant to the Massachusetts Cable Law (M.G.L. c. 166A), and Verizon New England Inc., a corporation duly organized under the applicable laws of the State of New York (the "Licensee").

WHEREAS, the Issuing Authority is a "franchising authority" in accordance with Title VI (as hereinafter defined) (see 47 U.S.C. § 522(10)) and is authorized to grant one or more nonexclusive cable licenses pursuant to the Massachusetts Cable Law;

WHEREAS, the Issuing Authority granted to Licensee effective as of November 26, 2019, a nonexclusive Cable Television Renewal License to install, maintain, extend, and operate a Cable System in the Town for a term of five (5) years (the "2019 Renewal License");

WHEREAS, the Licensee has operated a Cable System in accordance with the Final License as of the effective date on its existing Telecommunications Facilities consisting of a Fiber to the Premises Telecommunications Network ("FTTP Network") in the Town which also transmits Non-Cable Services pursuant to authority granted by M.G.L. c. 166 and Title II, which Non-Cable Services are not subject to the Massachusetts Cable Law or Title VI;

WHEREAS, pursuant to and in accordance with applicable federal and State law, the Issuing Authority undertook a process to determine whether it should renew the 2019 Renewal License and the terms for such a renewal;

WHEREAS, the Issuing Authority has examined the past performance of Licensee and has determined that Licensee is and has been in material compliance with the 2919 Renewal License and applicable law;

WHEREAS, pursuant to and in accordance with applicable federal and State law, the Licensee submitted to the Issuing Authority a proposal to renew the 2019 Renewal License to operate a Cable System in the Town; and

WHEREAS, following good faith negotiations between the parties, the Issuing Authority and Licensee have agreed on the terms for a renewal License under which Licensee will continue to operate its Cable System in the Town.

NOW, THEREFORE, in consideration of the Issuing Authority's grant of a renewal License to Licensee, Licensee's promise to continue providing Cable Service to residents of the Town pursuant to the terms and conditions set forth herein, and for other good and valuable consideration, the receipt and the adequacy of which are hereby acknowledged,

THE SIGNATORIES HERETO DO HEREBY AGREE AS FOLLOWS:

1. DEFINITIONS

Except as otherwise provided herein, the definitions and word usages set forth in the Communications Act are incorporated herein and shall apply in this License. For the purpose of this License, the following words, terms, phrases and their derivations shall have the meanings given herein, unless the context clearly requires a different meaning in which case such other meaning shall apply. When not inconsistent with the context, the masculine pronoun includes the feminine pronoun, words used in the present tense include the future tense, words in the plural number include the singular number and words in the singular number include the plural number. The word shall is always mandatory and not merely directory. In addition, the following definitions shall apply:

1.1. *Access Channel*: A video Channel, which Licensee shall make available to the Town and/or the PEG Access Designee without charge for non-commercial public, educational, or governmental use for the transmission of Video Programming as directed by the Issuing Authority or the PEG Access Designee and in accordance with the terms of this License.

1.2. *Affiliate:* Any Person who, directly or indirectly, owns or controls, is owned or controlled by, or is under common ownership or control with, the Licensee.

1.3. *Basic Service:* Any service tier which includes the retransmission of local television broadcast signals as well as the PEG Access Channels required by this License.

1.4. *Cable Division:* The Cable Television Division of the Massachusetts Department of Telecommunications and Cable or its successor.

1.5. *Cable Service* or *Cable Services:* Shall be defined herein as it is defined under Section 602(6) of the Communications Act, 47 U.S.C. § 522(6), meaning the one-way transmission to Subscribers of Video Programming or other programming service, and Subscriber interaction, if any, which is required for the selection or use of such Video Programming or other programming service.

1.6. *Cable System* or *System*: Shall be defined herein as it is defined under Section 602(7) of the Communications Act, 47 U.S.C. § 522(7), meaning a facility, consisting of a set of closed transmission paths and associated signal generation, reception, and control equipment that is designed to provide cable service which includes video programming and which is provided to multiple Subscribers within the Town, but such term does not include (A) a facility that serves only to retransmit the television signals of one or more television broadcast stations; (B) a facility that serves subscribers without using any public right-of-way; (C) a facility of a common carrier which is subject, in whole or in part, to the provisions of Title II of the Communications Act, except that such facility shall be considered a cable system (other than for purposes of section 621(c) of the Communications Act) to the extent such facility is used in the transmission of video programming directly to subscribers unless the extent of such use is solely to provide interactive on-demand services; (D) an open video system that complies with Section 653 of the Communications Act; or (E) any facilities of any electric utility used solely for operating its electric utility systems.

1.7. *Channel:* Shall be defined herein as it is defined under Section 602 of the Communications Act, 47 U.S.C. § 522(4).

1.8. *CMR:* The Code of Massachusetts Regulations.

1.9. *Commercial Subscriber*: A commercial, non-residential Subscriber.

1.10. *Communications Act*: The Communications Act of 1934, as amended.

1.11. *Complaint:* Shall be defined herein as it is defined by the Cable Division's Order Adopting Revised Form 500 (June 11, 1999), meaning any written or verbal contact with the Licensee in connection with Cable Service in which a Person expresses dissatisfaction with an act, omission, product or service that is (1) within the Licensee's control, and (2) requires a corrective measure on the part of the Licensee.

1.12. *Converter*: A device capable of unscrambling coded video signals distributed over the Cable System.

1.13. *Educational Access Channel*: An Access Channel made available to the Town pursuant to the terms and conditions of this License and available for the non-commercial use of the local public schools in the Town and/or of the PEG Access Designee.

1.14. *FCC*: The United States Federal Communications Commission, or successor governmental entity thereto.

1.15. *Force Majeure*: Acts of God; acts of public enemies; orders of any kind of the government of the United States of America or of the State or any of their departments, agencies, political subdivisions, or officials, or any civil or military authority; insurrections; riots; epidemics; landslides; lightening; earthquakes; fires; hurricanes; volcanic activity; storms; floods; washouts; droughts; civil disturbances; explosions; strikes, labor disturbances or lockouts; unavailability of essential equipment, services and/or materials and/or other matters beyond the control of the Issuing Authority, the Town or the Licensee, and unreasonable work delays.

1.16. *Franchise Fee:* Shall have the meaning as set forth in Section 622 (g) of the Communications Act (47 U.S.C. §542(g)).

1.17. *FTTP Network*: The network constructed and operated by the Licensee and having the meaning set forth in the recitals of this License.

1.18. *Government Access Channel*: An Access Channel made available by the Licensee to the Town pursuant to the terms and conditions of this License and available for the non-commercial use of the Issuing Authority and/or the PEG Access Designee.

1.19. *Gross Revenues:* All revenue, determined in accordance with United States Generally Accepted Accounting Principles ("GAAP"), which is derived by Licensee and/or its Affiliates from the operation of the Cable System to provide Cable Service in the Town, including, without limitation, the following items: fees, charges and payments collected from Subscribers for

Cable Services; installation, reconnection, change-in-service (upgrades, downgrades, etc.) and similar charges; revenues received from rentals or sales to Subscribers of Converters, remote controls and other Subscriber equipment used to provide Cable Service over the Cable System; Leased Access Channel programming revenues; revenues that the Licensee receives from home shopping channels for the use of the Cable System to sell merchandise as prorated to include such revenue attributable to the Cable System in the Town based on the number of Subscribers; advertising revenues as prorated to include such revenue attributable to the Cable System in the Town based on the number of Subscribers; and all fees imposed on the Licensee by this License and applicable law that are passed through and paid by Subscribers (including the License Fee, the PEG Access Support, and the PEG Grant as long as the Issuing Authority provides evidence that the PEG Grant of the other cable provider(s) in the Town is included in their respective gross revenue). Gross Revenue shall include revenue of an Affiliate only to the extent that such Affiliate revenue relates to the provision of Cable Services over the Cable System in the Town, and not the revenues of any such Affiliate that are not related thereto. In no event shall revenue of an Affiliate be Gross Revenue to the Licensee if such revenue is otherwise subject to Franchise Fees and paid to the Issuing Authority. If Cable Services are provided to Subscribers in conjunction with Non-Cable Services, nothing herein shall prevent the Licensee from allocating a greater amount of the combined revenue to Cable Services than is otherwise provided pursuant to GAAP.

Provided, however, that Gross Revenue shall not include:

1.19.1. Revenues received by any Affiliate or other Person in exchange for supplying goods or services used by Licensee to provide Cable Service over the Cable System, except to the extent that such revenues are derived from the operation of the Cable System to provide Cable Service in the Town;

1.19.2. Bad debts written off by Licensee in the normal course of its business, provided, however, that bad debt recoveries shall be included in Gross Revenue during the period collected;

1.19.3. Refunds, rebates or discounts made to Subscribers;

1.19.4. Any revenues classified as Non-Cable Services revenue under federal or State law including, without limitation, revenue received from Telecommunications Services; or revenue received from Information Services, including, without limitation, Internet Access Service, electronic mail service, electronic bulletin board service, or similar online computer services;

1.19.5. Any revenue of the Licensee or any other Person which is received directly from the sale of merchandise through any Cable Service distributed over the Cable System, notwithstanding that portion of such revenue which represents or can be attributed to a Subscriber fee or a payment for the use of the Cable System for the sale of such merchandise, which portion shall be included in Gross Revenue;

1.19.6. Revenues from the sale of Cable Services on the Cable System to a reseller, when the reseller is required by law to pay (and does pay) Franchise Fees and other cable license fees to the Town on the resale of the Cable Services. Nothing under this Section is

intended to limit the rights of the Town pursuant to Section 622(h) of the Communications Act (47 U.S.C. § 542(h));

1.19.7. Any tax of general applicability imposed by a town, the State, federal or any other governmental entity and required to be collected from Subscribers by Licensee and remitted to the taxing entity (including, but not limited to, sales/use taxes);

1.19.8. Any revenue foregone as a result of the Licensee's provision of free or reduced cost Cable Services as required by this License to any Person, including without limitation, employees of Licensee and public institutions or other institutions as required or permitted herein and to other customers which are exempt, as required or allowed by the Town; provided, however, that such foregone revenue which Licensee chooses not to receive in exchange for trades, barters, services or other items of value shall be included in Gross Revenue;

1.19.9. Revenues from the sales of capital assets or sales of surplus equipment provided that this exclusion shall not include sales to Subscribers of converters, remote controls and other Subscriber equipment for the provision of Cable Service over the Cable System;

1.19.10. Directory or Internet advertising revenue including, but not limited to, yellow page, white page, banner advertisement and electronic publishing.

1.20. *High-Definition (HD) PEG Access Channel:* A PEG Access Channel in the high-definition display format for digital television transmissions with video transmitted in a 16:9 aspect ratio with a resolution of 720p or 1080i.

1.21. *Information Services*: Shall be defined herein as it is defined under Section 3 of the Communications Act, 47 U.S.C. § 153(24).

1.22. *Internet Access Service*: Dial-up or broadband access service that enables access to the Internet.

1.23. *Issuing Authority*: The Select Board of the Town of Southborough, Massachusetts.

1.24. *Leased Access Channel*: A Channel that the Licensee designates for commercial use pursuant to Section 612 of the Communications Act.

1.25. *License Fee*: The payments to be made by the Licensee to the Town, which shall have the meaning as set forth in Section 9 of M.G.L. Chapter 166A.

1.26. *Licensee:* Verizon New England Inc., and its lawful and permitted successors, assigns and transferees.

1.27. *M.G.L. Chapter 166A*: Chapter 166A of the General Laws of the Commonwealth of Massachusetts.

1.28. *Non-Cable Services*: Any service that does not constitute Cable Service(s), including, but not limited to, Information Services and Telecommunications Services.

1.29. *PEG*: Public, educational, and governmental.

1.30. *PEG Access Channel*: An Access Channel that the Licensee makes available to the Town for non-commercial use pursuant to the terms and conditions of this License, and managed by the Issuing Authority and/or the PEG Access Designee.

1.31. *PEG Access Designee*: Any entity designated by the Issuing Authority for the purpose of owning and/or operating the equipment and facilities used in the production and/or broadcast of PEG Access Channel programming, including, but not limited to, the Town itself and/or an access corporation.

1.32. *PEG Access Programming*: Non-commercial Video Programming transmitted on the PEG Access Channel(s) pursuant to the terms of this License, and applicable laws.

1.33. *Person*: An individual, partnership, association, joint stock company, trust, corporation, other business entity, or governmental entity.

1.34. *Prime Rate*: The prime rate of interest as published in the Wall Street Journal.

1.35. *Public Access Channel*: An Access Channel made available to the Town pursuant to the terms and conditions of this License and available for the use by the residents in the Town and managed by the Issuing Authority and/or the PEG Access Designee.

1.36. *Public Rights-of-Way*: The surface and the area across, in, over, along, upon and below the surface of the public streets, roads, bridges, sidewalks, lanes, courts, ways, alleys, and boulevards, including, public utility easements and public lands and waterways used as Public Rights-of-Way, as the same now or may thereafter exist, which are under the jurisdiction or control of the Town.

1.37. *Service Area*: The entire existing territorial limits of the Town.

1.38. *Standard Definition ("SD") PEG Access Channel*: A PEG Access Channel in the standard definition display format for digital television transmissions with video transmitted in a 4:3 aspect ratio with a resolution of 480i.

1.39. *State*: The Commonwealth of Massachusetts.

1.40. *Subscriber*: A Person who lawfully receives Cable Service in the Town.

1.41. *Telecommunications Facilities*: Licensee's existing Telecommunications Services and Information Services facilities, including the FTTP Network.

1.42. *Telecommunication Services:* Shall be defined herein as it is defined under Section 3 of the Communications Act, 47 U.S.C. § 153(46).

1.43. *Title II*: Title II of the Communications Act, Common Carriers.

1.44. *Title VI*: Title VI of the Communications Act, Cable Communications,

1.45. *Town*: The Town of Southborough, Massachusetts.

1.46. *Video Programming or Programming*: Shall be defined herein as it is defined under Section 602(20) of the Communications Act, 47 U.S.C. § 522(20), meaning programming provided by, or generally considered comparable to programming provided by, a television broadcast station.

1.47. *Video Service Provider or VSP:* Any entity using the Public Rights-of-Way to provide Video Programming services to multiple subscribers within the territorial boundaries of the Town, regardless of the transmission method, facilities or technologies used.

2. GRANT OF LICENSE AUTHORITY; LIMITS AND RESERVATIONS

2.1. *Grant of Authority*: Subject to the terms and conditions of this License and pursuant to M.G.L. Chapter 166A, the Issuing Authority hereby grants the Licensee the right to own, operate, and maintain a Cable System in, under, over and along the Public Rights-of-Way within the Town and subsequent additions thereto, in order to provide Cable Service. This License grants no authority for the Licensee to use the Public Rights-of-Way within the Town for any other purpose(s) unless otherwise provided herein. The Licensee's FTTP Network is subject to M.G.L. c. 166 and as such is subject to regulation by the Town consistent with that law. The Licensee shall adhere to all applicable local bylaws and lawful regulations of the Town regarding Public Rights-of-Way and public works matters, including rights-of-way management requirements with regard to public safety, aesthetics, pole attachments and other legitimate municipal concerns. Nothing in this Section 2.1 shall be deemed to prohibit the right of the Licensee to challenge the legality of such local bylaws, regulations and requirements, or the right of the Issuing Authority to oppose any such challenge. Consistent with and subject to the Licensee's existing authority to operate in the Public Rights-of-Way, grant of this License does not establish priority for use over other present or future permit holders or the Town's own use of Public Rights-of-Way. Any disputes between the Licensee and other parties regarding use of the Public Rights-of-Way shall be resolved in accordance with applicable law and regulations.

2.2. *Issuing Authority Does Not Regulate Telecommunications*: The parties recognize that the FTTP Network is constructed, operated and maintained as an upgrade to and/or an extension of the Licensee's existing Telecommunications Facilities under Title II and M.G.L. c. 166. In accordance with applicable law(s), the Issuing Authority's regulatory authority under Title VI does not extend to the construction, installation, maintenance or operation of the FTTP Network to the extent the FTTP Network is and/or was constructed, installed, maintained or operated for the purpose of upgrading and/or extending Verizon's existing Telecommunications Facilities for the provision of Non-Cable Services. The Town does not and will not assert

jurisdiction over the Licensee's FTTP Network in contravention of applicable federal or State law(s). Nothing in this License shall be construed to prohibit the Licensee from offering any service over the Cable System that is not prohibited by federal or State law provided that any requirements for Town authorization or permitting not inconsistent with federal and State law are satisfied.

2.3. *Term*: This License shall become effective on November 26, 2024 (the "Effective Date"). The term of this License shall be five (5) years from the Effective Date unless this License is earlier revoked or terminated as provided herein.

2.4. *Termination Generally:* Notwithstanding any provision herein to the contrary, Licensee may terminate this License upon two hundred and seventy (270) days' written notice to the Issuing Authority. Licensee shall not provide the notice of termination sooner than the beginning of the 28th month following the Effective Date.

2.5. *Modification/Termination Based on VSP Requirements*:

2.5.1. If the Issuing Authority enters into any cable franchise, cable license or similar agreement with a VSP to provide Video Programming services to residential subscribers in the Town with terms or conditions materially less burdensome than those imposed by this License, Licensee and the Issuing Authority shall, within sixty (60) days of the Issuing Authority's receipt of Licensee's written notice thereof, commence negotiations to modify this License to provide that this License is not on terms or conditions materially more burdensome than the terms in any such cable franchise, cable license or similar agreement. Any modification of the License pursuant to the terms of this Section shall not trigger the requirements of 207 CMR 3.07. The PEG Access Support, as provided in Section 5.4, will not be subject to modification under this Section 2.5.1 or 2.5.2.

2.5.2. Licensee's notice pursuant to Section 2.5.1 shall specify the cable franchise, cable license or similar agreement and the materially less burdensome terms or conditions as set out Section 2.4.1 above. Licensee shall respond to reasonable information requests from the Town, as may be necessary to review the same.

2.5.3. In the event the parties do not, subject to the criteria above, reach mutually acceptable agreement on a modification as set out above, Licensee shall in its sole discretion, have the option of exercising any of the following actions:

a. commencing License renewal proceedings in accordance with 47 U.S.C. 546 with the License term being accelerated, thus being deemed to expire thirty-six (36) months from the date of Licensee's written notice to seek relief hereunder;

b. terminating the License in no less than thirty-six (36) months from written notice to the Issuing Authority;

c. if agreed by both parties, submitting the matter to commercial arbitration by a mutually-selected arbitrator in accordance with the rules of the American Arbitration Association; or

d. if agreed to by both parties, submitting the matter to mediation by a mutually-acceptable mediator.

2.5.4. Modification of the PEG Access Support under this License shall, as applicable, be in accordance with the terms and conditions set forth in Section 5.4 hereunder. As stated above, PEG Access Support is not subject to modification under Section 2.5.1.

2.6. *Grant Not Exclusive*: This License and the rights granted herein to use and occupy the Public Rights-of-Way to provide Cable Services shall not be exclusive, and the Issuing Authority reserves the right to grant other licenses for similar uses or for other uses of the Public Rights-of-Way, or any portions thereof, to any Person, or to make any such use themselves, at any time during the term of this License. Any such rights shall not be in conflict with the authority as granted by this License. Disputes between the Licensee and other parties regarding use of Public Rights-of-Way shall be resolved in accordance with applicable law.

2.7. *License Subject to Applicable Federal and State Law*: This License is subject to and shall be governed by all applicable provisions of federal and State law(s) and regulations as they may be amended, including but not limited to Title VI and M.G.L. Chapter 166A.

2.8. *No Waiver*:

2.8.1. The failure of the Issuing Authority on one or more occasions to exercise a right or to require compliance or performance under this License, M.G.L. Chapter 166A or any other applicable law, bylaw or lawful regulation shall not be deemed to constitute a waiver of such right or a waiver of compliance or performance by the Issuing Authority, nor to excuse Licensee from complying or performing, unless such right or such compliance or performance has been specifically waived in writing by the Issuing Authority.

2.8.2. The failure of the Licensee on one or more occasions to exercise a right under this License or applicable law, or to require performance under this License, shall not be deemed to constitute a waiver of such right or of performance of this License, nor shall it excuse the Issuing Authority from performance, unless such right or performance has been specifically waived in writing by the Licensee.

2.9. *Construction of License*:

2.9.1. The provisions of this License shall be construed to effectuate their objectives.

2.9.2. Nothing herein shall be construed to limit the scope or applicability of Section 625 of the Communications Act, 47 U.S.C. § 545.

2.10. *Police Powers*: Nothing in this License shall be construed to prohibit the reasonable, necessary and lawful exercise of the Town's police powers. However, if the reasonable, necessary and lawful exercise of the Town's police powers causes the Licensee's provision of Cable Services in the Town to be commercially impracticable, then the parties shall

modify this License to the mutual satisfaction of both parties to ameliorate such commercial impracticability. If the parties cannot reach agreement on the above-referenced modification to this License, then, at the Licensee's option, the parties shall submit the matter to binding arbitration.

2.11. *Compliance with Federal and State Privacy Laws*: Licensee shall comply with the privacy provisions of Section 631 of the Communications Act and all other applicable federal and State privacy laws and regulations. The parties agree that, during the term hereof, Licensee shall not be subject to any local laws or bylaws which conflict with such applicable federal and/or /State privacy laws, or which would impose additional or distinct requirements upon Licensee with respect to Subscriber privacy other than those which are expressly set forth in applicable federal and/or State privacy laws.

2.12. *Transfer of the License*:

2.12.1. Subject to Section 617 of the Communications Act, M.G.L. Chapter 166A and Section 2.12.2 below, the Licensee shall not transfer this License without the prior consent of the Issuing Authority, provided that such consent shall not be arbitrarily or unreasonably withheld, delayed or conditioned. Such consent shall be given only after a public hearing upon a written application therefore on forms prescribed by the Cable Division and/or the FCC. Subject to applicable law, the Licensee shall submit to the Issuing Authority an original and one (1) copy of the application on FCC Form 394 requesting such transfer request. The Issuing Authority shall have one hundred twenty (120) days, or such other time frame that may be established by applicable law, from the filing of the completed Form 394 to take final action on it. If the Issuing Authority has not taken final action within such one hundred twenty (120) day period, then the application shall be deemed approved, unless said one hundred twenty (120) day period is extended by mutual consent of the parties.

2.12.2. The Licensee shall not be required to obtain the Issuing Authority's consent to transfer this License in connection with any transaction that does not constitute a transfer of control under applicable State laws and regulations, including, without limitation, the following: (i) (A) a transfer of an ownership or other interest in the Licensee to the parent of the Licensee or to another Affiliate of the Licensee; (B) transfer or assignment of this License or control thereof to the parent of the Licensee or to another Affiliate of the Licensee; (C) any action which is the result of a merger of the parent of the Licensee; or (D) any action which is the result of a merger of another Affiliate of the Licensee; or (ii) in connection with a transfer in trust, by mortgage, by other hypothecation, by assignment of any rights, title, or interest of the Licensee in this License or the Cable System in order to secure indebtedness; provided, however, that to the extent that any of the foregoing transactions are determined to constitute a transfer of control pursuant to 207 CMR 4.01, then such transaction shall be subject to the Cable Division's transfer regulations (207 CMR 4.00, et. seq.).

2.12.3. Pursuant to 207 CMR 4.04, as may be amended, and applicable federal law, in considering a request to transfer control of this License, the Issuing Authority may consider only the transferee's management experience, technical expertise, financial capability and

legal ability to operate the Cable System under this License, and any other criteria allowable under applicable law and/or regulation.

2.12.4. The consent or approval of the Issuing Authority to a transfer of this License shall not constitute a waiver or release of the rights of the Town under this License.

2.12.5. In the event that this License is transferred, the transferee shall be subject to all of the terms and conditions contained in this License.

3. PROVISION OF CABLE SERVICE

3.1. *Service Area*:

3.1.1. *Service Area*: Subject to the issuance of all necessary permits by the Town, the Licensee shall continue to offer Cable Service to all residential households in the Service Area, except: (A) for periods of Force Majeure; (B) for periods of delay caused by the Town; (C) for periods of delay resulting from Licensee's inability to obtain authority to access rights-of-way in the Town; (D) in developments or buildings that are subject to claimed exclusive arrangements with other cable providers; (E) in developments, buildings or other residential dwelling units that Licensee cannot obtain permission to access under reasonable terms and conditions after good faith negotiation, as determined in good faith by Licensee; and (F) in developments, buildings or other residential dwelling units where the Licensee is unable to provide Cable Service for technical reasons or which require non-standard facilities which are not available on a commercially reasonable basis or where the Licensee determines, in good faith, that providing Cable Service is not commercially reasonable.

3.1.2. *Availability of Cable Service and Standard Drops*: Licensee shall make Cable Service available to all residential dwelling units, and may make Cable Service available to businesses, within the Town in conformance with Section 3.1.1. In the areas in which the Licensee shall provide Cable Service, the Licensee shall be required to connect, at the Licensee's expense, all residential dwelling units that are within three hundred (300) feet of the Licensee's FTTP Network. The Licensee shall be allowed to recover from a Subscriber who requests such connection, actual costs incurred for residential dwelling unit connections that exceed three hundred (300) feet, and actual costs incurred to connect any non-residential dwelling unit Subscriber.

3.2. *Cable Service to Public Buildings*: Subject to Section 3.1 and the applicable provisions of the FCC's 2019 Third Report and Order In the Matter of Implementation of Section 621 of the Cable Act (the "621 Order"), as such 621 Order may be in effect and/or amended during the term of this License, if requested in writing by the Issuing Authority, the Licensee shall provide in a reasonable amount of time and after notifying the Issuing Authority of the process by which it will implement the 621 Order's requirements regarding the provision of free Cable Service to public buildings under a cable license, one Cable Service drop, an outlet, and monthly Basic Service along its activated Cable System route in the Town at no cost to public schools, police and fire stations, public libraries, and other public buildings designated in writing by the Issuing Authority. All such written designations shall include the street address of each building. The current designation of such

buildings and their addresses is set forth in **Exhibit A**. The Licensee shall coordinate the location of each outlet with representatives for each of the buildings receiving service pursuant to this Section. The parties hereto agree that the exercise of any conditional obligations set forth in this Section shall not constitute a modification or amendment of the License within the meaning of 207CMR 3.07.

4. SYSTEM FACILITIES

4.1. *System Characteristics:* Licensee's Cable System shall meet or exceed the following requirements and/or have at least the following characteristics:

4.1.1. The Cable System shall be operated with an initial digital passband of 50-860 MHz.

4.1.2. The Cable System shall be operated to be an active two-way plant for subscriber interaction, if any, required for the selection or use of Cable Service.

4.1.3. The Cable System shall comply with applicable FCC technical standards, as such standards may be amended from time to time.

4.1.4. The Cable System shall conform in all material respects to the following standards to the extent applicable: the Occupational Safety and Health Administration regulations, the Massachusetts Electrical Code, the National Electrical Code, the National Electrical Safety Code and the rules and regulations of the Cable Division and the FCC.

4.2. *Emergency Alert System*: The Licensee shall comply with the Emergency Alert System ("EAS") requirements of the FCC and applicable State and local EAS Plans in order that emergency messages may be distributed over the Cable System.

4.3. *Parental Control Capability*: The Licensee shall comply with all applicable requirements of federal law(s) governing Subscribers' capability to control the reception of any Channels being received on their television sets.

5. PEG ACCESS SERVICES AND SUPPORT

5.1. *PEG Access Channels*:

5.1.1. The Licensee shall continue to make available to the Issuing Authority and/or the PEG Access Designee, as designated in writing by the Issuing Authority, three (3) SD PEG Access Channels and one (1) HD PEG Access Channel for a total of four (4) PEG Access Channels. The Issuing Authority or the PEG Access Designee may change the programming on the HD PEG Access Channel from an HD simulcast of an existing SD PEG Access Channel to distinct programming, upon one hundred (180) days prior written notice from the Issuing Authority to the Licensee, which change shall not occur more than once during the License term. Only to the extent permitted by law, the Licensee shall be allowed to recover from

Subscribers applicable costs incurred to transmit HD PEG Access Channel programming of any type.

5.1.2. All programming content for the HD PEG Access Channel shall be transmitted to Licensee in HD-SDI format with a resolution of 720p or 1080i. Licensee reserves the right to reassign channel number and location for any or all of the PEG Access Channels at any time during the term. The Issuing Authority expressly acknowledges that in order to view the HD PEG Access Channel, a Subscriber may be required to upgrade equipment at an additional charge.

5.1.3. The Issuing Authority hereby authorizes the Licensee to transmit PEG Access Programming within the Town's jurisdictional boundaries and outside the Town's jurisdictional boundaries to other areas that are served out of the same central offices of the Licensee as those that serve the Town, provided that PEG Access Programming from outside the Town, which is carried in the Town shall not be cablecast on any of the PEG Access Channels made available to the Issuing Authority and/or the PEG Access Designee. If a PEG Access Channel provided under this Article is not being utilized by the Issuing Authority and/or the PEG Access Designee, other than due to Force Majeure, the Licensee may utilize such PEG Access Channel by providing at least one hundred twenty (120) days advance written notice to the Issuing Authority, but only in the event that the Issuing Authority or the PEG Access Designee does not commence use of said PEG Access Channel within said one hundred twenty (120) day notice period. In the event that the Issuing Authority and/or the PEG Access Designee determines to use such PEG Access capacity for PEG Access purposes, the Issuing Authority shall have the right to utilize such PEG Access Channel by providing at least one hundred twenty (120) days advance written notice to the Licensee.

5.2. *PEG Interconnection and Cablecasting*:

5.2.1. The Licensee shall continue to connect to equipment owned by the Town and/or the PEG Access Designee at the PEG access studio (Trottier Middle School Studio. 49 Parkerville Road, 1st Floor, Southborough, Massachusetts (the "PEG Access Interconnection Site") in order to cablecast the PEG Channels."). The Licensee shall be responsible for interconnection at this location, including any approvals and/or costs arising therefrom. The Issuing Authority or, if designated by the Issuing Authority in writing to Licensee, the PEG Access Designee, shall be required to pay Licensee for all direct or reasonably related costs associated with: (i) any equipment upgrade where the need for the upgrade is initiated by the Issuing Authority or the PEG Access Designee; (ii) relocating any connection where the need for relocation is initiated by the Issuing Authority or the PEG Access Designee; (iii) re-installing and/or replacing any connection at an existing location where the need for such re-installation and/or replacement is caused by the Town and initiated by the Issuing Authority or the PEG Access Designee; or (iv) installing any new connection if initiated by the Issuing Authority or the PEG Access Designee; provided, however, that Issuing Authority and/or PEG Access Designee responsibility for the foregoing costs is subject to the Issuing Authority's express written consent, and subject further to Licensee's prior disclosure of such costs and prior consent to same by the Issuing Authority or the PEG Access Designee. Any upgrade or change referenced in subsections (i) and (iv) above required in order for PEG Access Channel cablecasting or PEG Access Programming as provided

to Subscribers to meet a requirement of applicable law or regulation, including with respect to video or audio quality, shall not be deemed to be "initiated" by the Issuing Authority or its PEG Access Designee.

5.2.2. The demarcation point between the Licensee's signal processing equipment (which the Licensee shall own, install and maintain) and the Town's and/or the PEG Access Designee's PEG Access equipment shall be at the output of the Town's and/or the PEG Access Designee's signal processing equipment at the PEG Access Interconnection Site. The Town and/or the PEG Access Designee shall be solely responsible for operating its switching equipment and the picture and audio quality of all PEG Access Programming up to the demarcation point and for providing that all PEG Access Programming is inserted on the appropriate upstream PEG Access Channel. All PEG Access Programming shall be transmitted to the Licensee in baseband, SD-SDI or HD-SDI format with either mono or stereo audio signals, and with signals received by Licensee in stereo cablecast by Licensee in stereo. Notwithstanding the foregoing, the Licensee shall not be obligated to provide the Town or the PEG Access Designee with either cablecast equipment and facilities or the personnel responsible for maintaining and operating equipment and facilities on the Town's or PEG Access Designee's side of the demarcation point and used to generate or administer any PEG Access signals, except as necessary to implement the Licensee's responsibilities specified herein. The Issuing Authority and the Licensee shall work together in good faith to resolve any connection issues.

5.2.3. The Licensee shall provide, install, maintain, repair and replace all equipment necessary to receive and transmit all such PEG Access Programming and all PEG Access Channels as described in Section 5.2.1 above to Subscribers, including any amplification, optical conversion, receiving, cable system headend, processing, and transmitting equipment needed.

5.3. *PEG Grant*

5.3.1. Licensee shall pay to the Issuing Authority a PEG grant in the total amount of One Hundred Thirty-One Thousand Five Hundred Dollars ($131,500.00) to be used for PEG Access Channel capital funding purposes (the "PEG Grant"), as follows: Within forty-five days of the Effective Date, Licensee shall pay to the Issuing Authority the sum of Forty-Three Thousand Eight Hundred Thirty-Four Dollars ($43,834.00). Two (2) additional payments in the amount of Forty-Three Thousand Eight Hundred Thirty-Three Dollars ($43,833.00) each shall be paid by the Licensee to the Issuing Authority on the first and second anniversaries of the Effective Date, respectively. The Issuing Authority and/or PEG Access Designee, as determined by the Issuing Authority, shall own all facilities and equipment purchased with the PEG Grant. The Licensee shall have no obligation to maintain, repair, replace or insure any equipment or facilities purchased with the PEG Grant.

5.3.2. The PEG Grant shall not be counted against either the PEG Access Support payment required by Section 5.4, or any License Fee required by Section 6.1.

5.4. *PEG Access Support*:

5.4.1. The Licensee shall provide annual funding to the Issuing Authority for PEG Access Channel operating support or other PEG Access Channel costs and expenses ("PEG Access Support") in the amount equal to five percent (5.0%) of annual Gross Revenues as defined above, subject to the limitation in Section 6.2. If the Town issues or renews any cable licenses after the Effective Date that provide for a lower percentage of PEG Access Support, other than the cable license held by Comcast or its successor in the Pine Hill Road area of the Town serving approximately twenty-seven (27) units in the Town from the City of Framingham, MA, then the Licensee's percentage of PEG Access Support payments shall be reduced to match such lower percentage over that same time period. The Issuing Authority shall place Licensee's PEG Access Support payments in a restricted account for cable related purposes in the nature of a grant account and not into the general fund, which account will be under the Issuing Authority's control.

5.4.2. The PEG Access Support payments shall be made no later than forty-five (45) days following the end of each calendar quarter. Each such payment shall be accompanied by a Gross Revenue report documenting, in reasonable detail, the Gross Revenue as defined above. The Licensee shall be allowed to provide an extra payment if needed to correct any payments that were incorrectly omitted, and shall have the right to offset against future payments any payments that were incorrectly submitted, in connection with the quarterly remittances, within ninety (90) days following the close of the calendar quarter for which such payments were applicable. For purposes of the PEG Access Support payment, the period for determining Gross Revenues shall be the preceding calendar quarter.

5.4.3. In no case shall said five percent (5.0%) payments include: (i) the PEG/I-Net Grant ; (ii) costs of PEG Access Channels, interconnection and cablecasting obligations required above; or (iii) any other fees or payments required by applicable law, except as provided in Section 6.2, below; provided however, that said five percent (5.0%) payments shall be a Franchise Fee, and subject to the five percent (5.0%) cap on Franchise Fees pursuant to Section 622(h) of the Communications Act (47 U.S.C. §542(b).

5.5. *Recovery of Costs*. To the extent permitted by federal law and regulations, the Licensee shall be allowed to recover from Subscribers the costs of the PEG Grant, costs of PEG interconnection, the PEG Access Support payments, and any other costs arising from the provision of PEG services and related payments, required by this License and to accurately reflect such costs as separately billed line items on each Subscriber's bill.

5.6. *Late Payments*: In the event that the PEG Grant, the PEG Access Support or the License Fee payments is not paid on or before the due date set forth in this License for such payments, then interest shall accrue from the due date until the date paid at the Prime Rate, compounded annually.

5.7. *PEG Access Channel Maintenance/Technical Standards/Performance Tests*: The Licensee shall monitor the PEG Access Channels for technical quality consistent with applicable FCC technical standards, as such standards may be amended from time to time, and shall ensure that they are maintained at standards the same as those which apply to the Cable System's commercial channels of similar format and resolution; provided that the Licensee is not responsible for the production quality of PEG Access Programming productions, nor for any

deficiencies in the signal that it receives from the Town and/or the PEG Access Designee. Upon the written request of the Issuing Authority, the Licensee shall make available to the Town a copy of the Licensee's most recent annual performance tests.

5.8. *Listing of PEG Access Channels On Licensee's Electronic Program Guide*: If the Licensee lists PEG Access Channel program content titles on its electronic program guide in any other municipality in the State (other than on a test or trial basis), then it shall, upon written request of the Issuing Authority, discuss with the Issuing Authority or the PEG Access Designee, the technical feasibility and commercial reasonability of listing the Town's PEG Access Channel program content titles on the Licensee's electronic program guide and the provision thereof by the Licensee; however, the Licensee shall not be required by this Section to list the Town's PEG Access Channel program content titles on its electronic program guide.

5.9. *PEG Access Video-On-Demand*: If the Licensee provides any other municipality in the State with PEG Access Programming "video-on-demand" (VOD) (other than on a test or trial basis), then it shall, upon written request of the Issuing Authority, discuss with the Issuing Authority, the technical feasibility and commercial reasonability of providing, and the provision of, PEG Access Programming VOD in the Town; however, the Licensee shall not be required by this Section 5.9 to provide PEG Access Programming VOD in the Town.

5.10. *Censorship*: Subject to Section 611(e) of the Communications Act (47 U.S.C. §531(e)), the Licensee shall comply with applicable federal laws restricting censorship or control of the content of PEG Access Programming over the Cable System.

5.11. *PEG Access Operational Rules*. The Issuing Authority and/or the PEG Access Designee shall establish rules and regulations that require all local producers and users of any of the PEG Access facilities or Channels to assume individual responsibility for any program-based liability including but not limited to liability for copyright infringement or defamation. The PEG Access Designee shall establish rules and regulations for use of PEG Access facilities consistent with, and as required by, Section 611 of the Communications Act (47 U.S.C. § 531) and this License.

5.12. *Non-Commercial Programming*: The Issuing Authority and PEG Access Designee shall not use the PEG Access Channels to provide for-profit commercial programming. Nothing in this Section shall prohibit the Issuing Authority or the PEG Access Designee from having memberships, sponsorships, underwriting or acknowledgements (such as underwriting and acknowledgements accepted by PBS), to the extent not otherwise prohibited by applicable law and regulation.

5.13. *Leased Access:* The Licensee shall comply with Section 612 of the Communications Act (47 U.S.C. §532) with respect to designating channel capacity for commercial use.

5.14. *No PEG Access Designee Rights:* The Issuing Authority and the Licensee herein acknowledge and agree that any PEG Access Designee is not a party to this License and that any provisions herein that may affect a PEG Access Designee are not intended to create any rights on behalf of any PEG Access Designee.

6. FRANCHISE AND LICENSE FEES

6.1. *License Fee*: Pursuant to Massachusetts Cable Law, (M.G.L. c. 166A, Section 9), the Licensee shall pay to the Town, throughout the term of this License, a license fee equal to fifty cents ($.50) per Subscriber per year (the "License Fee"), or such other amount as may in the future be designated by applicable State law.

6.2. *Maximum Franchise Fee Obligation*: The Licensee shall not be liable for a total Franchise Fee, pursuant to this License and applicable law in excess of five percent (5.0%) of annual Gross Revenue (as defined above).

6.3. *Payment Information:* In determining the License Fee, the number of Subscribers shall be measured as of December 31st of the preceding calendar year. The License Fee shall be paid no later than March 15th of each year during the term of this License.

6.4. *Limitation on Actions*: The period of limitation for recovery of any payment obligation under this License shall be three (3) years from the date on which payment by Licensee is due.

6.5. *Re-computation and Audit*:

6.5.1. Tender or acceptance of any payment made pursuant to Article 5 and/or 6 herein shall not be construed as an accord that the amount paid is correct, nor shall such acceptance of payment be construed as a release of any claim that the Issuing Authority may have for additional sums, including interest payable under Section 5.6. above. All amounts shall be subject to audit and re-computation by the Issuing Authority pursuant to this Section 6.5.

6.5.2. If the Issuing Authority has reason to believe that any such payment is incorrect, it may notify the Licensee thereof in writing after receiving such payment. Licensee shall then have ninety (90) business days after receipt of such notice to provide the Town with additional information documenting the accuracy of such payment. In the event that the Issuing Authority does not reasonably believe that such documentation supports the accuracy of such payment, then the Issuing Authority may conduct an audit of such payment, provided that the Issuing Authority shall be limited to one audit for any two (2) year period of this License or such shorter period of time that may remain after the expiration of the initial two (2) year period of this License, which audit shall be subject to Section 6.4 above. If, after such audit and re-computation, the Issuing Authority determines that an additional fee is owed to the Town, then the Licensee shall be provided with a reasonable opportunity to review the results of such audit and to dispute any audit results, and shall pay any undisputed amounts within thirty (30) business days after completion of such review, together with any appliable late charges calculated pursuant to Section 5.6. above. The Town shall have the right to pursue any disputed amount not paid by Licensee in accordance with the enforcement provisions set forth in Article 12 of this License.

6.6. *Method of Payment*: The PEG Grant, the PEG Access Support and the License Fee shall be made payable to the Town and provided to the Issuing Authority, unless the Licensee is otherwise notified in writing by the Issuing Authority.

6.7. *Other Payment Obligations and Exclusions*:

6.7.1. Unless otherwise required by applicable law, the License Fee and Franchise Fee payments shall be in addition to and shall not constitute an offset or credit against any and all taxes or other fees or charges of general applicability which Licensee or any Affiliate shall be required to pay to the Town, or to any State or federal agency or authority, as required herein or by law; the payment of said taxes, fees or charges shall not constitute a credit or offset against the License Fee or Franchise Fee payments all of which shall be separate and distinct obligations of the Licensee and each Affiliate.

6.7.2. In accordance with Section 622(h) of the Communications Act (47 U.S.C. §542(h)), nothing in the Communications Act or this License shall be construed to limit any authority of the Issuing Authority to impose a tax, fee or other assessment of any kind on any Person (other than the Licensee) with respect to Cable Service or other communications service provided by such Person over the Cable System for which charges are assessed to Subscribers but not received by the Licensee. For any twelve (12) month period, the fees paid by any such Person with respect to any such Cable Service or other communications service shall not exceed five percent (5%) of such Person's gross revenues derived in such period from the provision of such service over the Cable System.

6.8. *Affiliates Use of System*: Use of the Cable System and the provision of Cable Services within the Town by Affiliates shall be in compliance with applicable federal and State laws and regulations and this License.

7. CUSTOMER SERVICE

7.1. *Standards:* The Licensee shall comply with the FCC's cable television customer service and notice regulations codified at 47 C.F.R. § 76.309(c), 47 C.F.R. § 76.1602, and 47 C.F.R. § 76.1603, as amended, and the billing and termination of service provisions contained in 207 CMR § 10.00, as amended; provided, however, that Licensee may satisfy the requirements of 47 C.F.R. § 76.309(c)(1)(v) through its website. For Subscriber equipment pick-up, the Licensee shall provide for one or more of the following methods: (i) setting a specific appointment time or four (4) hour time period during Normal Business Hours, during which Licensee's representative(s) shall visit the Subscriber's premises to pick-up or exchange Subscriber equipment; (ii) using a mailer; or (iii) establishing a reasonably convenient location for the pick-up and exchange of Subscriber equipment. Measurement of the telephone availability standards in 47 C.F.R. § 76.309(c)(1)(ii) shall include all calls received by the Licensee at all call centers receiving calls from Subscribers, whether they are answered by a live representative, by an automated attendant, or abandoned after thirty (30) seconds of call waiting.

7.2. *Outage Credits:* In the event that all Cable Service is interrupted for twenty-four (24) or more hours, Licensee will grant affected Subscribers a pro rata credit or rebate.

7.3. *Denial of Service:* Subject to applicable laws and regulations, nothing in these standards shall limit the right of the Licensee to deny Cable Service for non-payment of previously provided Cable Services, refusal to pay any required deposit, theft of Cable Service,

damage to the Licensee's equipment, abusive and/or threatening behavior toward the Licensee's employees or representatives, refusal to provide credit history information or refusal to allow the Licensee to validate the identity, credit history and credit worthiness via an external credit agency, or failure to abide by the Licensee's terms and conditions of service.

8. REPORTS AND RECORDS AND PERFORMANCE EVALUATIONS

8.1. *Open Books and Records*: Upon at least thirty (30) business days written notice to the Licensee, the Issuing Authority or its designee shall have the right to inspect at a location reasonably and mutually convenient to the parties hereto the Licensee's books and records pertaining to the Licensee's provision of Cable Service in the Town at any time during Licensee's regular business hours and on a reasonable and nondisruptive basis, as is reasonably necessary to ensure compliance with the terms of this License. Such notice shall specifically reference the section or subsection of this License which is under review, so that the Licensee may organize the necessary books and records for appropriate access by the Issuing Authority. The Licensee shall not be required to maintain any books and records for License compliance purposes longer than three (3) years. Notwithstanding anything to the contrary set forth herein, the Licensee shall not be required to disclose information that it reasonably deems to be proprietary or confidential in nature, nor disclose any of its or an Affiliate's books and records not relating to the provision of Cable Service in the Town. If the Licensee believes that the requested information is proprietary or confidential, the Licensee shall provide the following information to the Issuing Authority: (i) specific identification of the information; (ii) a statement attesting to the reason(s) the Licensee believes the information is confidential; and (iii) a statement that the documents are available at the Licensee's designated offices for inspection by the Issuing Authority. The Issuing Authority shall take reasonable steps consistent with applicable law to protect the proprietary and confidential nature of any books, records, maps, plans or other documents requested by the Issuing Authority that are provided pursuant to this License to the extent they are designated as such by the Licensee. In the event that the Issuing Authority receives a request to disclose any information provided to the Issuing Authority by the Licensee pursuant to this License, which information is deemed by the Licensee to be confidential or proprietary, then the Issuing Authority shall promptly notify the Licensee in writing of such request, prior to disclosure of such information, consistent with applicable law, and to maintain such information as confidential and proprietary consistent with applicable law. The Licensee shall not be required to provide Subscriber information in violation of Section 631 of the Communications Act, 47 U.S.C. § 551.

8.2. *Records Required*: The Licensee shall at all times maintain:

8.2.1. Records of all written Complaints for a period of three (3) years after receipt by the Licensee.

8.2.2. Records of outages for a period of three (3) years after occurrence, indicating date, duration, area, and the number of Subscribers affected, type of outage, and cause;

8.2.3. Records of service calls for repair and maintenance for a period of three (3) years after resolution by Licensee, indicating the date and time service was required, the

date of acknowledgment and date and time service was scheduled (if it was scheduled), and the date and time service was provided, and (if different) the date and time the problem was resolved;

8.3.4. Records of installation/reconnection and requests for service extension for a period of three (3) years after the request was fulfilled by Licensee, indicating the date of request, date of acknowledgment, and the date and time service was extended;

8.3.5. Financial records necessary for the Issuing Authority to conduct an audit pursuant to Section 6.8 above for a period of three (3) years; and

8.3.6. A map showing the area of coverage for the provisioning of Cable Services.

8.3. *Additional Reports*: The Licensee shall, upon written request by the Issuing Authority, provide the Issuing Authority with a copy of any documents or forms filed by the Licensee with the FCC and/or the DTC that materially pertain to the Licensee's Cable System in the Town.

8.4. *Proof of Performance Tests*: Upon written request of the Issuing Authority, the Licensee shall provide copies of performance tests required by applicable law.

8.5. *Performance Evaluations*: The Licensee, if requested in writing by the Issuing Authority, shall attend a performance evaluation hearing no more than once per year. Nothing in this Section 8.8 shall limit any rights that the Issuing Authority may have to conduct additional hearings and/or compel the Licensee's attendance at such hearing. The Issuing Authority shall provide Licensee with the results of its performance evaluation in writing within sixty (60) days after the conclusion of such hearing.

8.6. *Quality of Service*: If there exists credible evidence which, in the reasonable judgment of the Issuing Authority, casts doubt upon the reliability or technical quality of the Licensee's Cable Services in the Town, then, after notice to the Licensee and an opportunity to cure, the Issuing Authority shall have the right to require the Licensee to test, analyze and report in writing on the performance of the Cable System.

9. INSURANCE AND INDEMNIFICATION

9.1. *Insurance*:

9.1.1. The Licensee shall maintain in full force and effect, at its own cost and expense (including all deductibles) during the term of this License, the following insurance coverage:

9.1.1.1. Commercial General Liability Insurance in the amount of five million dollars ($5,000,000) per occurrence for property damage and bodily injury (including

death) and five million dollars ($5,000,000) general aggregate. Such insurance shall cover the construction, operation, maintenance and removal of the Cable System, and the conduct of Licensee's Cable Service operations and business in the Town.

9.1.1.2. Commercial Automobile Liability Insurance covering all owned, non-owned, hired and/or rented motor vehicles in the amount of five million dollars ($5,000,000) combined single limit each accident for bodily injury and property damage coverage.

9.1.1.3. Workers' Compensation Insurance in compliance with the statutory requirements of the states of operation and Employers' Liability Insurance in the following amounts: (A) $100,000 Bodily Injury by Accident; (B) $100,000 Bodily Injury by Disease-each employee; and $500,000 disease-policy limit.

9.1.2. The Town shall be included as an additional insured as their interests may appear under this License on the Commercial General Liability Insurance and Commercial Automobile Liability Insurance required herein.

9.1.3. Upon receipt of notice from its insurer(s), Licensee shall provide the Issuing Authority with thirty (30) days' prior written notice of cancellation of any required coverage.

9.1.4. Each of the required insurance policies shall be with insurers qualified to do business in the State, with a A- or better rating for financial condition and financial performance by Best's Key Rating Guide, Property/Casualty Edition or its successor.

9.1.5. Licensee shall deliver to the Issuing Authority Certificates of Insurance showing evidence of the required coverage.

9.1.6. All insurance shall be primary with respect to any insurance maintained by the Town and shall not call on the Town's insurance for contribution.

9.1.7. The Licensee shall require that every one of its contractors and their subcontractors carry in full force and effect, substantially the same insurance with substantially the same amounts as required of Licensee herein.

9.1.8. Neither this Section 9.1, nor the provision of insurance or insurance proceeds pursuant to this Section 9.1, shall limit the liability of the Licensee or its obligation to indemnify the Town pursuant to this License.

9.2. *Indemnification*:

9.2.1. The Licensee shall, at its sole cost and expense, defend, indemnify, and hold harmless the Issuing Authority, the Town, its officials, boards, commissions, committees, agents and/or employees (hereinafter referred to as the "Town" for purposes of this Section 9.2) against all claims for damage, suits, causes of action, proceedings, judgments, including for damage to Persons or property, real or personal, due to the acts or omissions of the Licensee, its employees, officers or agents arising out of the installation, maintenance and/or operation of the Cable System

under this License. Indemnified expenses shall include all reasonable attorneys' fees and costs incurred by the Town up to such time that the Licensee assumes defense of any action hereunder. The Town shall give the Licensee timely written notice of its obligation to indemnify, hold harmless and defend the Town, provided that in any event the Town shall provide the Licensee with such written notice within a period of time that allows the Licensee to take action to avoid entry of a default judgment and does not prejudice the Licensee's ability to defend the claim or action.

9.2.2. With respect to the Licensee's indemnification obligations set forth in Section 9.2.1, the Licensee shall, at its own expense, provide the defense of any claims, suits, causes of action or proceedings brought against the Town by selecting counsel of Licensee's choice to defend the claim, subject to applicable professional ethics and responsibility laws and the consent of the Town, which shall not unreasonably be withheld. The Licensee shall, subject to the consent of the Town as described herein, have the right to defend, settle or compromise any claim or action arising hereunder, and the Licensee shall have the authority to decide the appropriateness and amount of any such settlement, so long as the settlement includes a full release of the Town with respect to the claim giving rise to Licensee's indemnification obligation. In the event that the Town does not consent to the terms of any such settlement or compromise, the Licensee shall not settle the claim or action but its obligation to indemnify the Town shall in no event exceed the amount of the otherwise agreed upon settlement. Nothing herein shall be deemed to prevent the Town from cooperating with the Licensee and participating in the defense of any litigation by its own counsel at its own cost and expense.

9.2.3. Neither the provisions of this Section 9.2, nor any damages recovered by the Town shall be construed to limit the liability of the Licensee or its subcontractors for damages under this License or to excuse the faithful performance of obligations required by this License, except to the extent that any monetary damages suffered by the Town have been satisfied by a financial recovery under this section or other provisions of this License.

9.3. The Licensee shall maintain, without charge to the Town, throughout the term of the License a faithful performance bond running to the Town, with good and sufficient surety licensed to do business in the State in the sum of Twenty Thousand Dollars ($20,000). Said bond shall be conditioned upon the faithful performance and discharge of all of the obligations imposed by this License. The performance bond shall be effective throughout the term of this License and thereafter until the Licensee has satisfied all of its obligations to the Town that may have arisen from this License or from the exercise of any privilege herein granted and shall be conditioned that in the event that the Licensee shall fail to comply with any one or more provisions of this License, or to comply with any order, permit or direction of any department, agency, commission, board, division or office of the Town having jurisdiction over its acts, or to pay any claims, liens or taxes due the Town which arise by reason of the construction, upgrade, maintenance and/or operation of the Cable System, the Town shall recover from the surety of such bond all damages suffered by the Town as a result thereof, pursuant to Article 13 below. Said bond shall be a continuing obligation of this License, and thereafter until the Licensee has satisfied all of its obligations to the Town that may have arisen from the grant of the License or from the exercise of any privilege herein granted. In the event that a performance bond provided pursuant to this License is not renewed or cancelled, the Licensee shall provide a new performance bond pursuant to this Section within thirty (30) days of such failure to renew or cancellation. Neither

cancellation, nor termination nor refusal by the surety to extend the bond, nor the inability of the Licensee to file a replacement bond or replacement security for its obligations under this License, shall constitute a loss to the Town recoverable under the bond. Neither this Section, any bond accepted pursuant thereto, nor any damages recovered thereunder shall limit the liability of the Licensee under the License. Recourse by the Issuing Authority of remedies available under this Section shall not be exclusive of other lawful remedies available to the Town at law and equity.

10. RENEWAL OF LICENSE

The Issuing Authority and the Licensee agree that any proceedings undertaken by the Issuing Authority that relate to the renewal of this License shall be governed by and comply with the provisions of Section 626 of the Communications Act (47 U.S.C. § 546) and the applicable provisions of the Massachusetts Cable Law.

11. ENFORCEMENT AND TERMINATION OF LICENSE

11.1. *Notice of Violation*: If at any time the Issuing Authority believes that Licensee has not complied with the terms of this License, the Issuing Authority shall informally discuss the matter with the Licensee, however the Issuing Authority reserves the right to inform the Licensee of such non-compliance in writing prior to informal discussions. If such informal discussions do not lead to resolution of the problem in a reasonable time, the Issuing Authority shall then notify Licensee in writing of the exact nature of the alleged noncompliance (for purposes of this Article, the "Noncompliance Notice").

11.2. *The Licensee's Right to Cure or Respond:* The Licensee shall have thirty (30) days from receipt of the Noncompliance Notice to: (i) respond in writing to the Issuing Authority, if the Licensee contests (in whole or in part) the assertion of noncompliance; (ii) cure such noncompliance; or (iii) in the event that, by its nature, such noncompliance cannot be cured within such thirty (30) day period, initiate reasonable steps to remedy such noncompliance as soon as reasonably possible, continue such efforts until said noncompliance is cured, and notify the Issuing Authority at no more than twenty-one (21) day intervals as to the Licensee's efforts and progress to remedy such noncompliance. If the Licensee believes it has cured the subject noncompliance, it shall provide written notice of such to the Issuing Authority. The Issuing Authority shall provide the Licensee with written confirmation that such cure has been effected.

11.3. *Public Hearing*: In the event that the Licensee fails to respond to the Noncompliance Notice pursuant to the procedures set forth in Section 11.2 above, and if the Issuing Authority seeks to continue its investigation into the alleged noncompliance, then the Issuing Authority shall schedule a public hearing. The Issuing Authority shall provide the Licensee at least thirty (30) days prior written notice of such public hearing, which will specify the time, place and purpose of such public hearing and whether revocation of this License is a possible consequence. At any designated public hearing where revocation of this License is not a possible consequence, the Licensee shall be provided a fair opportunity for full participation, including the right to be represented by legal counsel and to introduce relevant evidence. At any designated public hearing where revocation of this License is a possible consequence, the Licensee

shall be provided a fair opportunity for full participation, including the right to be represented by legal counsel and to introduce relevant evidence, and shall also have the right to require the production of evidence, to compel the relevant testimony of the officials, agents, employees or consultants of the Issuing Authority, to compel the testimony of other persons as permitted by law, and to question and/or cross examine witnesses. Unless otherwise agreed to in writing by the parties, a complete record shall be made of such hearing with the cost shared by the parties. Within thirty (30) days of the close of the hearing, the Issuing Authority shall issue a written determination of its findings.

11.4. *Enforcement:* In the event the Issuing Authority, after the public hearing set forth in Section 11.3 above, determines that the Licensee is in default of any provision of this License, the Issuing Authority may:

11.4.1. Seek specific performance of any provision, which reasonably lends itself to such remedy, as an alternative to damages;

11.4.2. Commence an action at law for monetary damages or seek other equitable relief;

11.4.3. Submit a claim against an appropriate part of the performance bond pursuant to Section 9.3 above;

11.4.4. In the case of a substantial noncompliance of a material provision of this License, seek to revoke this License in accordance with Section 11.5; or

11.4.5. Invoke any other lawful remedy available to the Town.

11.5. *Revocation*: In the event that the Issuing Authority determines that it will revoke this License pursuant to Section 11.4 above, the Licensee may appeal such written determination of the Issuing Authority to an appropriate court or to the Cable Division, which shall have the power to review the decision of the Issuing Authority consistent with applicable law and regulation. The Licensee shall be entitled to such relief as the Cable Division or court finds appropriate. Such appeal must be taken within sixty (60) days of the Licensee's receipt of the written determination of the Issuing Authority. The Issuing Authority may, at its sole discretion, take any lawful action that it deems appropriate to enforce the Issuing Authority's rights under this License in lieu of revocation of this License.

12. MISCELLANEOUS PROVISIONS

12.1. *Actions of Parties*: In any action by the Issuing Authority or Licensee that is mandated or permitted under the terms hereof, such party shall act in a reasonable, expeditious, and timely manner.

12.2. *Jurisdiction*: Jurisdiction and venue over any dispute, action or suit arising out of this License shall be in a federal or State court of appropriate venue and subject matter

jurisdiction located in the State, and the parties hereby agree to be subject to the personal jurisdiction of said court for the resolution of any such dispute.

12.3. *Binding Acceptance*: This License shall bind and benefit the parties hereto and their respective receivers, trustees, successors and assigns, and the promises and obligations contained in Article 9- Insurance and Indemnification and Article 10 – Performance Bond herein shall survive the revocation, termination or expiration date hereof.

12.4. *Preemption*: In the event that federal or State law, rules, or regulations preempt a provision or limit the enforceability of a provision of this License, such provision shall be read to be preempted to the extent and for the time, but only to the extent and for the time, required by law. In the event such federal or State law, rule or regulation is subsequently repealed, rescinded, amended or otherwise changed so that the provision hereof that had been preempted is no longer preempted, such provision shall thereupon return to full force and effect, and shall thereafter be binding on the parties hereto, without the requirement of further action on the part of the Issuing Authority.

12.5. *Exhibit*: The Exhibit to this License attached hereto, and all portions thereof, are, except as otherwise specified in such Exhibit, incorporated herein by reference and expressly made a part of this License.

12.6. *Equal Employment Opportunity*: The Licensee shall adhere to applicable Equal Employment Opportunity regulations of the FCC and to all federal, State and local laws pertaining to discrimination, equal employment opportunity and affirmative action that are applicable to the Licensee.

12.7. *Force Majeure*: If by reason of Force Majeure, either party is unable in whole or in part to carry out its obligations hereunder, said party shall not be held in default under, or in noncompliance with, the provisions of the License, nor suffer any enforcement or penalty relating to noncompliance or default, where such noncompliance or alleged defaults were caused by a Force Majeure, provided that the party takes reasonable steps under the circumstances to comply with the obligations of the License to the maximum extent possible without endangering the health or safety of its employees, its property, the public or public property. In the event that any such delay in performance or failure to perform affects only part of the party's capacity to perform, the party shall perform to the maximum extent it is able to do so in as expeditious a manner as possible under the circumstances.

12.8. *Acts or Omissions of Affiliates*: During the term of this License, the Licensee shall be liable for the acts or omissions of its Affiliates to the extent arising out of any such Affiliate's installation, maintenance or operation of the Cable System to provide Cable Services in the Town.

12.9. *Delivery of Payments:* Licensee may use electronic funds transfer to make any payments to the Town or Issuing Authority required under this License. Said electronic transfer must be in the form, including necessary explanatory information and documentation, and to the account, all as reasonably required by the Town or Issuing Authority.

12.10. *Warranties*: Each party hereto warrants, represents and acknowledges to the other party that, as of the Effective Date, such party has the requisite power and authority under applicable law and its organizational documents, if any, and is authorized and has secured all consents, if any, which are required to be obtained as of the Effective Date, to enter into and be legally bound by the terms of this License.

12.11. *Notices*: Unless otherwise expressly stated herein, notices required under this License shall be forwarded in one of the following ways: (i) hand delivered (signature required), (ii) sent by express mail (signature required) or (iii) by certified mail/return receipt requested to, to the addressees below. Each party may change its designee by providing written notice to the other party.

Notices to the Licensee shall be to:

Verizon New England Inc.
6 Bowdoin Square
10th Floor
Boston, MA 02114
Attention: Niall Connors, Franchise Service Manager

with a copy to:

Verizon Legal Department
140 West Street, 6th Floor
New York NY 10007
Attention: Tonya Rutherford, VP and Deputy General Counsel

Notices to the Issuing Authority shall be to:

Select Board
Town of Southborough
Town House
17 Common Street
Southborough, MA 01772

With a copy to:

Cable Television Committee
Town of Southborough
Town House
17 Common Street
Southborough, MA 01772

William H. Solomon
Cable Counsel
2 Old Petersham Road

New Salem, MA 01355

12.12. *Entire Agreement*: This License and the Exhibit hereto constitute the entire agreement between the Licensee and the Issuing Authority, and supersede all prior or contemporaneous agreements, representations or understandings (written or oral) of the parties regarding the subject matter hereof.

12.13. *Captions and Headings*: The captions and headings of articles and sections throughout this License are intended solely to facilitate reading and reference to the sections and provisions of this License. Such captions and headings shall not affect the meaning or interpretation of this License.

12.14. *Amendments and Modifications*: Amendments or modifications to this License shall be mutually agreed to in writing by the parties, unless otherwise specified herein.

12.15. *Severability*: If any section, subsection, sentence, paragraph, term or provision hereof is determined to be illegal, invalid, unconstitutional or unenforceable by any court of competent jurisdiction or by any State or federal regulatory authority having jurisdiction thereof, such determination shall have no effect on the validity of any other section, subsection, sentence, paragraph, term or provision hereof, all of which will remain in full force and effect for the term of this License.

12.16. *Recitals*: The recitals set forth in this License are incorporated into the body of this License as if they had been originally set forth herein.

12.17. *No Recourse Against Issuing Authority*: Pursuant to Section 635A(a) of the Communications Act (47 U.S.C. §555(a)), the Licensee shall have no recourse against the Issuing Authority, the Town and/or its officials, members, employees or agents, other than injunctive relief or declaratory relief, arising from the regulation of Cable Service or from a decision of approval or disapproval with respect to a grant, renewal, transfer, or amendment of this License.

12.18. *Town's Right of Intervention*: The Town hereby reserves the right, as authorized by applicable law and/or regulation, to intervene in any suit, action or proceeding involving this License, or any provision in this License; provided, however, that this section shall not restrict the right of the Licensee to oppose such intervention, pursuant to applicable law.

12.19. *FTTP Network Transfer Prohibition*: Under no circumstance including, without limitation, upon expiration, revocation, termination, denial of renewal of this License or any other action to forbid or disallow the Licensee from providing Cable Services, shall the Licensee or its assignees be required to sell any right, title, interest, use or control of any portion of the Licensee's FTTP Network including, without limitation, the Cable System and any capacity used for Cable Service or otherwise, to the Town or any third party. The Licensee shall not be required to remove the FTTP Network or to relocate the FTTP Network or any portion thereof as a result of revocation, expiration, termination, denial of renewal or any other action to forbid or disallow the Licensee from providing Cable Services. This provision is not intended to contravene leased access requirements under Title VI or the PEG requirements set out in this License.

12.20. *Interpretation*: The Town and the Licensee each acknowledge that it has received independent legal advice in entering into this License. In the event that a dispute arises over the meaning or application of any term(s) of this License, such term(s) shall not be construed by the reference to any doctrine calling for ambiguities to be construed against the drafter of the License.

12.21. *No Third-Party Beneficiaries*: The provisions of this License are for the benefit of the Licensee and the Issuing Authority and not for any other Person.

12.22. *Counterparts:* This License may be executed in counterparts, each of which shall be deemed an original and all of which shall constitute one and the same instrument. Further, this License may be executed by facsimile, email, electronic signature or other electronic means, and so executed shall have the full force and legal effect as an executed original of this License.

[SIGNATURE PAGE FOLLOWS]

AGREED TO THIS _____ DAY OF _____, 2024.

TOWN OF SOUTHBOROUGH
By its Select Board:

_____
Andrew Dennington II, Chair

_____
Kathryn Cook

_____
Alfred Hamilton

_____
Marguerite Landry

_____
Sam Stivers

Approved as to legal form:

_____
William H. Solomon
Special Cable Counsel

VERIZON NEW ENGLAND INC.

_____
Paul Sullivan, Region President
Consumer & Mass Business Markets

Approved as to form:

_____
Pamela N. Goldstein
Associate General Counsel
Verizon Law Department

EXHIBIT

EXHIBIT A – PUBLIC BUILDINGS TO BE PROVIDED FREE CABLE SERVICE UPON WRITTEN REQUEST (SUBJECT TO SECTION 3.2)

EXHIBIT A
PUBLIC BUILDINGS TO BE PROVIDED FREE CABLE SERVICE UPON WRITTEN REQUEST (SUBJECT TO SECTION 3.2)

1. Cemetery Building	Cordaville Road
2. Finn School	60 Richard Road
3. Flagg School	25 Common Street
4. Main Fire Station	32 Cordaville Road
5. Southborough Access Media	49 Parkerville Road
6. DPW Office	147 Cordaville Road
7. Library	25 Main Street
8. Neary School	53 Parkerville Road
9. Police Department	32 Cordaville Road
10. Trottier School	49 Parkerville Road
11. Town House	17 Common Street
12. Southborough Arts/Recreation Center	21 Highland Avenue.
13. Woodward School	28 Cordaville Road
14. Cordaville Hall/Senior Center	9 Cordaville Road

TOWN OF SOUTHBOROUGH

TRAILS COMMITTEE

17 COMMON ST · SOUTHBOROUGH, MASSACHUSETTS 01772
http://www.southboroughtrails.org

MEMO

TO: Select Board

FROM: Southborough Trails Committee (STC)

DATE: July 12, 2024

RE: STC ARPA Funding Spend Request and Peninsula Project Status Update

At the upcoming Select Board meeting, July 16, 2024, The STC is requesting approval to spend the previously approved ARPA funds to cover the following trail related expenses:

1. Engineering services to pave ADA Parking Spots and paving costs
    a. Engineering services estimate: $6,000
    b. Paving, striping, signage: $21,000
    c. Subtotal: $27,000
    d. Request to Spend up to: $35,000
    e. Schedule: ASAP

2. Crosswalk at Rt.30/Stonybrook
    a. Previous Estimate $15,000
    b. New quotes (3) requested
    c. Request to spend up to: $45,000
    d. Schedule: by Q4 2024

3. Trail Enhancements
    a. Request to spend up to the remaining amount: $7,056.79 on trail enhancements and supplies as originally proposed:
        i. Supplies to build bog bridges and small boardwalks as needed
        ii. Shelving for toolshed
        iii. Benches and signage for trails (signage not related to peninsula trail)
        iv. Schedule: Purchase supplies by 8/15/24

STC will be providing a status update on the Peninsula Trail, Phase II

a. Wetland Delineation completed
b. MWRA/Beals and Thomas/STC site visit conducted to discuss trail location options, equipment access, etc.
c. Permitting application underway to secure RDA and NOI as required
d. AMC volunteers scheduled to assist with natural surface trail buildout
e. Schedule: Still on target to go to bid by Sept 2024

Phase I, MassTrails Grant

a. Signage planning and design underway
b. Reimbursement documentation submitted for initial work
c. Match requirements will be met through additional volunteer hours and paving parking
d. Schedule: Still on target to wrap up by early Q4 2024

Melanie Otsuka

From: Melissa Danza
Sent: Friday, July 12, 2024 9:16 AM
To: Melanie Otsuka
Cc: Sheri Widdiss
Subject: Appointment to ConCom - Widdiss

Good Morning Melanie,

At last night's Conservation Commission meeting, they unanimously voted (4-0-0) to request the Select Board to appoint Sheri Widdiss to the Commission. Sheri is a previous Commissioner that has extensive experience in wetlands protection and open space due due to her job experience. Sheri provided invaluable insight and assistance during her time previously on the Commission and we are excited to have her back.

Sheri did come to our Commission meeting last night as well to introduce herself to newer members so the Commission who were enthusiastic to have her appointed as soon as possible.

Thank you!

Sincerely,

Melissa Danza, CESSWI
Conservation Agent
Town of Southborough
9 Cordaville Road, Lower Level
Southborough, MA 01772
(508)-281-8984

****if submitting materials related to an application please also copy the Conservation Assistant, Lara Davis, at ldavis@southboroughma.com on communications****

General Hours:
Monday - Thursday: 8:00AM – 4:00PM
Friday: 8:00AM-12:00PM
Please call or email to make an appointment or confirm availability as I am frequently out of the office on inspections

Please note that the Secretary of State has deemed e-mail a public record

From: noreply@civicplus.com
To: SelectmenOffice
Subject: Online Form Submittal: Board and Committee Volunteer Form
Date: Wednesday, June 26, 2024 11:51:45 AM

[EXTERNAL]

Board and Committee Volunteer Form

First Name	Sheri
Last Name	Widdiss
Address	32 Bigelow rd
City	Southborough
State	Ma
Zip Code	01772
Phone Number	[redacted]
Email Address	[redacted]
To view a list of the Board and Committee and current membership as well as vacancies	Click here
Name of Board(s) or Committee(s) you would like to volunteer for?	Conservation
Have you previously served on a Board or Committee for the Town of Southborough?	Yes
Name of Board(s)	Conservation
Current Occupation / Current Employer	DCS-conservation restriction reviewer / executive office of energy, environmental affairs
Please tell us how	I'm willing to donate at least 10 hours a month in meeting time

much volunteer time you have available and any education, experience or special skills that may be relevant to the Committee(s) you are interested in.	and I'm happy to review materials before meetings for a few hours each month as well. I have extensive background in Conservation and permitting. And I've been working in the field for over 10 years
Upload resume preferred but not required	*Field not completed.*

Email not displaying correctly? View it in your browser.

TOWN OF SOUTHBOROUGH

OFFICE OF THE SELECT BOARD
TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 · FAX (508) 983-7752 · selectboard@southboroughma.com

Notice of
PUBLIC HEARING
Town of Southborough

The Southborough Select Board shall hold a public hearing on Tuesday, July 16, 2024 at 6:30 p.m. in the Hearing Room of the Southborough Town House, 17 Common Street, Southborough, MA to consider proposed revisions to Transfer Station Rules and Regulations for FY25, including potential changes to the fees charged for transfer station stickers. Interested citizens may attend and provide their comments. Online participation is also permitted and can be found by visiting the "Virtual Meeting" page on the Town website: https://www.southboroughtown.com/674/Virtual-Meetings.

Enclosure: Proposed revisions of the FY24 Transfer Station Rules & Regulations

Select Board
Town of Southborough

TOWN OF SOUTHBOROUGH TRANSFER STATION
LOCATED AT THE JOHN BOLAND PUBLIC WORKS FACILITY
147 CORDAVILLE ROAD, SOUTHBOROUGH, MA 01772

HOURS OF OPERATION: WEDNESDAY THROUGH SATURDAY 8AM-6PM

The SWAP SHOP closes daily at 5:00 p.m. and will be closed if conditions warrant. ~~Gate at entrance & exit will close~~Facility closes promptly at 6:00 p.m. when the entrance and exit gates will be locked. ~~All u~~Users ~~should plan on coming well before~~may be politely asked to leave the facility by 6:00 p.m.~~, especially if they are~~ if they did not provide ample time to offload their recycling materials & brush or discarding large quantities of refuse. Failure to leave the facility by 6:00 pm may result in revocation of your Transfer Station permit.

GENERAL

The Southborough Transfer Station is for the disposal of **RESIDENTIAL** refuse and the recycling of **RESIDENTIAL** materials generated in Southborough by Southborough residents. **Commercial Refuse will not be accepted.** Residents are required to obtain and display a Transfer Station permit, in the form of a sticker, each year to gain access to the Transfer Station. See the Town's website, www.southboroughtown.com, for further clarification regarding residential versus commercial refuse.

DISPOSAL RULES

a) The attendants on duty have full authority over the disposal and recycling areas. Residents using the transfer station must follow the attendant's directions. If a DPW attendant sees that a permit is not ~~affixed they have the authority to affix it for you~~permanently adhered to the vehicle they may deny service until the sticker is permanently affixed to the permitted vehicle, if the vehicle registration number does not match your vehicle, they ~~will~~ may confiscate your permit. ~~and you will be fined.~~ Either of these scenarios may result in a fine and/or permit revocation.

b) Identification, proof of payment (permit) and temporary passes must be shown upon request of the attendant.

c) Only household trash generated in Southborough shall be disposed of at this facility.

~~c)~~d) In addition to these regulations, State Solid Waste Laws and Regulations apply to waste disposal at this facility (MGL 21H; MGL CH 111 §150A; MGL CH 21E; MGL CH 21D; and 310 CMR). Failure to comply with the Local or State Laws and Regulations may result in permit revocation and/or fines. See: https://www.mass.gov/lists/waste-recycling-laws-rules for more information.

OBTAINING TRANSFER STATION PERMITS

Please call the DPW at 508-485-1210 with any questions

WHEN TO PURCHASE PERMITS

a) New permits may be purchased starting on July 1; they are valid to use upon purchase.

b) The new permit must be in place by September 15 of each year or the vehicle will be denied access to the transfer station.

HOW TO PURCHASE PERMITS

ONLINE	https://southboroughma.viewpointcloud.com/ There is a transaction fee for credit/debit and e-check transactions
BY MAIL	Please use mail-in application. Make checks payable to: **TOWN OF SOUTHBOROUGH** Mail to or drop off at: Southborough DPW 147 Cordaville Rd. Southborough, MA 01772
IN PERSON AT THE DPW	Bring a copy of the vehicle registrations you want stickers on (up to 4) along with a check, credit/debit (there is a transaction fee), ***NO CASH***. Mon. through Fri. 7:30AM to 4:00 PM Southborough DPW 147 Cordaville Road Southborough, MA 01772

Permits CANNOT be purchased at the Transfer Station

PERMIT FEE SCHEDULE

PERMIT FEE IS NON-REFUNDABLE	Non-Senior Residents	Senior Residents *
	Any time After July 1	Any time After July 1
1st Permit	$ ~~275~~285.00	$ 40.00
Additional Permits (up to 3)	$ 20.00 each	$ 10.00 each
PRO-RATED PERMIT - New Residents ONLY		
Available for purchase 11/1 to 6/30	$22.92*/Mo. from month of home purchase to Aug. 30.	

*** SENIOR RESIDENTS** - Residents who are owners of record of a Southborough residence, a lessee or renter who will turn age 65 on or before 12/31/~~23~~24

PLACEMENT OF PERMIT

a) The Transfer Station permit must be permanently affixed on the outside of the vehicle on the VERTICAL SURFACE of the driver's side FRONT bumper or driver's side FRONT windshield on the vehicle permitted. Transfer Station permits must be visible at all times. Permits are valid upon purchase so please affix permit to vehicle immediately.



TEMPORARY PASSES

a) Sometimes valid permit holders may require the use of an un-permitted vehicle to transport refuse and other items to the transfer station. In such instances, a temporary pass may be issued. A temporary pass will be valid for not more than two (2) weeks and may be renewed one (1) time, at the discretion of the DPW Office. To receive a temporary pass residents must:
   - Be a valid permit holder
   - Supply the make, model, color, owner's name, address, and registration number of the alternate vehicle
   - Request a temporary permit at the DPW Office

INABILITY TO PAY

a) Transfer Station Permit Fee may be waived upon approval by the Select Board. Approval will be based on an inability to pay or an extreme hardship. A online application is available at: https://tinyurl.com/TS-Waiver ~~https://www.southboroughtown.com/DocumentCenter/View/533/Sticker-Fee-Waiver-Application-PDF~~. The DPW will issue the permit for an approved waiver.
b) Waivers are valid for one permit year at a time.

VEHICLES

Only cars and pickup trucks that have a current Southborough transfer station permit, or a valid temporary pass, and that are carrying **residential household trash** will be admitted to the town transfer station.

RESIDENTIAL VEHICLE DESCRIPTIONS

a) ***Cars***: All passenger cars, station wagons, SUVs, mini-vans and full-size window vans registered as passenger vehicles.
b) ***Pickups***: All single rear wheel pickup trucks and vans with a gross vehicle weight (GVW) rating less than 11,500 lbs., registered to a resident.

VEHICLES NOT ALLOWED (regardless of GVW or registration)



(1) No pickups with bed hoists or dump



(2) No high cube vans or Delivery Box Trucks



(3) No utility trailer over 10 ft. long

~~FOR INFORMATION ABOUT DISPOSAL OR FUNDRAISING CALL THE TRANSFER STATION (508) 485-2511 or DPW (508) 485-1210~~

~~**HOUSEHOLD HAZARDOUS WASTE DAY - CRT COLLECTION DAY -- October 21, 2023**~~

~~YOU MUST HAVE A VALID PERMIT TO PARTICIPATE IN HAZARDOUS WASTE DAY~~

~~CRTs WILL BE COLLECTED FOR A FEE~~

~~Please note the transfer station is under video surveillance.~~

GENERAL INFORMATION

- All Permits must have the license plate numbers of the vehicle that they are assigned to written on them.
- Vehicles with permits that do not match the vehicle's plate number will be in violation of the Transfer Station Rules and Regulations.
- Residents whose plate number is on a permit that is attached to a vehicle with a different plate number are also in violation of the Transfer Station Rules and Regulations.
- A permit is only valid if it is affixed in the correct location, to a vehicle whose plate number matches that written on the permit.
- All areas of the Transfer Station, including the Swap Shop and all donation containers, are restricted to use only by current Southborough residents with a valid permit.
- A permit is no longer valid if the resident has moved from Southborough.
- Removing materials from recycling bins, compactors, Goodwill and Habitat ReStore is prohibited.
- Salvaging parts in the metal pile is prohibited.
- Climbing over fences or into or onto bins, compactors or the metal pile is prohibited.
- The Southborough transfer station does not accept cathode ray tubes (CRTs) or flat screen monitors and TVs. CRTs are computer monitors and televisions that have picture tubes. There is a yearly CRT collection at Household Hazardous Waste Day when these can be recycled for a fee. Information regarding other recycling options is available at the DPW.

IT IS AGAINST THE LAW TO DISPOSE OF CRTS AS REFUSE

HOUSEHOLD HAZARDOUS WASTE DAY - CRT COLLECTION DAY – October ~~21~~19, ~~2023~~2024 -- YOU MUST HAVE A VALID PERMIT TO PARTICIPATE IN HHW DAY– CRTs WILL BE COLLECTED FOR A FEE

~~2023~~2024 - ~~2024~~2025 ALL

VIOLATIONS AND FINES

In compliance with Article III entitled, "Transfer Station, Violations and Fines" of Chapter 36 of the Code of the Town of Southborough entitled "Selectmen" the following shall apply:

36.6 Pursuant to the duly promulgated Rules and Regulations of the Select Board, valid transfer station permits will be required for all residents utilizing the transfer station and its related facilities.

36.7 Failure to adhere to the provisions of the Selectmen's Rules and Regulations, as duly posted at the Transfer Station, will result in the issuance of a warning letter from the Superintendent of the Department of Public Works.

36.8 Subsequent violations of the Rules and Regulations at the Transfer Station, after the first warning letter has been issued, will result in a fine for each subsequent violation. Fines are set annually by the Select Board and shall be paid within thirty (30) days on notification from the Select Board or their designee.

36.9 The Select Board will govern the process for administrating the imposition of fines, which may be appealed to the Select Board or their designee within thirty (30) days of the date of notification by the Town. After due notice and hearing, the Select Board or their designee shall have the authority to uphold, modify or repeal any such fine imposed. No fine will be delinquent while an appeal is pending before the Board or their designee. Violators shall have ten (10) days to pay said fines if notified by the Selectmen or their designee that the appeal has been denied. No transfer station permit will be issued to residents with delinquent fines.

36.10 The Police Department is further authorized to prosecute any delinquent unpaid fines pursuant to the applicable provisions of state statute.

Open: Wednesday through Saturday 8 a.m. to 6 p.m.

FOR INFORMATION ABOUT DISPOSAL OR FUNDRAISING CALL THE TRANSFER STATION (508) 485-2511 or DPW (508) 485-1210

Please note the transfer station is under video surveillance.

UNACCEPTABLE WASTE

(1) State Waste Ban Law

The following items **MUST** be **RECYCLED** per Massachusetts State Regulations **310 CMR 19.017** and thereby are prohibited from disposal in the Transfer Station Compactor.

Paper	Glass Containers	Recyclable Plastic Containers (Single Polymer Plastics)	Yard Waste	Lead Acid Batteries
Cardboard	Metal Containers		Leaves	White Goods
Textiles	Mattresses	Box Springs – All Types		

These recyclables in addition to many others are collected at the Recycling Center. Refer to the Recycling Guide for a complete list of all acceptable items.

(2) Other items in addition to (1) above that **ARE PROHIBITED** from the Transfer Station Compactor per Massachusetts State Regulations or contractual agreement with Wheelabrator Millbury, Inc. are:

• Acids • Ammunitions, Explosives & Ordinance Material • Animal & Human Remains • Asbestos • Asphalt • Bath Tubs • Biological Waste • Brick • Cable • Cathode Ray Tubes (TVs and Computer Monitors) • Caustics	• Cesspool or Other Human Waste • Chemicals Cleaning Fluids • Commercial Food Waste • Concrete • Drugs • Empty Chemical Containers • Fill • Firearms • Flammables • Fluorescent Bulbs • Gravel	• Hazardous Waste • Hot Loads • Home Sharps • Insecticides • Liquid Waste • Loam • Non-burnable Construction Material • Oil Based Paint • Oils-Crankcase, Cutting, Drained • Paints (liquid) • Pathological Waste	• Pesticides • Petroleum Products • Poisons • Radioactive Material • Scrap Metal • Sheetrock • Tree Logs, Stumps • Wallboard • Wire • Wood (GREATER than 2 ft. long or 2 ft. wide and/or 4 in. diameter)

ACCEPTABLE WASTE

ITEMS THAT CAN BE DISPOSED IN TRANSFER STATION COMPACTOR

• Ashes & sawdust (cold & bagged) • Construction Debris (limit 2-32 gal barrels) • Demolition Debris, incl. carpet (limit 2-32 gal barrels) • DRIED LATEX Paint	• Furniture (Some furniture may be left at Swap Shop) (remove springs from sofa beds) • Garbage (wrapped, bagged – discard with household rubbish) • Miscellaneous hardware (screws, nails, bolts and nuts)	• Non-recyclable plastics • Plastic toys • Pots and pans • Porcelain sinks	• Small kitchen appliances (may also be left at Swap Shop if useable) • Toilets • Wood LESS than 2ft long and 2 ft wide and 4 in thick (limited to same amounts as construction and demolition debris 2-32 gal barrels)

TOWN OF SOUTHBOROUGH TRANSFER STATION
LOCATED AT THE JOHN BOLAND PUBLIC WORKS FACILITY
147 CORDAVILLE ROAD, SOUTHBOROUGH, MA 01772

HOURS OF OPERATION: WEDNESDAY THROUGH SATURDAY 8AM-6PM

The SWAP SHOP closes daily at 5:00 p.m. and will be closed if conditions warrant. Facility closes promptly at 6:00 pm when the entrance & exit gates will be locked. Users may be politely asked to leave the facility by 6:00 pm if they did not provide ample time to offload their recycling materials & brush or discarding large quantities of refuse. Failure to leave the facility by 6:00 pm may result in revocation of your Transfer Station permit.

GENERAL

The Southborough Transfer Station is for the disposal of **RESIDENTIAL** refuse and the recycling of **RESIDENTIAL** materials **generated in Southborough by Southborough residents**. **Commercial Refuse will not be accepted.** Residents are required to obtain and display a Transfer Station permit, in the form of a sticker, each year to gain access to the Transfer Station. See the Town's website, www.southboroughtown.com, for further clarification regarding residential versus commercial refuse.

DISPOSAL RULES

a) The attendants on duty have full authority over the disposal and recycling areas. Residents using the transfer station must follow the attendant's directions. If a DPW attendant sees that a permit is not permanently adhered to the vehicle they may deny service until the sticker is permanently affixed to the permitted vehicle, if the vehicle registration number does not match your vehicle, they may confiscate your permit. Either of these scenarios may result in a fine and/or permit revocation.
b) Identification, proof of payment (sticker) and temporary passes must be shown upon request of the attendant.
c) Only household trash generated in Southborough shall be disposed of at this facility.
d) In addition to these regulations, State Solid Waste Laws and Regulations apply to waste disposal at this facility (MGL 21H; MGL CH 111 §150A; MGL CH 21E; MGL CH 21D; and 310 CMR). Failure to comply with the Local or State Laws and Regulations may result in permit revocation and/or fines. See: https://www.mass.gov/lists/waste-recycling-laws-rules for more information.

OBTAINING TRANSFER STATION PERMITS

Please call the DPW at 508-485-1210 with any questions

WHEN TO PURCHASE PERMITS

a) New permits may be purchased starting on July 1; they are valid to use upon purchase.
b) The new permit must be in place by September 15 of each year or the vehicle will be denied access to the transfer station.

HOW TO PURCHASE PERMITS

ONLINE	https://southboroughma.viewpointcloud.com/ There is a transaction fee for credit/debit and e-check transactions
BY MAIL	Please use mail-in application. Make checks payable to: **TOWN OF SOUTHBOROUGH** Mail to or drop off at: Southborough DPW 147 Cordaville Rd. Southborough, MA 01772
IN PERSON AT THE DPW	Bring a copy of the vehicle registrations you want stickers on (up to 4) along with a check, credit/debit (there is a transaction fee), ***NO CASH***. Mon. through Fri. 7:30AM to 4:00 PM Southborough DPW 147 Cordaville Rd. Southborough, MA 01772

Permits CANNOT be purchased at the Transfer Station

PERMIT FEE SCHEDULE

PERMIT FEE IS NON-REFUNDABLE	Non-Senior Residents	Senior Residents *
	Any time After July 1	Any time After July 1
1st Permit	$ 275.00	$ 40.00
Additional Permits (up to 3)	$ 20.00 each	$ 10.00 each
PRO-RATED PERMIT - New Residents ONLY		
Available for purchase 11/1 to 6/30	$22.92*/Mo. from month of home purchase to Aug. 30.	

*** SENIOR RESIDENTS** - Residents who are owners of record of a Southborough residence, a lessee or renter who will turn age 65 on or before 12/31/24

PLACEMENT OF PERMIT



a) The Transfer Station permit must be permanently affixed on the outside of the vehicle on the VERTICAL SURFACE of the driver's side FRONT bumper or driver's side FRONT windshield on the vehicle permitted. Transfer Station permits must be visible at all times. Permits are valid upon purchase so please affix permit to vehicle immediately.

TEMPORARY PASSES

a) Sometimes valid permit holders may require the use of an unpermitted vehicle to transport refuse and other items to the transfer station. In such instances, a temporary pass may be issued. A temporary pass will be valid for not more than two (2) weeks and may be renewed one (1) time, at the discretion of the DPW Office. To receive a temporary pass, residents must:
   - Be a valid existing permit holder
   - Supply the make, model, color, owner's name, address, and registration number of the alternate vehicle
   - Request a temporary permit at the DPW Office

INABILITY TO PAY

a) Transfer Station Permit Fee may be waived upon approval by the Select Board. Approval will be based on an inability to pay or an extreme hardship. An online application is available at: https://tinyurl.com/TS-Waiver. The DPW will issue the permit for an approved waiver.
b) Waivers are valid for one permit year at a time.

VEHICLES

Only cars and pickup trucks that have a current Southborough transfer station permit, or a valid temporary pass, and that are carrying **residential household trash** will be admitted to the town transfer station.

RESIDENTIAL VEHICLE DESCRIPTIONS

a) ***Cars***: All passenger cars, station wagons, SUVs, mini-vans and full-size window vans registered as passenger vehicles.
b) ***Pickups***: All **single** rear wheel pickup trucks and vans with a gross vehicle weight (GVW) rating less than 11,500 lbs., registered to a resident.

VEHICLES NOT ALLOWED (regardless of GVW or registration)



(1) No pickups with bed hoists or dump



(2) No high cube vans or Delivery Box Trucks



(3) No utility trailer over 10 ft. long

GENERAL INFORMATION

- All Permits must have the license plate numbers of the vehicle that they are assigned to written on them.
- Vehicles with permits that do not match the vehicle's plate number will be in violation of the Transfer Station Rules and Regulations.
- Residents whose plate number is on a permit that is attached to a vehicle with a different plate number are also in violation of the Transfer Station Rules and Regulations.
- A permit is only valid if it is attached in the correct location to a vehicle whose plate number matches that written on the permit.
- All areas of the Transfer Station, including the Swap Shop and all donation containers, are restricted to use only by current Southborough residents with a valid permit.
- A permit is no longer valid if the resident has moved from Southborough.
- Removing materials from recycling bins, compactors, Goodwill and Habitat ReStore is prohibited.
- Salvaging parts in the metal pile is prohibited.
- Climbing over fences or into or onto bins, compactors or the metal pile is prohibited.
- The Southborough transfer station does not accept cathode ray tubes (CRTs) or flat screen monitors and TVs. CRTs are computer monitors and televisions that have picture tubes. There is a yearly CRT collection at Household Hazardous Waste Day when these can be recycled for a fee. Information regarding other recycling options is available at the DPW.

IT IS AGAINST THE LAW TO DISPOSE OF CRTS AS REFUSE

HOUSEHOLD HAZARDOUS WASTE DAY - CRT COLLECTION DAY – October 19, 2024 -- YOU MUST HAVE A VALID PERMIT TO PARTICIPATE IN HHW DAY– CRTs WILL BE COLLECTED FOR A FEE

2024 - 2025 ALL FINES $250.00

VIOLATIONS AND FINES

In compliance with Article III entitled, "Transfer Station, Violations and Fines" of Chapter 36 of the Code of the Town of Southborough entitled "Selectmen" the following shall apply:

36.6 Pursuant to the duly promulgated Rules and Regulations of the Select Board, valid transfer station permits will be required for all residents utilizing the transfer station and its related facilities.

36.7 Failure to adhere to the provisions of the Selectmen's Rules and Regulations, as duly posted at the Transfer Station, will result in the issuance of a warning letter from the Superintendent of the Department of Public Works.

36.8 Subsequent violations of the Rules and Regulations at the Transfer Station, after the first warning letter has been issued, will result in a fine for each subsequent violation. Fines are set annually by the Select Board and shall be paid within thirty (30) days on notification from the Select Board or their designee.

36.9 The Select Board will govern the process for administrating the imposition of fines, which may be appealed to the Select Board or their designee within thirty (30) days of the date of notification by the Town. After due notice and hearing, the Select Board or their designee shall have the authority to uphold, modify or repeal any such fine imposed. No fine will be delinquent while an appeal is pending before the Board or their designee. Violators shall have ten (10) days to pay said fines if notified by the Selectmen or their designee that the appeal has been denied. No transfer station permit will be issued to residents with delinquent fines.

36.10 The Police Department is further authorized to prosecute any delinquent unpaid fines pursuant to the applicable provisions of state statute.

Open: Wednesday through Saturday 8 a.m. to 6 p.m.

FOR INFORMATION ABOUT DISPOSAL OR FUNDRAISING CALL THE TRANSFER STATION (508) 485-2511 or DPW (508) 485-1210

Please note the transfer station is under video surveillance.

UNACCEPTABLE WASTE

(1) State Waste Ban Law

The following items **MUST** be **RECYCLED** per Massachusetts State Regulations **310 CMR 19.017** and thereby are prohibited from disposal in the Transfer Station Compactor.

Paper	Glass Containers	Recyclable Plastic Containers (Single Polymer Plastics)	Yard Waste	Lead Acid Batteries
Cardboard	Metal Containers		Leaves	White Goods
Textiles	Mattresses	Box Springs – All Types	Tires	

These recyclables in addition to many others are collected at the Recycling Center. Refer to the Recycling Guide for a complete list of all acceptable items.

(2) Other items in addition to (1) above that **ARE PROHIBITED** from the Transfer Station Compactor per Massachusetts State Regulations or contractual agreement with Wheelabrator Millbury, Inc. are:

• Acids • Ammunitions, Explosives & Ordinance Material • Animal & Human Remains • Asbestos • Asphalt • Bathtubs • Biological Waste • Brick • Cable • Cathode Ray Tubes (TVs and Computer Monitors) • Caustics	• Cesspool or Other Human Waste • Chemicals Cleaning Fluids • Commercial Food Waste • Concrete • Drugs • Empty Chemical Containers • Fill • Firearms • Flammables • Fluorescent Bulbs • Gravel	• Hazardous Waste • Hot Loads • Home Sharps • Insecticides • Liquid Waste • Loam • Non-burnable Construction Material • Oil Based Paint • Oils-Crankcase, Cutting, Drained • Paints (liquid) • Pathological Waste	• Pesticides • Petroleum Products • Poisons • Radioactive Material • Scrap Metal • Sheetrock • Tree Logs, Stumps • Wallboard • Wire • Wood (GREATER than 2 ft. long or 2 ft. wide and/or 4 in. diameter)

ACCEPTABLE WASTE

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TOWN OF SOUTHBOROUGH

OFFICE OF THE SELECT BOARD
TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 · FAX (508) 983-7752 · selectboard@southboroughma.com

Notice of
PUBLIC HEARING
Town of Southborough

The Southborough Select Board shall hold a public hearing on Tuesday, July 16, 2024 at 6:30 p.m. in the Hearing Room of the Southborough Town House, 17 Common Street, Southborough, MA to consider proposed revisions to Water Regulations for FY25. Interested citizens may attend and provide their comments. Online participation is also permitted and can be found by visiting the "Virtual Meeting" page on the Town website: https://www.southboroughtown.com/674/Vil-Meetings.

Enclosure: Proposed revisions of the Water Regulations

Select Board
Town of Southborough

INTEROFFICE MEMO

To: Selectboard as Water Commissioners
cc: Mark Purple, Executive Administrator
From: William J. Cundiff, P.E., DPW Superintendent
Date: June 13, 2024
RE: Water Regulation Revision – Work on Private Property

The Water Department Rules and Regulations (adopted 1/27/1987), are outdated and need to be revised. The plan is to revamp these regulations in their entirety in FY25. However, currently there is one aspect of the regulations that should be revised forthwith.

Section V. B. (page 17) states:

> *"All service pipes one-inch in diameter and less up to and including the shut-off valve before the meter shall be maintained by the Water Department."*

Proposed Revision:

> *"All water service pipes located between the water main and the curb stop ~~one-inch in diameter and less up to and including the shut-off valve before the meter~~ shall be maintained by the Water Department. Water services located between the curb stop and the water meter shall be maintained by the customer/owner. Water Service leaks between the curb stop and the meter may result in water shut-off until the leak is repaired."*

The logic associated with this revision pertains largely to liability (as well as cost) associated with work on private property for water service lines that were installed by private builders (unlike water mains installed by the Water Department). Over the years, we have identified many issues with service line construction ranging from less than ideal locations (ie. Under walls, driveways, walkways, decks, interior cabinets or finished basements, etc) as well as poor construction quality (backfill containing boulders over pipe, different pipe materials, etc.). Leaking service lines have cost the water department tens of thousands of dollars in the past and sometimes result in lingering customer dissatisfaction with the quality of restoration (ie. Walkways, driveways, decks, cabinets, etc.). On occasion, an insurance claim will be filed. The bottom line is the water department should not be digging up private property.

Accordingly, I am requesting the Select Board to approve the above regulation change.

TOWN OF SOUTHBOROUGH

WATER DEPARTMENT

TOWN OF SOUTHBOROUGH, MASSACHUSETTS

Water Department Rules and Regulations

TOWN OF SOUTHBOROUGH, MASSACHUSETTS

Water Department Rules and Regulations

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I. GENERAL INFORMATION

A. Definitions

1. Water Department - The Water Department of the Town of Southborough, Massachusetts as represented by its Board of Water Commissioners, Superintendent or duly authorized employees or agents.

2. Application for Water Service - The form signed by the customer or his designated representative for the purposes of obtaining water service from the distribution system which shall be considered as a contract between the Water Department and the applicant.

3. Customer - The party making application for water service to any dwelling unit or units, commercial business, corporation, industry or government agency.

4. Distribution System - The system of existing water mains which are installed or presently located in accepted roadway layouts, rights of way or easements within the corporate limits of the Town of Southborough which provide water for fire protection and domestic service.

5. Water Service - The pipe extending from the distibution main to the customers dwelling or other structure, up to and including the water meter.

6. Single Family Dwelling - A single family home used as temporary or permanent living quarters.

7. Multiple Dwellings - Multiple dwellings shall be deemed to include but not be limited to, duplex homes,

nursing homes, apartment buildings, town houses, elderly or family housing complexes, or condominiums.

8. Commercial Structures - Commercial structures shall be deemd to include but not be limited to hotels, motels, restaurants, department stores, food markets, or other facilities furnishing consumer or user services.

9. Industrial Structures - Structures where goods are manufactured, stored, or dispensed for consumer use.

B. Service Area

The territory served by the Water Department to the extent of the Town's corporate boundries.

C. Office Location and Hours of Work

The offices of the Water Department are located at Common Street, Southborough, Massachusetts, 01772. The office is open Monday through Friday from 7:00 AM to 12:00 PM and from 12:30 PM to 4:00 PM. The office is closed Saturdays, Sundays and on legal holidays.

Scheduled meetings of the Board of Water Commissioners

Meetings held every other Tuesday at 7:30 P.M. at the Water Department Office, Common Street, Southborough, MA 01772.

Appointment to be made seventy-two (72) hours in advance for Board of Water Commissioners meeting to be put on the agenda, or discretion of the Board.

Information may be obtained by calling (617) 485-1845 during normal business hours.

D. Application for Water Service

Application for water service must be made by the customer or his designated representative and signed in writing at the office of the Water Department on forms provided by the Water Department, stating fully and truly the use to which the water is to be applied.

1. An approval of the application by the Board of Water Commissioners or their duly authorized representatives shall constitute a contract between the Water Department and the applicant, obligating the applicant to pay the Water Department its established rates and charges and to comply fully with these Rules and Regulations.

2. The Water Department reserves the right to assign the size and location for the water service.

3. Applications will be approved subject to an existing main in an accepted roadway, right-of-way or easement abutting the premises to be serviced, but approval shall in no way obligates the Water Department to extend its mains to service the premises or to cause increasing pressures or volume of water to said premises, except as may be hereinafter provided.

4. The rendering of service by the Water Department and the acceptance thereof by the customer shall be deemed a valid contract between the parties, their heirs, assigns or succcessors, including and subject to all the provisions of the Water Department's rates, rules and regulations applicable to that service, whether or not a

signed application is made by a customer and accepted by the Water Department.

5. Use of water is to be confined to the premises named in the contract. No customer shall supply another not entitled to the use of water, nor shall be use it for any purpose not mentioned in his application. No person shall obtain water service from any hydrant, or other fixture of the distribution system without previous consent of the Water Department.

6. A set fee of deposit shall be made with each application.

7. The Water Department superintendent shall investigate each application and make a recommendation to the Board of Water Commissioners is deemed necessary within fourteen (14) days of receipt thereof. The Board shall render their decision on each application within fourteen (14) days of receipt of each recommendation.

8. Upon completion of a water service installation or water main extension, any outstanding balance due and payable to the Water Department for services rendered shall be due and payable within 30 calendar days.

9. The Board of Water Commissioners reserves the right to delay a request for approval of any occupancy permit that may be required pending full payment on outstanding accounts.

E. Emergency Services. Emergencies may be reported after normal working hours and on weekends and holidays to the Southborough Police Department.

II. WATER RATES

A. General

Each customer shall be billed for water usage at the prescribed current rates in force at the time of billing.

1. Checks should be made payable to the Town of Southborough. Remittances in cash sent by mail are at the customers risk. If receipts are requested, a stamped self-addressed envelope shall be enclosed with each remittance.

2. A penalty fee shall be assessed for checks submitted and returned to the Tax Collectors for insufficient funds and for late payment of water bills. Such penalties shall be as established from time to time by the Board of Water Commissioners and Collectors Office.

3. The failure of the customer or his agent to receive notice of his water bill does not relieve him of the obligation of its payment nor from the consequences of its non-payment.

B. Domestic Accounts

Water usage shall be billed quarterly.

1. Bill periods shall be as follows:

a. January

b. April

c. July

d. October

2. Payment is due within 30 calendar days of the date of mailing, however after 45 days all bills are subject to 10% penalty.

3. In the event that meters are stopped, frozen or otherwise damaged, or entry for reading purposes cannot be made, water usage shall be based on the prevailing minimum rate or may be averaged over previous billing periods at the discretion of the Water Department.

C. Commercial and Industrial Accounts

For commercial and industrial accounts, billings shall be made on a monthly basis.

1. All meters shall be read starting the tenth day of each month or the closest working day thereto.

2. Billings for metered service shall be sent out by the tenth day of the following month of the meter readings. Bills shall be paid within thirty (30) days of the date of billing.

3. Failure to make such payment shall subject the customer to the provisions for delinquent accounts.

D. Policy for Granting Abatements to Water Bills. The policy of the Board of Water Commissioners in cases involving higher than ususal water bills due to excessive use of water in a billing period is to grant an abatement as outlined below. The following ocnditions will be followed in granting an abatement.

1. The customer or his representative shall appear before the Board to request an abatement and explain the reasons for so doing.

2. An abatement will be granted in those cases where the excessive use of water was beyond the reasonable control of the user, such as a leak in property, buried pipes that are not visible to the eye.

The Board of Water Commissioners will decide if the excessive use was beyond reasonable control.

3. The Board of Water Commissioners reserves the right to inspect the customers premises to examine the cause of the excessive usage prior to granting an abatement.

4. Any abatement granted will be limited to the excessive use of a minimum of 100,000 cubic feet of water per a three month period.

5. The abatement will be calculated by determining the average use of water by the customer during the past 12 months and subtracting this average from the amount used during the period for which an abatement is requested. In no case will an amount less than an equivalent of 1000 cubic feet per three month period be subtracted from the amount in question. The value of the abatement will then be calculated by multiplying the resultant quantity by 0.8 and applying the water rate cost in force at the time the excessive use occured.

The intent of this policy is to grant relief to customers who incur an excessively high water bill, due to

resaons beyond their reasonable control. It is further intended, that the water department must charge users of unexpected large quantities of water (as explained above) only that amount which covers the expense of providing such water. The anticipated income to the water department does not include periodic cases of unexpected high users by homeowners.

E. Delinquent Accounts

1. On any account found to be delinquent collection may be initited by any of the following procedures.

a. Collection through small claims court or any other court having the appropriate jurisdiction.

b. Attachment of property by use of a lien.

2. A late fee will be added after 30 days on overdue accounts.

F. Transfer of Ownership

In the event of the transfer of ownership of dwellings or other structures served by the water system, the current owner or his authorized agent shall notify the Water Department of such sale or transfer and a final reading and bill will be issued by the Water Department.

1. Such notification shall include a request for an accounting of current usage, overdue balances and any liens or adjustments thereto.

2. The name(s) and addresses of the new owners or corporations whether individually or jointly owned shall be furnished upon notification for a final reading.

3. Failure by the seller to pay any outstanding balances due on account shall not affect the water departments right to recover such payments due by legal remedy. Any outstanding balance not paid at the time of sale or transfer shall be considered as a lien on the property and be subject to collection by the Town of Southborough in accordance with the applicable provision of MGL Chapter 40.

III WATER SERVICE FEE'S

A. New Water Mains and Services

At the time of application for a water main extension or new or renewed service, a deposit at prescribed rates established by the Board of Water Commissioners for installation of varying types and sizes of such extensions or services shall be required to cover the cost of capital expenditures applicable to system expansion and maintenance thereof, which for the purposes of these Rules and Regulations shall be considered as a demand fee.

1. All costs for labor, equipment, tools and materials encurred by the Water Department shall be billed at the rates that may be established from time to time by the Board of Water Commissioners.

2. Copies of the latest charges for labor, equipment, tools and materials may be obtained upon request from the Water Department.

3. Water main or service installations larger than one-inch in diameter, shall be considered on a case by case basis, and applicants may be required to hire private contractors approved by the Water Department to perform this work. All such work and materials shall be subject to inspection and approval by the Superintendent or his authorized representative.

4. Payment for all work and materials furnished by the Water Department shall be made prior to commencing work.

B. Temporary Services

Application for temporary services for construction purposes or agricultural use shall be considered on a case by case basis by the Water Department. In general, a demand fee payment will not be required, however, all required work and materials will be billed as specified, hereinbefore. Water usage shall be metered and billed at prevailing rates.

C. Private Fire Systems

All water supplied through fire service piping systems, may at the discretion of the Water Department be metered and special measuring or detection devices shall be furnished, installed and maintained by the user.

1. Meters shall be of the compound or turbine type as required to supply required domestic and/or fire flows to the structure to be serviced.

2. Applications for fire service lines shall be accompanied by detailed drawings, flow calculations, Insurance Service Office (ISO) requirement data, projected

consumption data, etc., prepared by an Engineer registered in the Commonwealth of Massachusetts.

3. Systems shall be so designed, installed and maintained so as not to create hydraulic problems within the existing distribution system.

D. Swimming Pools

Any customer or contractor submitting a request to fill a swimming pool shall apply in writing to the Water Department.

1. For new installations, the applicant or contractors shall furnish a copy of an approved building permit issued by the Town of Southborough.

2. The name and address of the applicant and approximate gallonage required shall be furnished.

3. The Water Department shall be held harmless for any damage caused to private property due to filling new or refilling of existing swimming pools, nor shall it be responsible for the quality of water supplied for such purpose. The rate of filling shall be based on distribution system conditions at the requested time of filling and the Water Department reserves the right to postpone the filling operation as it deems necessary based on system conditions or during periods of heavy use.

4. All applications for filling swimming pools will be denied during the enforcement period of a water ban.

5. A service charge shall be assessed by the Water Department for services that may be rendered at a rate as

established by the Board of Water Commissioners. Water usage shall be billed at prevailing rates.

IV METER INSTALLATION TESTING AND REPAIR

A. General

Meters shall be required for all domestic, commercial and industrial services and the Water Department will determine appropriate sizes and types of meters to be installed.

1. The Water Department shall furnish, install and maintain water meters up to 3/4-inch in size at prescribed rates as established by the Board of Water Commissioners, subject to the conditions noted hereinafter.

2. Meters over 3/4-inch in size shall be purchased by the applicant and shall only be installed by licensed plumbers and in accordance with the requirements of and under the direct supervision of the Water Department. Meters so purchased shall conform to the requirements of the Water Department and be furnished with all necessary accessory items to complete the installation, and shall be installed in such manner so as to protect the meter from damage and to facilitate removal, replacement and reinstallation.

B. Location

All meters shall be set, as nearly as possible, at the point of entrance of the service pipe to the building and the customer shall provide and maintain a clean, dry, warm and accessible place therefore. Meters once set may be changed in location at the request of the customer, at his expense,

and work may be done only by an agent of the Water Department or by a contractor approved by the Water Department.

When and if the customer fails or neglects to furnish a suitable location for a meter inside the building, or where for other reasons it is necessary or expedient to locate the meter in an underground box or vault, the customer shall bear the expense of same.

C. Access

All meters shall become subject to control by the Water Department upon satisfactory installation and testing. The officers or agents of the Water Department shall have free access to all premises supplied with water. At reasonable hours, to permit the inspection of plumbing and fixtures, remove or read meters, to ascertain the amount of water used and the manner of use, and to enforce the intent of these Rules and Regulations.

D. Testing

For meters 3/4-inch and larger, accuracy tests shall be conducted in accordance with the schedule shown under Paragraph 9, or as may be otherwise required by the Water Department if the accuracy of readings is questionable. Field tests shall be conducted in the presence of the Superintendent or his authorized representative and if the field test show inaccurate readings, the meter shall be removed for repairs. The customer shall make arrangements for the removal and repair of any defective or non-registering meter within fifteen (15) days after

receiving notice from the Water Department and shall advise the Water Department of the date that the meter is to be removed from service so that a reading may be obtained. Certified copies of factory tests before and after repairs are made shall be submitted to the Water Department. All expenses covering, field testing, removal, transporting, repairs and re-installation shall be borne by the customer.

1. Tests to determine the accuracy of each meter will be made in accordance with the following schedule or as often as the Water Department may deem necessary. For services up to 5/8-inch in size, meter repairs or replacements necessitated by ordinary wear will be made by the Water Department.

2. Meter Size

	5/8"	3/4"	1"	1½"	2"	3"	4"	6" & over
Interval between tests (years)	10	10	4	4	4	2	1	1

3. A customer may at any time question the accuracy of the meter on his service in accordance with the provisions of Chapter 40, Section 39I shall be tested only after the Water Department receives the request in writing.

4. If the testing of a meter as hereinbefore provided shows that it fails to register correctly within two percent, the charge to the customer shall be adjusted accordingly as the registration varies from 100 percent. Such adjustment shall appy to the current period only, unless it is apparent to the Water Department that a previous

period's consumption has also been affected by the same error.

E. Maintenance

If a water meter is damaged by freezing, hot water or other fault of the customer, all removal, repair and/or replacement charges will be billed to the customer.

F. Non-Registering

If a meter does not register during a billing period due to mechanical failure, or has been removed for repair or testing, the bill will be based on the average daily rate of consumption following the meters replacement. If the meter is not installed during the billing period the bill will be based on the average daily rate of consumption over the previous year.

G. Tampering

If a water meter is tampered with or defaced in order to prevent the proper registration of the water consumed, the customer will be prosecuted to the full extent of the law.

Penalties may be assessed customers to the extent as proivided by laws. If the customer fails to remove any violation or comply with any written order of the Water Department immediately water service may be restricted or shutoff.

A list of violation fees may be obtained from the Water Department.

V. SERVICES

A. General

All services shall be installed in accordance with these Rules and Regulations.

1. On new installations or renewals of existing service pipes, only one customer will be supplied through one service pipe. Where more than one customer is now supplied through one service pipe and under the control of one curb shut-off, any violation of the Rules and Regulations of the Water Department by either or any of the customers so supplied shall be deemed a violation by all and the Water Department may take action as could be taken against a single customer. Such action shall not be taken until the customer who is not in violation of the Water Department Rules and Regulations has been given a reasonable opportunity to attach his pipe to a separately controlled service connection.

2. In the event that the Department proposes to restricted or shut off service to a customer involving a landlord-residential tenant account, the Water Department will first notify the Board of Health. Such notice shall only be given if no payment arrangement can be made with the landlord before service is restricted or shut off. Thereafter, the Board of Water Commissioners after consulting with the Board of Health, shall have the discretion to direct the manner in which the the restriction or shut off shall be accomplished, such as, but not limited to, a requirement that as many residential tenants as may reasonably be possible be notified of the action which may affect them.

3. The operation of curb stops or gate valves on of any water service or water main extension is forbidden by anyone other than the Water Department.

4. In the event the customer requests water to be turned on of off, the Water Department will not be responsible for any damages occurring due to such action requested.

B. Ownership

All service pipes one-inch in diameter and less up to and including the shut-off valve before the meter shall be maintained by the Water Department.

1. All customers are urged to maintain the plumbing and fixtures within their own premises in good repair. They shall be required to make any repairs necessary to conserve water.

2. Customers are urged to install water conservation devices.

C. Materials

All materials used for water service or water main extensions shall be as approved by the Water Department.

D. Installation

All water services and water mains shall be installed to a minimum depth of cover of four and one half (4½) feet.

1. Installation Period. The Water Department will not allow any service lines or water mains to be installed between November 1 and April 15, except by special

arrangement, or in the case of an emergency, in which case the customer shall pay for the excess over normal costs.

2. Approval. Work done by private contractors shall be performed in a manner satisfactory to the Water Department. If any defects in workmanship or materials are found, or if the customer's service has not been installed in accordance with the Water Department requirements, the water service will either not be turned on or will be disconnected if such defects are not corrected. All services or water main extensions shall be flushed, pressure tested and disinfected as required before acceptance by the Water Department. Any new additions or private additions shall be approved by the Water Department Superintendent. No customer shall install any additions or alter any service pipe(s) for any purpose not mentioned in the customer's application without first giving written notice to the Water Department and obtaining its approval.

3. Joint use of Service Trench. Service pipes will not be placed in the same trench with gas pipes, electric conduits, sewers, or other utilities.

4. Cross-Connections. No cross connection between the public water system and any nonpotable supply will be allowed unless protected by a system specifically designed for this purpose, and such connection is approved by the Water Department and by the Massachusetts Department of Environmental Quality Engineering. No connection capable of causing back-flow between the public water supply system and

any plumbing fixture, device, or appliance or between any waste outlet of pipe having direct connection to waste drains will be permitted. If the Water Department discovers such a connection, service will be discontinued immediately.

a. All customer services shall be protected with devices comensurate with the degree of potential hazard. All such devices shall be located at the service entrance and all water consumption within the premises shall pass through the protective device.

5. Backflow Prevention Devices. An approved backflow prevention device may be required on commercial and industrial enterprises using municipal water. The device shall be purchased and maintained by the customer. The device shall be inspected by the Water Department or by the state every six (6) months. The cost of said inspection will be billed to the customer as applicable.

6. Electrical and Telephone Grounds. No user of the municipal water system shall install an electrical or telephone ground of any sort to the water service or to their own plumbing.

7. Tapping Existing Water Mains. All taps in existing water mains shall be made by or under the supervision of the Water Department.

8. Operation of Valves and Hydrants. Operation of gate valves, curb stops and hydrants shall only be done by Water Department personnel.

E. Frozen Water Mains and Services. In those cases where customer-owned service pipes or mains are frozen, and it is determined that the main or service is not properly installed, the thawing may be done by the Water Department at the expense of the customer.

1. To avoid a re-occurance, the Water Department may order an examination of the customer's service pipe. If the service is not at a minimum depth of four and one half feet, as requried, the Water Department reserves the right to require it to be lowered before service is resumed.

2. Where mains or services are at the proper depth, all costs for thawing shall be borne by the Water Department.

F. Private Wells

All customers with private wells shall notify the Water Department of the number, size, depth, location of the wells and quantity used from these private sources.

1. No pipes or fixtures connected to the distribution water mains shall be connected to the private source. See section V D.4 and 5.

H. Insurance, Bonds and Permits

Insurance requirements for work done by private contractors in accepted town roads, rights-of-way and easements shall be as required by the Board of Selectmen, in addition road maintenance bonds may be required. All road opening permits shall be obtained through the Superintendent of the Southborough Highway Department or through the

Massachusetts Department of Public Works as applicable and copies furnished to the Water Department as required.

VI WATER MAIN EXTENSIONS

A. General

Extension of a water main to any residential, commercial or industrial development or to any subdivision thereof, in easements or ways established therein not formally accepted by the Town of Southborough as public ways and for water main extensions in accepted public ways shall be made only in accordance with the following terms and conditions.

1. The applicant for such extension(s) shall submit three copies of preliminary plans and a detailed utility impact study where required to the Board of Water Commissioners at least fourteen (14) days (Saturdays, Sundays and holidays excluded) prior to submission of preliminary plans to the Planning Board and prior to to requesting a meeting with the Board to discuss availability of water and design concepts.

2. Preliminary plans shall contain thereon the area to be serviced, which shall include all proposed and existing streets, ways, easements, existing utilities and topographical features. Water mains shall be shown extending to the furthest point of property and shall terminate with a main line gate valve and hydrant assembly as required by the Water Department. Plan size shall be 24-inches by 36-inches and shall be drawn to a scale of 40 feet to 1-inch. One mylar and two prints of each plan shall be submitted. Each

plan shall be stamped by a professional engineer registered in the Commonwealth.

3. Detailed utility impact studies shall include but not be limited to the following:

a. Anticipated fire flows, pressure ranges and other pertinent data within the sub-division or complex.

b. Potential or anticipated impact on the existing water dstribution system.

4. Upon receipt of the application and required data, the Board of Water Commissioners will review the data submitted and advise the application in writing within twenty (20) days (Saturdays, Sundays and holidays excluded), of its findings and recommendations, unless such time is extended by mutual agreement.

5. The Board of Water Commissioners or its authorized representative shall layout the location of water mains, valves, hydrants, etc., or may at its discretion require that a detailed review and analysis of the submitted material be made by its consulting engineer(s). Any and all costs for such review and analysis shall be made at the applicants expense. The Board will obtain an estimate of cost from its consulting engineer(s) and advise the applicant in writing within seven (7) days after receipt of the application (Saturday, Sunday and holidays excluded) of such costs and time required for the review. Payment for all costs relative to preliminary and final review of submittals shall be made by the applicant and shall be made directly to

Departments consulting engineer. No approval of final plans will be made or connections to the Town's water system authorized until such time as all payments for outside services have been made.

6. Certified copies of such right of ways, easements or other instruments that may be required or as may be necessary for the purpose of making and recording such installation(s) shall be submitted as required.

7. Upon submission and subsequent approval of definite plans by appropriate boards, commissions and agencies, the applicant shall cause to be executed an agreement between the Board of Water Commissioners on behalf of the Town of Southborough and himself indicating that title to new water mains in accepted Town roads, rights of way and easements shall be granted to the Town after the installation is completed and only after a one year guaranty period has expired from date of completion. A bond is an amount prescribed by the Board of Water Commissioners shall be required on behalf of the Town subject to conditions deemed in the best interest of the Town. This bond shall apply only to the water main(s) and appurtenant items in residential, commercial or industrial sub-divisions and not to pavement replacement and other restoration work which shall be subject to the control of the Highway Superintendent and Board of Selectmen.

8. Water mains and appurtenant items installed in residential, commercial and industrial complexes or

sub-divisions thereof shall remain the property of and responsibility of the applicant until such time as the roadways, right of way and easements therein are formally accepted by Town Meeting action.

9. In the event of an emergency, repairs to water mains and appurtenances will be made by the Water Department. Applicants or Contractors performing each week will be billed for all costs encurred by the Department and shall pay all such charges within thirty (30) days of receipt of the billing. If payment is not received within thirty (30) days, the Board of Water Commissioners shall institute action through the Collectors Office against the applicants or its bonding company to recover its costs. In non emergency situations, applicants will be given a maximum of seven (7) days to effect necessary repairs before action is taken by the Water Department.

B. Special Conditions in General

1. Statutory Requirements. The Contractor shall keep himself fully informed of all existing and future State and Federal Laws and municipal ordinances and regulations that may affect in any manner those engaged or employed in the work, or the materials used or employed in the work, and of all such orders and decrees of bodies or tribunals having any jurisdiction or authority over the same and of all provisions required by law applicable to the project, all of which provisions are hereby incorporated by reference and made a part thereof. He shall at all times himself observe

and comply with, and shall cause all his agents and employees to observe and comply with all such existing and future laws, ordinances, regulations, orders, and decrees; and shall protect and indemnify, orders, and decrees; and shall protect and indemnify hold harmless and defend the Town of Southborough, Massachusetts and all of its and their officers, agents, and servants against any claim or liability arising from or based on the violation of any such law, ordinance, regulations, order or decree, whether by himself or his employees or subcontractors.

All materials furnished and work done are to comply with all State, Federal and local laws and regulations.

2. Severability. The provision of the Standard Specifications for installing water mains and appurtenances and the Rules and Regulations of the Town of Southborough Water Department as adopted by the Board of Water Commissioners on 1986 are declared to be severable and if any provision thereof are held invalid they shall not affect the other provison thereof of either document which shall remain in effect. The Board of Water Commissioners reserves the right to make such changes in these Standard Specifications and the Rules and Regulations of the Water Department from time to time as it deems to be in the best interest of the Town.

3. Applicability. The attached Standard Specification shall apply to all water main extensions in Town roads, rights of way, easements and residential,

commercial and industrial sub-divisions and complexes within the corporate limits of the Town of Southborough as approved by the appropriate governmental regulatory agencies, boards or commissions.

4. Approvals. No work shall commence until such time as all required approvals by Local, State and Federal agencies have been made and sanctioned.

5. Permits. It shall be the Contractors responsibility to obtain all necessary permits that may be required for work on private and/or public property.

6. Bonds and Insurance. Road maintenance bonds in an amount prescribed by the Board of Selectmen shall be required for work in all Town roads and shall remain in effect for a period of one year after final acceptance of the work.

The contractor shall furnish proof of insurability to the Town of Southborough in the manner, amount and extent of coverage as required by the Board of Selectmen.

7. Guaranty. All work and materials shall be guaranteed for a period of one year from the date of acceptance by the Town of Southborough as noted under VI-A-7.

C. Special Requirements

1. Specifications. All work and materials shall conform to the specifications attached hereto. The Contractor shall provide all labor, equipment, tools and materials necessary to construct the work in accordance with these specifications.

2. Standardization of Materials. The Water Department has standardized on certain water works materials and the Contractor shall furnish all such materials without prejudice to their propratory status.

3. Project Scope. Based on the scope of the project, the Water Department may require full time observation of work with its own forces or by outside consultants. All costs relative to observation shall be borne by the applicant.

VII PRIVATE FIRE PROTECTION SYSTEM

A. General

An application for private fire service shall be accompanied by a plan of the proposed piping system together with a statement telling for what other purposes, if any, the system is to be used.

1. All fire service pipes in an accepted roadway right-of-way or easement shall be furnished, laid and connected at the applicants expense, and all portions of such fire service pipes which lie within the limits of an accepted roadway, right-of-way or easement shall be and shall remain the property of the Water Department upon acceptance.

2. Where a standpipe, reservoir, pump or other equipment is used, it shall be constructed so as to shield and protect the water system from all possible contamination and damage and shall be approved by the Water Department.

3. In construction of standpipes, reservoirs, pumps, etc., provisions shall be made for means of easy

access to their interiors by the agents of the Water Department for the purpose of inspection and maintenance as required by the Water Department. Where applicable a draw-off pipe shall be fitted for the purpose of drawing off water for inspection. Such draw-off pipe shall not be connected with a sewer, drain, or outlet in anyway that would permit pollution of the public water supply.

B. Metering

All fire services metered shall conform to the provisions of Section IV.

1. The customer may purchase and install a fire line compound meter and bypass piping as may be required by the Water Department; it shall be of a type approved by the Department and the National Board of Fire Underwriters.

2. The owner may be required to purchase and install a detector check valve with meters and by-pass piping; it shall be of a type approved by the Water Department and the National Board of Fire Underwriters; the Water Department reserves the right at any time to require the owner to install a fire line compound meter as described in the preceding paragraph.

C. Availability of Water

The Water Department does not guaranty that it can furnish proper quantities of water through any fire service nor does it undertake to guarantee anything relative to that service.

D. Flow Tests

Private fire service and fire apparatus connected therewith may be tested by the owners or by insurance inspectors under the following conditions:

1. Notice shall be given at the Water Department Office at least 48 hours in advance of any test and the date and hour agreed upon by the Water Department Superintendent or his authorized agent.

2. The tests shall be conducted in the presence of a Water Department agent.

3. All costs for Water Department personnel and equipment work shall be paid for by the customer.

VIII PUBLIC RESPONSIBILITY

A. General

Customers are not only responsible for the maintenance of certain water service connections and household plumbing systems, but also for their impact on the entire water distribution system.

1. No person(s) shall at any time, operate a fire hydrant or gate valve even if said hydrant of gate valve is privately owned.

2. Hydrants or valves can only be operated:

a. By the Water Department or its authorized agents thereof.

b. By fire fighters conducting training exercises or at a working fire or other emergency.

3. In the event the customer request water to be turned on or off, the Water Department will not be responsible for any damages occuring due to such action requested.

B. Damage to Water Department Property

Damage or vandalism to Water Department property should be reported immediately to the Water Department. Offenders will be prosecuted to the full extent of the law, and may be charged the entire cost of restoring the facility or structure to proper operating condition or for its replacement.

C. Waste and Leaks

Customers shall take all necessary measures to prevent waste of water. The Board of Water Commissioners shall determine what constitutes waste or improper use and will restrict the same when necessary.

D. Fluctuation of Pressure

No customer shall install or use water consumption apparatus which will affect the pressure or operating conditions of the distribution system, and which will so as to interfere with the service of another customer.

1. Where a customer has or proposes to install apparatus which requires water in sudden or excessive quantities, impairing pressure to the detriment, damage to the distribution system or cause disadvantage to other customers, the Water Department reserves the right to require such customer to install devices or apparatus which will

confine such fluctuation of demand or reduction of pressure to reasonable limits as determined by the Water Department.

2. If a customer, after receiving written notice from the Water Department fails to present an acceptable remedial plan to confine fluctuation of demand or reduction of pressure within the limits set by the Water Department, that customer's water service will be restricted or discontinued.

IX. OPERATION OF WATER DEPARTMENT

A. General

The Water Department will attempt to provide adequate volume and pressure of water at all times however, this cannot be guaranteed due to events beyond their control and normal operation requirements.

B. Flushing

A scheduled program for flushing mains shall be established by the Water Department. Notice of times and locations of planned flushing measures will be published in a newspaper of general circulation at least two (2) days prior to the date(s) of flushing.

C. Drought or Emergency

The Water Department reserves the right, in periods of drought or emergency or when deemed essential to the protection of public health, safety and welfare, to restrict, curtail or prohibit the use of water for secondary purposes, such as sprinkling of lawns, car washing, air conditioning,

or filling swimming pools and shall have the right to fix hours and periods when water may be used for such purposes.

D. Turning Water On or Off

A forty-eight hours (48) notice is required for turning on or shutting off water. The requested service will be provided as soon as possible after notification.

1. Emergency shut-offs at the customer's request will be attended to as soon as possible at any time.

2. Turn-offs in the event of any type of disaster or unattended home where a leak is discovered may be carried out without notifying the customer.

E. Interrupted or Unsatisfactory Service

The Water Department will not be responsible for any damages caused by shutoffs in the main or service pipes because of shortage of supply or for repairs, extensions, or connection, or for any other reason beyond the control of the Water Department. Notice of shutoff will be given when practicable, but nothing in these Rules and Regulations shall be construed as requiring the giving of such notice.

1. The Water Department will not be responsible for damages caused by discolored water, which may be caused by flushing of pipes, reservoirs, or standpipes, or the opening or closing of any valves or hydrants considered necessary or customary for system operation and maintenance or in emergency situations.

2. Acceptance of service by the customer shall be on the express condition that the Water Department shall not

be liable for any damages caused by bursting of pipes, collapse or leakage of customer's equipment, nor for any leakage from any pipes, fixtures, or other appliances wherever located between the main pipe and the point of leakage for any cause whatsoever.

3. The Water Department shall not be liable for damages to fences, walls, shrubs, walks, lawns or any other portion of the customer's premises occassioned by work or installation.

4. The Water Department in no way guarantees the quantity of water or water pressure or the quality of the water, but will endeavor to render the best possible service at all times.

F. Restriction or Discontinuance of Service

Any service may be restricted or discontinued for any of the following reasons:

1. An illegal service connection.
2. A cross connection to any other water supply.
3. Tampering with service connections and/or meters.
4. Denial of access to a representative of the Water Department for the purpose of:
   a. Reading meters.
   b. Checking and/or repairing meters or services.
   c. Checking water connections, appliance and/or fixtures.

5. Non-compliance with request to curtail the use of water under special conditions as determined by the Water Department.
6. A faulty backflow prevention device.
7. Use of water for other than described in the application.
8. Willfull waste of water.

The provisions of these Rules and Regulations are declared to be severable and if any provision hereof is held invalid, that shall not effect the other provisions hereof which shall remain in effect.

TOWN OF SOUTHBOROUGH, MASSACHUSETTS

Water Department Rules and Regulations

Approved January 27, 1987

By _____

_____

_____

Board of Water Commissioners
Town of Southborough, Massachusett

Approved as to Form

_____
Town Counsel

Jan. 23 87
Date

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Thursday, June 6, 2024, 8:00 AM
Location: Remote through Zoom
Present: Andrew Dennington, Kathryn Cook, Marguerite Landry, Sam Stivers and Al Hamilton. Town Administrator Mark Purple, Assistant Town Administrator Vanessa Hale and Bernard Lynch of Community Paradigm Associates, LLC

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Chair Kathy Cook called the meeting to order at 8:01 AM.

II. Building Commissioner – Interview and consideration of appointment

Ms. Cook introduced Mr. Lynch and Mr. Lund and reviewed the process for the interview. The Board took turns asking Mr. Lund their list of thirteen questions. Mr. Lund gave a background of his experience, why he felt Southborough is a good fit for him professionally, his process for zoning enforcement, his management style, and responded to the questions asked as included in the packet. The Board emphasized the need for someone who has strong zoning enforcement skills and the ability and willingness to collaborate with staff and other departments and committees. He assured the Board he would be able to do both. Mr. Lynch gave a summary of the references he spoke to from the communities Mr. Lund has worked with. He added he was told that Mr. Lund works very well with others, his skills are excellent, and he is fair with his enforcement. He gave an example of one resident having said he is too strict and another resident from the same town having said that he is too lenient. He explained that this showcases Mr. Lund's ability to be fair and impartial in his determinations. Ms. Cook stated that Acting Building Commissioner Gene Novack is very supportive of this appointment as is Electrical Inspector Jim Colleary.

Mr. Stivers made a motion to appoint Mr. Chris Lund as Southborough Building Commissioner contingent on successful background checks and SAP process completion. Mr. Dennington seconded. The motion passed all in favor (5-0-0) by roll call vote: Dennington, aye; Landry, aye; Stivers, aye; Hamilton, aye; Cook, aye. Mr. Lund's first day will be July 1, 2024.

III. Adjournment

Mr. Dennington moved to adjourn at 8:50 AM. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Cook, aye; Ms. Landry (5-0-0).

Upcoming Meetings	
July 11, 2024	*July 12, 2024*

Respectfully submitted, Katie Barry, Business Administrator

List of Documents referred to at the June 6, 2024, SB Meeting:

- Building Commissioner Interview Question List

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Tuesday, June 10, 2024 6:30 PM
Location: Public Safety Training Room, 32 Cordaville Road Southborough, MA
Present: Andrew Dennington, Kathryn Cook, Sam Stivers, and Al Hamilton.
Others Present: Town Administrator Mark Purple and Assistant Town Administrator Vanessa Hale

I. Call Meeting to Order

Chair Kathy Cook called the meeting to order at 6:32 PM.

This was a special meeting to (1) set goals for the Town Administrator, Mark Purple, for the fiscal year beginning July 1, 2024 through June 30, 2025 and (2) set goals for the Select Board for the fiscal year beginning July 1, 2024 thru June 30, 2025. There were no other agenda items and there was no public comment. The meeting was in person only and no one else attended other than the four Select Board members, Mr. Purple and Ms. Hale.

II. Goal Setting for FY25

After discussion among the four members present, the Select Board established three sets of goals: (1) carryforward of certain goals from the prior fiscal year ending June 30, 2024; (2) establishment of new collective goals for the Select Board for the year ending June 30, 2025; and (3) establishment of individual goals for each member of the Select Board for the year ending June 30, 2025. All Select Board members that were present agreed on all goals. The official vote to approve was 4-0.

The Board agreed upon the continued goals from fiscal year 2024 as follows:

- Moving forward with RECC options
- Continuing negotiation with the Town of Hopkinton regarding the water project
- Committee simplification (reorganization of AHTFC and SHOPC)
- Review/implement the DOR financial study
- Guide and support the 21 Highland Committee.

The Board agreed to assign the fiscal year 2025 goals as follows:

- **Mr. Dennington:** replacement of the Town Center historic fence railing (finalize CPC application before 8/31 deadline)

- **Ms. Cook:**
  - Review of future plans for 2 East Main Street
  - Finalizing parking plan at the former Fayville Village Hall
  - Plans for the future use of Flagg School
- **Mr. Hamilton:**
  - Restoration of farming (including produce sales) at Chestnut Hill Farm

- **Mr. Stivers:**
  - Continued negotiations with National Grid
  - Plans for the future use of Newton Street land
  - Determine public access to Halloran property
- **Ms. Landry:**
  - Analysis of repairs/restoration to Old Burial Ground
  - Overall bylaw compliance

The Board agreed to the following administration/operational goals:

- Streamline routine Select Board decisions
- Set calendar to meet with most Boards and Committees once a year
- Plan for employee and volunteer recognition events, improve communication on Board accomplishments and future action items
- Develop a "State of the Town" address at the end of each fiscal year and include a Select Board report at Annual Town Meeting.

After discussion between the Select Board and Mr. Purple, four goals were established for Mr. Purple. The Board agreed to assign Mr. Purple the following goals for fiscal year 2025:

- The successful negotiation of the upcoming four Union contracts
- Assist the Board with the analysis of the Public Safety Staffing Study once completed and the implementation of recommendations
- Oversee the completion of the irrigation project for the Golf Course and the totality of golf course related issues (i.e. golf balls being hit onto residential property and possible damage)
- Assist with new Fire Chief onboarding

III. A motion to adjourn was made at 8:02 p.m. Motion to adjourn was approved 4-0.

Upcoming Meetings

July 16, 2024 *August 6, 2024*

Respectfully submitted,

Kathryn M. Cook, Select Board Chair

List of Documents referred to at the June 10, 2024 SB Meeting:

- Goals Worksheet FY25

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Tuesday, June 18, 2024 6:30 PM
Location: McAuliffe Hearing Room, Town House, 17 Common Street, Southborough, MA
Present: Andrew Dennington, Kathryn Cook, Sam Stivers and Al Hamilton. Town Administrator Mark Purple and Assistant Town Administrator Vanessa Hale. Present via ZOOM: Marguerite Landry

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Chair Kathy Cook called the meeting to order at 6:30 PM.

II. Public Comment

Ms. Marnie Hoolahan, 26 Clifford Road and speaking on behalf of the Planning Board, informed the Board and public that the Planning Board had selected two properties for the Area #1 portion of the MBTA zoning overlay district based on results of the Mapping Session that occurred on June 3rd. She urged the public to view the Planning Board's June 17th meeting for additional information.

Ms. Lisa Braccio, 13 Oregon Road, stated that she hopes the Annual Volunteer Appreciation Breakfast would be held before the end of the fiscal year.

III. Scheduled Appointments *(Board may vote)*

a. 6:30 PM – Class II License Hearing; EJ Automotive, 179 Boston Road, Southborough

Mr. Purple read the public hearing notice into the public record. Ms. Cook opened the public hearing at 6:33 PM. Mr. Justin Pessini and Mr. Ethan Pessini appeared before the Board on the matter. Mr. Justin Pessini stated that he is moving his three businesses to one location and seeks to move the license for up to twelve cars from 145 Boston Road to 179 Boston Road. There was no comment from the public. Mr. Stivers moved to close the public hearing at 6:35 PM. Mr. Hamilton seconded the motion. The motion was approved by roll call vote: Ms. Landry, aye; Mr. Hamilton, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Cook, aye (5-0-0). Mr. Stivers moved to approve transferring the Class II License from 145 Boston Road to 179 Boston Road, subject to the approval of the Police, Fire and Building Departments and with the hours listed on the application. Mr. Hamilton seconded the motion. The motion was approved by roll call vote: Ms. Landry, aye; Mr. Hamilton, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Cook, aye (5-0-0).

Ms. Cook heard Other Matters "e" at this time. Ms. Meme Luttrell called the Planning Board meeting to order at 6:37 PM. Members indicated present by roll call: Ms. Luttrell, present; Ms. Hoolahan, present; Ms. Braccio, present; Ms. DeMuria, present, Mr. Stein, present, via ZOOM, but technical difficulties prevented him from answering present.

b. 7:00 PM – Tree Hearing

Ms. Cook heard this matter after Scheduled Appointments "c." Mr. Chris Leroy, Tree Warden Designee, appeared before the Board on the matter.

i. Scenic Road Tree Removal Application – 20 Woodbury Road [request to remove 3 trees: one Pignut Hickory (20"), one Red Oak (24"), one Easter White Pine (20")]

Ms. Luttrell read the public hearing notice into the public record. Ms. Luttrell opened the public hearing at 7:03 PM. Mr. Runfeng Chen, 20 Woodbury Road, appeared before the Board and Planning Board on the matter. Mr. Leroy reported that he found no safety or health issues with any of the trees and Mr. Cliff Templeman, the Town's arborist, had no issues with the trees. The Planning Board

discussed the trees. Ms. Luttrell clarified that, if any trees are removed, Mr. Chen would cover the cost of removal because, although the trees are in the public right of way, this is a resident request. Ms. Hoolahan moved to remove Tree #1 at 20 Woodbury Road. Mr. Stein seconded the motion. Mr. Stein amended the motion to say that the resident would be allowed to remove Tree #1 at 20 Woodbury Road. The amended motion was approved by roll call vote: Ms. Luttrell, no; Mr. Stein, yes; Ms. Hoolahan, yes; Ms. DeMuria, no; Ms. Braccio, yes (3-2-0). Ms. Hoolahan moved to retain Tree #2 and Tree #3 at 20 Woodbury Road. Mr. Stein seconded the motion. The motion was approved by roll call vote: Ms. Luttrell, yes; Mr. Stein, yes; Ms. Hoolahan, yes; Ms. DeMuria, yes; Ms. Braccio, yes (5-0-0). DPW Superintendent Cundiff requested that the property owner hire a company that has the appropriate surety to work within the public right of way, something that the Town requires of all companies hired to work in the public right of way. The Board discussed the trees at 20 Woodbury Road. Mr. Hamilton moved to authorize the resident at 20 Woodbury Road to remove Tree #1 at his own expense, subject to an acceptable surety bond by the tree company hired to work in the public right of way. Mr. Stivers seconded the motion. The motion was approved by roll call vote: Ms. Landry, aye; Mr. Dennington, aye; Mr. Stivers, no; Mr. Hamilton, aye; Ms. Cook, aye (4-1-0). Mr. Leroy asked that any removal include stump grinding. Ms. Cook amended Mr. Hamilton's motion to include the words, "complete removal of the tree, including the stump." Mr. Stivers seconded the amended motion. The motion was approved by roll call vote: Ms. Landry, aye; Mr. Hamilton, aye; Mr. Stivers, no; Mr. Dennington, aye; Ms. Cook, aye (4-1-0).

ii. Scenic Road Tree Removal Application – DPW Tree Hearing List May 2024 [26 resident/DPW requested trees located on the following streets: Flagg, Middle, Wood, Meadow, Southville, Parkerville, Walnut, Woodland, Richards, Edgewood, Stowe and Deerfoot. The trees range in size from 12" to 48" and consist of 4 Maple, 9 Ash and 13 Oak trees]

Ms. Luttrell read the public hearing notice into the public record. Ms. Hoolahan asked to hold Tree #2, #21, #22, #24, #25 and #26. Ms. DeMuria asked to hold Tree #2, #5, #6, #18, #19, #21, #22, #24, #25 and #26. Ms. Braccio, Ms. Luttrell and Mr. Stein had no additional holds. Ms. Hoolahan moved to accept Trees #3 and #4 on the June 18, 2024 Tree Hearing List (28 Flagg Road and 70 Deerfoot Road) for trim. Mr. Stein seconded the motion. The motion was unanimously approved by roll call vote: Ms. Luttrell, yes; Mr. Stein, yes; Ms. Hoolahan, yes; Ms. DeMuria, yes; Ms. Braccio, yes (5-0-0). Mr. Hamilton moved that the Board approve the trees approved for trimming by the Planning Board. Ms. Cook amended the motion to include "Trees #3 and #4 from the spreadsheet." Mr. Stivers seconded the amended motion. The amended motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Landry, aye; Ms. Cook, aye (5-0-0). Mr. Stein moved that the Planning Board approve the removal of the following trees on the 2024 Tree Hearing List: #7, #8, #9, #10, #11, #12, #13, #14, #15, #17, and #23. Ms. Hoolahan seconded the motion. The motion was unanimously approved by roll call vote: Ms. Luttrell, yes; Mr. Stein, yes; Ms. Hoolahan, yes; Ms. DeMuria, yes; Ms. Braccio, yes (5-0-0). Ms. Cook moved that the Board approve the removal of the following trees on the 2024 Tree Hearing List: #7, #8, #9, #10, #11, #12, #13, #14, #15, #17, and #23. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Landry, aye; Ms. Cook, aye (5-0-0). The Planning Board discussed Trees #5 and #6. Mr. Stein moved that the Planning Board authorize the trimming of Tree #6 and the removal of Tree #5 at 103 Middle Road. Ms. Hoolahan seconded the motion. The motion was approved by roll call vote: Ms. Luttrell, yes; Mr. Stein, yes; Ms. Hoolahan, yes; Ms. DeMuria, no; Ms. Braccio, yes (4-1-0). Mr. Stivers moved that the Board authorize the trimming of Tree #6 and the removal of Tree #5 at 103 Middle Road. Mr. Hamilton seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Landry, aye; Ms. Cook, aye (5-0-0). The Planning Board

discussed Trees #18 and #19. Mr. Stein moved that the Planning Board authorize the removal of Trees #18 and #19 at 202 Parkerville Road. Ms. Hoolahan seconded the motion. The motion was unanimously approved by roll call vote: Ms. Luttrell, yes; Mr. Stein, yes; Ms. Hoolahan, yes; Ms. DeMuria, yes; Ms. Braccio, yes (5-0-0). Ms. Cook moved that the Board authorize the removal of Trees #18 and #19 at 202 Parkerville Road. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Landry, aye; Ms. Cook, aye (5-0-0). Mr. Stein moved that the Planning Board hold action on Tree #2 until the next tree hearing, as the posting sign blew off. Ms. Hoolahan seconded the motion. The motion was unanimously approved by roll call vote: Ms. Luttrell, yes; Mr. Stein, yes; Ms. Hoolahan, yes; Ms. DeMuria, yes; Ms. Braccio, yes (5-0-0). Ms. Cook moved that the Board hold action on Tree #2 until the next tree hearing, as the posting sign blew off. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Landry, aye; Ms. Cook, aye (5-0-0). The Planning Board discussed Tree #21. Mr. Stein moved that the Planning Board authorize the trimming of Tree #21 over wires. Ms. Hoolahan seconded the motion. The motion was unanimously approved by roll call vote: Ms. Luttrell, yes; Mr. Stein, yes; Ms. Hoolahan, yes; Ms. DeMuria, yes; Ms. Braccio, yes (5-0-0). Ms. Cook moved that the Board authorize the trimming of Tree #21 over wires. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Landry, aye; Ms. Cook, aye (5-0-0). The Planning Board discussed Trees #22 and #24. Mr. Stein moved that the Planning Board authorize the trimming of Tree #24 and the removal of Tree #22 at 16 Deerfoot Road. Ms. Hoolahan seconded the motion. The motion was unanimously approved by roll call vote: Ms. Luttrell, yes; Mr. Stein, yes; Ms. Hoolahan, yes; Ms. DeMuria, yes; Ms. Braccio, yes (5-0-0). Ms. Cook moved that the Board authorize the trimming of Tree #24 and the removal of #22 at 16 Deerfoot Road. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Landry, aye; Ms. Cook, aye (5-0-0). The Planning Board discussed Tree #25 and #26. Mr. Stein moved that the Planning Board authorize the removal of Trees #25 and #26 at 2 Stow Road. Ms. Hoolahan seconded the motion. Ms. DeMuria asked that the motion specify the left portion of Tree #26. The amended motion was unanimously approved by roll call vote: Ms. Luttrell, yes; Mr. Stein, yes; Ms. Hoolahan, yes; Ms. DeMuria, yes; Ms. Braccio, yes (5-0-0). Ms. Cook moved that the Board authorize the removal of Tree #25 and the left portion of Tree #26. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Landry, aye; Ms. Cook, aye (5-0-0). Mr. Leroy informed the Planning Board, the Board and the public that National Grid is executing their Hazardous Tree Mitigation Plan and that people may notice red and blue tape around trees related to this plan. He stated any trees affected by the plan would follow the Town tree policy process. Ms. Braccio thanked Mr. Grant Farrington for his commitment to trees in Southborough. Mr. Stein moved to close the public tree hearing at 8:06 PM. Ms. Hoolahan seconded the motion. The motion was unanimously approved by roll call vote: Ms. Luttrell, yes; Mr. Stein, yes; Ms. Hoolahan, yes; Ms. DeMuria, yes; Ms. Braccio, yes (5-0-0). Ms. Cook moved to close the public tree hearing at 8:07 PM. Mr. Stivers seconded the motion. The motion was approved by roll call vote: Mr. Hamilton, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Landry, aye; Ms. Cook, aye (5-0-0).

c. Appoint Recreation Director

Ms. Cook heard this matter after Other Matters "e." Ms. Jennifer Hansen, chair of the Recreation Commission introduced Mr. Travis Farely as the candidate for Recreation Director. Mr. Dennington moved to appoint Travis Farely as Recreation Director. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Ms. Landry, aye; Mr. Hamilton, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Cook, aye (5-0-0).

d. Interview/appoint Sara Warden to Open Space Preservation Commission, term to expire 6/30/2028

This matter was heard after Scheduled Appointments "e.ii." Ms. Gillespie introduced Sara Warden to the Board. The Board interviewed Ms. Warden. The Board discussed the length of Ms. Warden's appointment. Mr. Dennington reiterated his concern regarding the Commission's making recommendations during the permitting process for native species on private property. Ms. Warden stated that, in general, she is someone who likes to educate and offer potential solutions. Ms. Cook moved to appoint Sara Warden to the Open Space Preservation Commission, term to expire June 30, 2028. Mr. Hamilton seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Landry, aye; Ms. Cook, aye (5-0-0). Ms. Gillespie invited the public to the Garden Tour this Sunday, June 23rd at 11:30 AM at the Library and then to the Beals Preserve at 1:00 PM for a program on preserving biodiversity. Ms. Luttrell, in her capacity as Planning Board chair, stated that, as an elected board, the Planning Board solicits the opinions of relevant boards/committees as part of the permitting process. Ms. Hoolahan, in her capacity as a Planning Board member, stated that the Planning Board is an elected board, and she is concerned about the Board's view on the permitting process. Ms. Braccio, in her capacity as a Planning Board member, clarified that the opinions submitted by the Open Space Preservation Commission and the Stewardship Committee regarding 120 Turnpike Road were relevant to the 6.2 acre land donation and, at no time, did they discuss a lack of support for affordable housing.

Ms. Cook moved to Scheduled Appointments "e.iii" at this time.

e. FY25Committee reappointments and/or reorganization

i. Stewardship Committee

Please see below.

ii. Open Space Preservation Commission

Ms. Joyce Greenleaf, chair of the Stewardship Committee, appeared before the Board on the matter. Also present were the following committee members: Kevin Farrington, Freddie Gillespie, Kathryn McKee and Brett Peters. Ms. Freddie Gillespie, chair of the Open Space Preservation Commission, appeared before the Board on the matter. Also present were committee members Joan Levenson and Leslie Naditch. Ms. Cook explained that the reason these two committees are on the Board's agenda is that the Board would like to hear opinions as to whether or not the committees could be merged. The Board shared their views on the matter. Ms. Gillespie stated that the Commission's charge is to preserve open space and that this can be accomplished by purchasing land and can also be accomplished by advocating for ecological landscape management. She stated that Town Counsel had opined in March of 2004 that the Commission can be a part of the subdivision review process. She stated that in 1990, Town Meeting created a policy regarding open space and she suggested that if the Board is not in agreement, the matter should be addressed at Town Meeting. She stated that the charge of the Commission and the Stewardship Committee are very different and that the Commission had voted to remain separate. She also stated that she believes the term of 5 years is appropriate, as time is required to become a proficient Commission member. Ms. Greenleaf stated that the Stewardship Committee had voted not to merge with the Open Space Preservation Commission. She stated that the sole charge of Stewardship is to manage Breakneck Conservation Area and that she believes its five members work efficiently to do so. She highlighted successes achieved by Stewardship. She stated that she would like to reduce the number of committee members from seven to five. Mr. Dennington moved to appoint Kevin Farrington, Freddie Gillespie, Joyce Greenleaf, Kathryn McKee and Brett Peters to the Stewardship Committee, each for a one-year term expiring June 30, 2025. Ms. Cook seconded the motion. The motion was approved by roll call vote: Mr. Hamilton, abstain; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Landry, abstain; Ms. Cook, aye (3-0-2). Ms. Cook moved to appoint Leslie Naditch to the Open Space Preservation Commission,

term to expire June 30, 2029. Mr. Stivers seconded the motion. Mr. Dennington stated he is supportive of the workshops and education done by the Commission but has concern surrounding its review of subdivision plans and native species on private property. Ms. Naditch stated she would follow the guidelines of the Commission. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Landry, aye; Ms. Cook, aye (5-0-0). Ms. Cook moved to Scheduled Appointments "d" at this time.

iii. Southborough Housing Opportunity Partnership Committee (SHOPC)

Ms. Doriann Jasinski appeared before the Board on the matter. Ms. Cook stated that SHOPC was held as part of a discussion about combining SHOPC and the Affordable Housing Trust Fund Committee (AHTFC) to advance the Board's goal to create more affordable housing in Southborough. Ms. Cook stated that a working group intends to have a new structure for consideration at Fall Town Meeting. Ms. Braccio advocated for the reappointment of Ms. Jasinski and Mr. Jesse Stein to SHOPC while the new structure is being developed. Mr. Grant Farrington, 56 Flagg Road, stated that even if the article to restructure the two committees is brought forward for Fall Town Meeting, passage is not guaranteed. Ms. Cook moved to reappoint Doriann Jasinski to SHOPC for a term to expire June 30, 2027. Mr. Hamilton seconded the motion. The motion was defeated by roll call vote: Mr. Hamilton, no; Mr. Stivers, no; Mr. Dennington, no; Ms. Cook, aye; Ms. Landry, aye (2-3-0). Ms. Cook moved to reappoint Jesse Stein as the Planning Board representative to SHOPC, term to expire June 30, 2027. Mr. Dennington seconded the motion. The motion was approved by roll call vote: Mr. Hamilton, aye; Mr. Stivers, no; Mr. Dennington, aye; Ms. Cook, aye; Ms. Landry, aye (4-1-0).

iv. Community Preservation Committee

Mr. Ben Smith, chair of the Community Preservation Committee (CPC), Ms. Lisa Braccio, Planning Board representative to the CPC and Ms. Kristin LaVault, Recreation Commission representative to the CPC, appeared before the Board on the matter. Ms. Cook stated that under discussion is the reappointment of Mr. Smith, Ms. Braccio and Ms. LaVault. Mr. Dennington reiterated the Board's commitment to building affordable housing in Southborough. Mr. Smith stated that the CPC met recently and agreed that advancing an article for Fall Town Meeting to move funds from the CPC Community Housing category was not reasonable at this time, as a new committee structure has not yet been formed and there is no specific project. Mr. Smith stated that Ms. LaVault's performance as a committee member has been exemplary and he noted that she is passionate in her positions. Additionally, he stated losing Ms. LaVault would jeopardize the CPC's ability to form a quorum. He stated he values her as a committee member and does not want to lose her. Ms. Cook stated that she feels Ms. LaVault is not supportive of the Board and is, at times, oppositional. The Board shared their views on the matter. Mr. Stivers stated that he is concerned about how to make CPC Community Housing funds available for use in a timely manner. Mr. Smith stated that he believes there is a way to make Community Housing funds available and structure an application to expedite a specific opportunity that may become available. He stated it is important not to circumvent the public process and he believes there is a compromise solution. Mr. Hamilton expressed concern about CPC projects that have not been closed out and stated this is not effective financial management of CPC funds. Mr. Smith stated that he would be working with Ms. Gillespie over the summer to have project closeouts and the return of funds for the CPC to vote on in September. Mr. Hamilton stated that the AHTF was created to expedite the process of promoting affordable housing. Ms. LaVault expressed her thoughts about the concerns of the Board. She stated that last fall, she observed some behaviors by the Board that were concerning relative to the 21 Highland Street matter. Ms. Braccio commented that Ms. LaVault is entitled to free speech in a public forum and she suggested the Board create a policy for volunteers. Ms. Cook moved to reappoint Ben Smith and Lisa Braccio to the CPC, term to expire June 30, 2027. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms.

Landry, aye; Ms. Cook, aye (5-0-0). Ms. Cook moved to reappoint Kristin LaVault to the CPC, term to expire on June 30, 2027. Mr. Hamilton seconded the motion. The motion failed by roll call vote: Mr. Hamilton, no; Mr. Stivers, no; Mr. Dennington, no; Ms. Cook, no; Ms. Landry, no; (0-5-0).

The Board recessed at 10:01 PM and resumed meeting at 10:06 PM.

V. Reports

a. Chair's Report

i. Neary Building Committee update

Ms. Cook reported that the Neary School Building Committee (NSBC) is meeting regularly to consider three options. She invited the public to view all information on NSBC's website and also invited the public to attend the informational forum scheduled for Tuesday, June 25th.

Ms. Cook invited the public to the Historical Commission's celebration of the installation of signs marking the Southborough Center Historic District on Thursday, June 27th at 7 PM at the Community Center.

b. Members' Reports

i. Chestnut Hill Trustees Meeting

Mr. Hamilton reported that he met with the Trustees of Chestnut Hill Farm and discussed the return of farming to the site. The Trustees stated that a potential barrier to becoming an agricultural site is that they've experienced difficulty obtaining liquor licenses for events at the Farm. Mr. Hamilton discussed the matter with Town Counsel and learned that the Town could issue one-day licenses. He also stated that the Conservation Restriction (CR) indicates that 51% of the goods sold at the Farm must be produced at the Farm and that Town Counsel informed him there was flexibility on enforcement. Mr. Hamilton will follow up with the Conservation Commission on the matter.

c. Town Administrator's Report

i. Animal Control contract renewal

Mr. Purple reported that, with regard to one-day liquor licenses, payment is required at the time of application. Mr. Purple reported that the Town has renewed its animal control contract for FY26 with Boardman's Animal Control.

Mr. Purple reported that DPW Superintendent Cundiff and Rep. Kate Donaghue have been in communication with CSX regarding repair of the crossing. He reported that reconstruction would take place on the Central Street crossing over a three-day period this August and Mr. Purple thanked Superintendent Cundiff and Rep. Donaghue for their assistance with this matter.

VI. Consent Agenda

a. Approve Open Session Meeting Minutes: June 4, 2024

Mr. Stivers requested to hold Consent Agenda item "a." Mr. Stivers had scrivener's changes to the minutes. Ms. Cook moved to approve the June 4, 2024 minutes, as amended. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Cook, aye; Ms. Landry, aye (5-0-0).

b. Accept $1,000 donation from L'Abri Fellowship

Mr. Stivers requested to hold Consent Agenda item "b." Mr. Stivers acknowledged L'Abri Fellowship for their generous donation. Ms. Cook moved to accept the $1,000 donation from L'Abri Fellowship. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Cook, aye; Ms. Landry, aye (5-0-0).

c. Accept donation of $52,036 from NECC

Ms. Cook requested to hold Consent Agenda Item "c." She stated she would provide a full PILOT report at the Board's July meeting. She also stated this is the second of two payments made each

year by NECC as part of a previous real estate transaction. Ms. Cook moved to accept the donation from NECC. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Cook, aye; Ms. Landry, aye (5-0-0).

d. Accept donation of $320 to the Ambulance Fund

e. Approve Town Clerk request for historical document scanning and restoration with ARPA funds

f. Approve Special Municipal Employees (SMEs)

g. Appoint Michael Sheff to Council on Aging, term to expire 6/30/2026

h. Amend committee charge for Tricentennial Committee

Ms. Cook stated this matter would not be voted on this evening.

i. Amend votes for FY25 Board and Committee reappointments (term expirations)

Ms. Cook moved to approve Consent Agenda items "d", "e", "f", "g" and "i." Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Cook, aye; Ms. Landry, aye (5-0-0).

VII. Other Matters *(Board may vote)*

a. Approve FY25 Transfer Station fees and regulations

Ms. Cook stated that the Board would discuss the Transfer Station fees and address the Transfer Station regulations at a later date. DPW Superintendent Cundiff appeared before the Board on the matter. The Board discussed the options presented by Superintendent Cundiff. Ms. Cook moved to approve the Transfer Station sticker fees through the end of FY25, presented by Superintendent Cundiff as follows: Non seniors: $285, 2nd sticker: $25; Seniors: $40, 2nd sticker: $10. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Cook, aye; Ms. Landry, aye (5-0-0).

b. Approve FY25 Water fees (exclusive of current water rates)

Superintendent Cundiff presented the proposed water fees, as described in his memo dated June 13, 2024 to the Board. He stated that water fees in surrounding communities were surveyed and he commented that this proposal is lower than some other communities. Mr. Stivers moved to approve the fees for FY25, as stated in tonight's packet. Mr. Dennington seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Cook, aye; Ms. Landry, aye (5-0-0).

c. Approve revisions to Water Department rules and regulations

Superintendent Cundiff stated that the rules and regulations need revision, as he believes they have not been addressed since 1987. However, he stated that he would like to address the issue of work on private property immediately. He stated that industry standards are that towns are responsible for the water lines up to the curb stop and that property owners are responsible from the curb stop valve to the meter, adding that the Town does not construct the lines past the curb stop. The Board discussed the suggested change. The Board agreed they are supportive of the change but agreed that the public must be informed prior to any change.

d. Authorization for DPW to plant trees on 84 Main Street property

Ms. Cook stated that this matter would be addressed at a future meeting.

e. Review of MTC Town Meeting survey; set Special Town Meeting date; draft warrant placeholders

Ms. Cook shared the Municipal Technology Committee (MTC) Town Meeting survey results regarding meeting time and asked the Planning Board to weigh in, as the MBTA bylaw will be a warrant article at the Fall Town Meeting. The Planning Board discussed logistics relative to the MBTA bylaw and Ms. Luttrell stated that the September 30/October 1 dates would work best. The Board agreed with the September 30/October 1 dates. Mr. Dennington moved that the Fall 2024 Town Meeting be held on Monday, September 30th at 6 PM and continue to Tuesday, October 1st, if needed. Mr. Stivers

seconded the motion. The motion was unanimously approved by roll call vote: Ms. Landry, aye; Mr. Hamilton, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Cook, aye (5-0-0). Ms. Cook stated that Town Moderator Cimino approves of the date, as well. Ms. Cook reviewed the other survey results and also shared the following potential draft warrants for Fall Town Meeting: MBTA Zoning Article; implementation of the Public Safety Staffing Study; feedback from a potential Regional Emergency Communications Center (RECC); funding for the Atwood lead cleanup; additional funding for the Breakneck Hill cleanup; increase in the Community Preservation Act (CPA) surcharge from 1% to 3%; restructuring the Affordable Housing Trust Fund Committee (AHTFC) and SHOPC; Salary Administration Plan (SAP) Personnel bylaw amendments; changing the date of Annual Town Meeting; moving funds from the CPC's Community Housing category to the restructured AHTFC/SHOPC; creation of a Storm Water Enterprise Fund; reduce the PILOT and Scholarship Committees from seven to five members; and dissolve the Solid Waste Disposal Committee and the Consumer Advisory Commission.

f. Review of Select Board June 10, 2024 Goal-setting meeting

Ms. Cook reviewed the list of goals set at the June 10th Board meeting for each Board member, the Board as a whole and Mr. Purple. She stated she would attach the list to the June 18th minutes.

VIII. Public Comment

There was no public comment.

IX. Adjournment

Mr. Dennington moved to adjourn at 10:39 PM. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Cook, aye; Ms. Landry (5-0-0).

Upcoming Meetings	
July 16, 2024	*August 6, 2024*

Respectfully submitted,

Bridgid Rubin, Recording Secretary

List of Documents referred to at the June 18, 2024 SB Meeting:

- Public hearing notice for EJ Automotive License transfer, dated June 4, 2024
- Email communication from Melanie Otsuka, dated June 14,2024, RE: Class II License Application for EJ Automotive
- Class II Auto Dealer Application for EJ Automotive, with attachments
- Email communication from Colleen Stansfield, dated May 29, 2024, RE: Application for Scenic Road Tree Removal - 20 Woodbury Road, with attachments
- Email communication from Chris Leroy, dated June 4, 2024, RE: Tree Warden Designee Update
- Email communication from Chris Leroy, dated June 7, 2024, RE: 6/18 tree hearing update
- Email communication from Colleen Stansfield, dated June 4, 2024, RE: Applications for Scenic Road Tree Removal – DPW 2024 Tree Hearing Tree Removal List, with attachments
- Email communication from Mark Purple and Vanessa Hale, dated June 12, 2024, RE: Recommendations for Recreation Director Appointment, with attachments

- Email communication from Frederica Gillespie, dated June 13, 2024, RE: OSPC New Member Appointment
- Board and Committee Volunteer Form for Sara Warden
- Committee member list for Southborough Stewardship Committee, Open Space Preservation Commission, SHOPC and Community Preservation Committee
- Open Session Meeting Minutes for June 4, 2024
- Letter from Michaela Fiore-Keyes, dated May 26, 2024, RE: Donation
- Letter from Michael Downey, dated May 29, 2024, RE: Donation
- Letter from Paul Fillebrown, dated May 2, 2024, RE: Donation
- Letter from Town Clerk James Hegerty, dated June 12, 2024, RE: ARPA Funds
- Memorandum from Mark Purple, dated June 13, 2024, RE: Annual consideration Special Municipal Employees (SME) classification
- Email communication from Douglas Peck, dated June 11, 2024, RE: New COA Board member
- Board and Committee Volunteer form for Michael Sheff
- Memorandum from Melanie Otsuka, dated June 14, 2024, RE: Revised Term Expiration
- Memorandum from William Cundiff, dated May 31, 2024, RE: Transfer Station Fees and Regulations, with attachments
- Memorandum from William Cundiff, dated June 13, 2024, RE: Water Service Fees
- Memorandum from William Cundiff, dated June 13, 2024, RE: Water Regulation Revision-Work on Private Property, with attachment
- Memorandum from Mark Purple, dated June 13, 2024, RE: Placeholders for Special Town Meeting warrant
- Memorandum from William Cundiff, dated May 9, 2024, RE: Planting of trees at 84 Main Street, with attachment
- Letter from James Hegarty, dated February 9, 2024, RE: Special Municipal Employee Designations

DRAFT

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Friday, June 28, 2024 9:00 AM
Location: Virtual through Zoom
Present: Kathy Cook, Andrew Dennington, Al Hamilton, Marguerite Landry, Sam Stivers, Town Administrator Mark Purple, and Assistant Town Administrator Vanessa Hale.

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Ms. Cook called the meeting to order at 9:01 AM.

II. Vote to assign to Town Counsel review of the following Open Meeting Law complaints:

a. June 21, 2024 filed by Marnie Hoolihan
b. June 25, 2024 filed by Doriann Jasinski

Mr. Stivers moved to refer both Open Meeting Law complaints to Town Counsel for review and follow-up. Mr. Hamilton seconded the motion. The motion passed unanimously by roll call vote: Hamilton, aye; Dennington, aye; Stivers, aye; Landry, aye; Cook, aye.

III. Adjournment

Mr. Stivers moved to adjourn the meeting; Mr. Hamilton seconded the motion. The motion passed unanimously by roll call vote: Dennington, aye; Stivers, aye; Hamilton, aye; Landry, aye; Cook, aye.

The meeting was adjourned at 9:02 AM.

Upcoming Meetings

July 10, 2024 *July 16, 2024*

Respectfully submitted, Melanie Otsuka, Executive Assistant

List of Documents referred to at the June 18, 2024 SB Meeting:

- June 21, 2024 OML Complaint filed by Marnie Hoolihan
- June 25, 2024 OML Complained filed by Doriann Jasinski

INTEROFFICE MEMORANDUM

To: Mark Purple, Select Board
Cc: Stephen Aspesi, Carla McAuliffe, Brian Ballentine, Emily Boutin
From: William J. Cundiff, P.E. , DPW Superintendent
Date: July 5, 2024
RE: Stephen Aspesi, Grade & Step Increase

Stephen Aspesi has worked with the Town of Southborough since June 1, 2004 (over 20 years). Throughout his career with the Town, he has worked for the Public Works Department as a Truck Driver, An Equipment Operator, and a Water Specialist. Direct Monitoring over the past year of Mr. Aspesi's capabilities and work ethic have satisfied me that he can increase his duties and responsibilities by being promoted to a Water Specialist II position as detailed in the FY2025 AFSCME – DPW Collective Bargaining Agreement. Steve can fill in for the Division Supervisor in brief periods and it is prudent to have a backup with this capability.

Currently, Steve is a Water Specialist (Grade 4, Step 8) and with the new fiscal year, he is increasing to a Water Specialist (Grade 4, Step 9) at a rate of $34.27/hr. Reclassification to a Water Specialist II would put him at a Grade 5, Step 6 at a rate of $34.36/hr. This change would be retroactive to July 1, 2024.

I understand that the Select Board will vote on the reclassification. Thank you for your consideration.

Mead, Talerman & Costa, LLC
Attorneys at Law

30 Green Street
Newburyport, MA 01950
Phone 978.463.7700

www.mtclawyers.com

July 11, 2024

Via Electronic Mail

Marnie Hoolahan
26 Clifford Road
Southborough, MA 01772
[redacted]

RE: Open Meeting Law Complaint
Public Body: Town of Southborough Select Board
Specific Person(s): Alfred Hamilton; Kathy Cook
Complainant: Marnie Hoolahan
Alleged Violation Date: June 18, 2024
Dates Received: June 21, 2024

Dear Ms. Hoolahan:

The Town of Southborough Select Board (the "Board") has received and reviewed the above-captioned Open Meeting Law ("OML") complaint, attached hereto as Exhibit A, in which you allege[1] that, while the Board was discussing Community Preservation Act Committee ("CPC") appointments during its June 18, 2024 meeting, Board Member Alfred Hamilton ("Hamilton") "discussed his own opinions about the function and financial management of the operations of the CPC and commented on the relationship between the CPC and the [Affordable Housing Trust Committee (the "AFHTC"]." Specifically, you submit that Hamilton discussed the "fiduciary responsibilities of the CPC" and his "frustrations on acquiring properties in town." Lastly, you allege that the Board "was alerted…and warned that [its] decision to pursue [a certain] line of discussion was off the agenda, with no proper notice to the public and other committee members."

The OML requires that public bodies post notice 48 hours in advance of a meeting and include a "listing of topics that the chair reasonably anticipates will be discussed at the meeting." G.L. c. 30A, § 20(b). Public bodies are also required to list topics in a meeting notice with "sufficient specificity to reasonably advise the public of the issues to be discussed at the meeting." 940 CMR 29.03(1)(b). The Division of Open Government (the "DOG") generally considers a topic to be sufficiently specific when a reasonable member of the public could read the topic and understand the anticipated nature of the public body's discussion. *See* OML 2014-58; OML 2013-157; OML 2011-44.

First, questioning prospective CPC appointees about their prior job performance on the CPC (which necessarily includes fund allocation and financial

[1] You also allege that Hamilton and the Board "exceed[ed]" and "improperly used" their authority with respect to the appointment of CPC members and the allocation of CPC funds. This is wholly outside the scope of the OML, which was enacted "to eliminate much of the secrecy surrounding deliberations and decisions on which public policy is based," *Ghiglione v. School Committee of Southbridge*, 376 Mass. 70, 72 (1978), not to ensure that public bodies are acting within or properly using their authority.

Millis Office
730 Main Street, Suite 1F
Millis, MA 02054

New Bedford Office
227 Union Street, Suite 606
New Bedford, MA 02740

management) is clearly within the scope of the agenda topic, which reads: "Scheduled Appointments…Community Preservation Committee (CPC)". As for any discussion related to the AHTFC, this likewise falls within the scope of the agenda topic, as there is a direct grantor/grantee relationship between the CPC and the AHTFC, both of which have affordable housing as a core purpose.

Even if the discussion were outside the scope of the agenda item – which it was not – the OML does not require a public body to anticipate the course of deliberation or the outcome of a discussion, only that it identify the discussion topic with sufficient specificity to reasonably advise the public of the issues to be discussed at the meeting. *See* G.L. c. 30A, § 20(b); 940 CMR 29.03(l)(b); OML 2014-58; OML 2014-44; OML 2014-38. Specifically, a public body does not violate the OML where a discussion "naturally flow[s] from the [body's] consideration of [an] agenda item." OML 2014-58. It is clear from the meeting video you cite in your complaint that the discussion between Hamilton and the CPC members naturally flowed from CPC appointments – which was the topic listed on the agenda – to the allocation and use of CPC funds and matters related to the AHTFC.

We trust that this satisfies your concerns and appreciate your efforts to ensure compliance with the Commonwealth's Open Meeting Law.

Very truly yours,

/s/ Alexander M. Castro

Alexander M. Castro
Town Counsel

cc: Mark Purple
Southborough Select Board

Exhibit A

The Commonwealth of Massachusetts
Office of the Attorney General
One Ashburton Place
Boston, Massachusetts 02108

OPEN MEETING LAW COMPLAINT FORM

Instructions for completing the Open Meeting Law Complaint Form

The Attorney General's Division of Open Government interprets and enforces the Open Meeting Law, Chapter 30A of the Massachusetts General Laws, Sections 18-25. Below is the procedure for filing and responding to an Open Meeting Law complaint.

Instructions for filing a complaint:

- Fill out the attached two-page form completely. Sign and date the second page. File the complaint with the public body within 30 days of the alleged violation. If the violation was not reasonably discoverable at the time it occurred, you must file the complaint within 30 days of the date the violation was reasonably discoverable. A violation that occurs during an open session of a meeting is reasonably discoverable on the date of the meeting.
- To file the complaint:
  - For a local or municipal public body, you must submit a copy of the complaint to the chair of the public body **AND** to the municipal clerk.
  - For all other public bodies, you must submit a copy of the complaint to the chair of the public body.
  - Complaints may be filed by mail, by email, or by hand. Please retain a copy for your records.
- If the public body does not respond within 14 business days and does not request an extension to respond, contact the Division for further assistance.

Instructions for a public body that receives a complaint:

- The chair must disseminate the complaint to the members of the public body.
- The public body must meet to review the complaint within 14 business days (usually 20-22 calendar days).
- After review, but within 14 business days, the public body must respond to the complaint in writing and must send the complainant a response and a description of any action the public body has taken to address the allegations in the complaint. At the same time, the body must send the Attorney General a copy of the complaint and a copy of the response. The public body may delegate this responsibility to an individual member of the public body, its counsel, or a staff member, but only after the public body has met to review the complaint.
- If a public body requires more time to review the complaint and respond, it may request an extension of time for good cause by contacting the Division of Open Government.

Once the public body has responded to the complaint:

- If you are not satisfied with the public body's response to your complaint, you may file a copy of the complaint with the Division by mail, by email, or by hand, but only once you have waited for 30 days after filing the complaint with the public body. Mail may be sent to: The Division of Open Government, Office of the Attorney General, One Ashburton Place - 20th Floor, Boston, MA 02108. Emails may be sent to: openmeeting@state.ma.us.
- When you file your complaint with the Division, please include the complaint form and all documentation relevant to the alleged violation. You may wish to attach a cover letter explaining why the public body's response does not adequately address your complaint.
- The Division will not review complaints filed with us more than 90 days after the violation, unless we granted an extension to the public body or you can demonstrate good cause for the delay.

If you have questions concerning the Open Meeting Law complaint process, we encourage you to contact the Division of Open Government by phone at (617) 963-2540 or by email at openmeeting@state.ma.us.

OPEN MEETING LAW COMPLAINT FORM

Office of the Attorney General
One Ashburton Place
Boston, MA 02108

Please note that all fields are required unless otherwise noted.

Your Contact Information:

First Name: Marnie Last Name: Hoolahan

Address: 26 Clifford Road

City: Southborough State: MA Zip Code: 01772

Phone Number: [redacted] Ext.

Email: [redacted]

Organization or Media Affiliation (if any): I submit as an individual town resident but I am also an elected Planning Board Member

Are you filing the complaint in your capacity as an individual, representative of an organization, or media?
(For statistical purposes only)

☒ Individual ☐ Organization ☐ Media

Public Body that is the subject of this complaint:

☒ City/Town ☐ County ☐ Regional/District ☐ State

Name of Public Body (including city/town, county or region, if applicable): Southborough Select Board

Specific person(s), if any, you allege committed the violation: Al Hamilton, Elected Select Member and Kathy Cook, Chair Select Board

Date of alleged violation: 6/18/2024

Description of alleged violation:

Describe the alleged violation that this complaint is about. If you believe the alleged violation was intentional, please say so and include the reasons supporting your belief.

Note: This text field has a maximum of 3000 characters.

The Southborough Select Board posted an Agenda for June 18, 2024 which included:
III. Scheduled Appointments (Board may vote)
e. FY 25 Committee reappointments and / or reorganization:
iv. Community Preservation Committee (CPC).

During the discussion of re-appointments for two individuals for CPC, which exceeds their proper legal authority, Select Board Member Al Hamilton, who also serves as Chair of the Affordable Housing Trust Fund Committee, discussed his own opinions about the function and financial management of the operations of the CPC and commented on the relationship between the CPC and the Affordable Housing Trust Fund Committee (AHTFC). (Note: The AHTFC is a legally independent entity that does not report to the Select Board.)
Mr. Hamilton is alleged to have improperly used his authority as a Select Board member to provide commentary and influence the outcome of appointments and the perspectives of members on these two boards.

He starts by stating that he has two issues:
1) Fiduciary responsibilities of the CPC and
2) Frustrations on acquiring properties in town

A known audience member and member of the quorum present of the AHTFC warned the SB Chair, Kathy Cook, of the point-of-order that Mr. Hamilton was off-topic, off-Agenda – and to caution her that he was venturing into dangerous territory. Ms. Kathy Cook acknowledged this comment and continued to allow Mr. Hamilton to speak off-agenda. A quorum of the Affordable Housing Trust Fund Committee was present (6 of 8 members were present), and the 6-18-24 Select Board Agenda did not properly include any notice to the public or other committee members of these items discussed. This is widely believed to be intentional. Mr. Hamilton is verbose, unconcerned with proper legal authority, and intentionally chose the re-appointment Agenda line item to break open meeting law and improperly influence the Chair of the Community Preservation Committee (CPC) to agree with him, adopt behaviors and actions to remedy his discontent with the operational execution of the powers and money of the CPC, thereby leveraging his power as Chair of the Affordable Housing Trust Fund Committee (AHTFC).
Importantly, the Select Board was alerted to the point of order and warned that this decision to pursue this line of discussion was off the agenda, with no proper notice to the public and other committee members. Regardless, Mr. Hamilton discussed these matters violating Open Meeting Law, with Ms. Kathy Cook's acceptance.

The alleged improper interference is summarized as an alleged quid-pro-quo and misconduct on the part of the SB, which is in effect,"Give us the money, or we are not re-appointing you . . ."

See:
- SB Agenda 6-18-24:
https://www.southboroughma.gov/AgendaCenter/ViewFile/Item/4761?fileID=11048
- Video – Southborough Access Media – Government Channel
http://71.126.253.179:8087/Cablecast/Public/Show.aspx?ChannelID=3&ShowID=2243
The discussion starts at 3:10:03 and at 3:16:10, a speaker interjects to notify the SB Chair, Ms. Kathy Cook, that this discussion is not properly noticed to the public and other committee members on the SB Agenda of 6-18-24.
(At the 2.37.10 mark, there is a discussion of the SB interfering with the proper function of another elected Board, i.e., Planning Board.)

What action do you want the public body to take in response to your complaint?

Note: This text field has a maximum of 500 characters.

Open Meeting Violations are not new to this board; however, letters and warnings from the AG's office have not stopped it. Given the frequency of this practice, I request the following mandates with the ability to report back to the AG if all four have not been executed within 60 days

1) The SB needs to adhere to Open Meeting Laws.
2.) A public apology needs to be made to the CPC and members of the public that were present. The apology should reflect recognition of the public's notice to the Chair of the Select Board to stop the conversation because it was "not on the agenda" and needed to be done in a different session, was ignored and they had poor judgment when indicating to proceed with the conversation.
3.) The SB and the AHTFC needs to start posting AGENDAS when there is cross over in their discussions, which is what occured on the 18th.
4.) The SB must be required to take in person Open Meeting Law Training sessions, which have been required in the past.

Review, sign, and submit your complaint

I. Disclosure of Your Complaint.
Public Record. Under most circumstances, your complaint, and any documents submitted with your complaint, is considered a public record and will be available to any member of the public upon request.

Publication to Website. As part of the Open Data Initiative, the AGO will publish to its website certain information regarding your complaint, including your name and the name of the public body. The AGO will not publish your contact information.

II. Consulting With a Private Attorney.
The AGO cannot give you legal advice and is not able to be your private attorney, but represents the public interest. If you have any questions concerning your individual legal rights or responsibilities you should contact a private attorney.

III. Submit Your Complaint to the Public Body.
The complaint must be filed first with the public body. If you have any questions, please contact the Division of Open Government by calling (617) 963-2540 or by email to openmeeting@state.ma.us.

By signing below, I acknowledge that I have read and understood the provisions above and certify that the information I have provided is true and correct to the best of my knowledge.

Signed: Marnie L. Hoolahan

Marnie L Hoolahan

Date: June 19, 2024

For Use By Public Body	*For Use By AGO*
Date Received by Public Body:	*Date Received by AGO:*

SOUTHBOROUGH LIBRARY

DATE: June 17, 2024

TO: Select Board, Town of Southborough

FROM: Ryan Donovan, Library Director

SUBJ: Donation to the Library

To: The Select Board, Town of Southborough:

The Southborough Library has received a donation of $47.00 from C/W MARS.

At this time, the Library Board of Trustees and I wish to accept this donation to be placed in the "Library Donation" account, #2629-6-610-570-57820. We ask that you agree. Please contact library director Ryan Donovan with any questions or concerns. Thank you.

Ryan Donovan, Library Director

DRAFT

AHTFC/SHOPC Consolidation Working Group Charge

The Select Board would like to assemble an ad-hoc Working Group of two members of the Affordable Housing Trust Fund Committee ("AHTFC"), two members of the Southborough Housing Opportunity Partnership Committee ("SHOPC"), and one at-large member to create a draft article for the special town meeting to be held on September 30, 2024 consolidating AHTFC and SHOPC into one committee that merges the responsibilities of these two committees.

The charge of this Working Group shall expire by October 31, 2024.

TOWN OF SOUTHBOROUGH

OFFICE OF THE SELECT BOARD
TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 · FAX (508) 480-0161 · selectmenoffice@southboroughma.com

DRAFT

Southborough Stewardship Committee

Charge:

The charge of the ad-hoc Southborough Stewardship Committee is to support the Conservation Commission by providing conservation-based stewardship of the Breakneck Hill Conservation Land, balancing multiple conservation and passive recreational uses.

Composition:

The Stewardship Committee shall consist of five (5) Southborough residents, appointed by the Select Board for one-year terms.

TOWN OF SOUTHBOROUGH

RECREATION DEPARTMENT
SOUTHBOROUGH RECREATION · 21 HIGHLAND ST. · SOUTHBOROUGH, MASSACHUSETTS 01772
(508) 229-4452 · FAX (508) 229-7969
HTTPS://SOUTHBOROUGH.RECDESK.COM

07.02.2024

Attn: Southborough Select Board

CC: Recreation Commission

Mark Purple, Town Administrator

RE: Donation Acceptance for Pat Richardson

The Recreation Department has received generous donations in memory of Pat Richardson. We would also like to acknowledge Susan Allen for making the donation in Pat's memory. I am writing to request the acceptance of the amounts listed below to be deposited into the Recreation Donation account:

Name	Amount
Eloise Nickerson	$100
TOTAL	**$100**

If you have any questions, please do not hesitate to reach out to my office at 508-229-4452 or tfarley@southboroughma.org

Sincerely,

Travis Farley

Recreation Director

Town of Southborough

TOWN OF SOUTHBOROUGH

RECREATION DEPARTMENT
SOUTHBOROUGH RECREATION · 21 HIGHLAND ST. · SOUTHBOROUGH, MASSACHUSETTS 01772
(508) 229-4452 · FAX (508) 229-7969
HTTPS://SOUTHBOROUGH.RECDESK.COM

07.02.2024

Attn: Southborough Select Board

CC: Recreation Commission

Mark Purple, Town Administrator

RE: Summer Nights 2024 Donation Acceptance

The Recreation Department has received generous donations in support of the 2024 Southborough Summer Nights town event to take place on Saturday, August 24th, 2024. I am writing to request the acceptance of the amounts listed below to be deposited into the Recreation Donation account:

Organization	Amount
St. Mark's School	$1,500
Fay School	$250
St. Mary's Credit Union	$250
Middlesex Savings Bank	$1,500
TOTAL	**$3,500**

If you have any questions, please do not hesitate to reach out to my office at 508-229-4452 or tfarley@southboroughma.org

Sincerely,

Travis Farley

Recreation Director

Town of Southborough

-----Original Message-----
From: Frederica Gillespie <fgillespie@southboroughma.com>
Sent: Monday, July 8, 2024 9:21 AM
To: Kathy Cook <kcook@fusiongroupinc.com>
Cc: Mark Purple <mpurple@southboroughma.com>; Sara Warden <swarden@southboroughma.com>
Subject: OsPC Rep to CPC

Good Morning,
At Friday's Open Space Preservation Commission Meeting we voted unanimously to have Sara Warden be our Representative to the CPC to fill the open seat with term ending June 30 2025.
Please let me know when the appointment will be on the Select Board's agenda and if Sara will need to be interviewed again.

Thank you, Freddie Gillespie

Melanie Otsuka

From: Amy Berry
Sent: Monday, July 8, 2024 9:33 AM
To: Melanie Otsuka; Mark Purple
Cc: Jim Hegarty
Subject: June 4 - appointments - not sworn-in w/30 days

Good morning, the following individuals were not sworn-in, within the required 30 days.

Southborough Scholarship Advisory Committee
- Stephanie Butler
- Christine Pearson
- Marie Romero Vagnini

21 Highland Future Use Committee
- Johanna Sheyner
- Albena Phillipo

Recreation Commission
- Johanna Sheyner

Golf Course Committee
- Tony Schoener

PILOT Committee
- Tony Schoener

Thank you, Amy

Amy M. Berry
Town of Southborough
Deputy Town Clerk
17 Common St.
Southborough, MA 01772
Phone: 508.485.0710 ext. 5513
Fax: 508.388.1485

TOWN OF SOUTHBOROUGH

OFFICE OF THE SELECT BOARD
TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 · FAX (508) 480-0161 · selectmenoffice@southboroughma.com

DRAFT

Southborough Scholarship Advisory Committee

Charge:

The charge of the ad-hoc Scholarship Advisory Committee is to administer Town-managed scholarship funds available for Southborough residents planning to enroll in, or currently enrolled in, post-secondary undergraduate study or a post-graduate program. These scholarship funds include the Town's Scholarship Fund (created pursuant to Ch. 194, Acts of 1986) and other State or local scholarship funds that are designated for administration by the Town. This administration function includes, but is not limited to, seeking, and arranging for, contributions to the Scholarship Fund, managing the scholarship grant process (including determining the scholarship application process, publicizing the availability of the scholarship grants, evaluating scholarship grant applications and determining the scholarship grant recipients and grant amounts).

Composition:

The Scholarship Advisory Committee shall consist of five (5) Southborough residents, appointed by the Select Board, for staggered, three-year terms.

DRAFT

SPECIAL TOWN MEETING WARRANT

of the

TOWN OF SOUTHBOROUGH

MASSACHUSETTS

For the Special Town Meeting
on

Monday, September 30, 2024
7:00PM

P. Brent Trottier Middle School
49 Parkerville Road

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DRAFT

Town Finance Terminology

The following terms are frequently used in the Advisory Committee Report and at Town Meeting. For your convenience, we provide the following definitions:

Surplus Revenue: (Often referred to as "Excess and Deficiency")
The fund represents the amount by which the Cash, Accounts Receivable and other floating assets exceed the liabilities and reserves.

Available Funds: (Often referred to as "Free Cash")
The amount of the Unreserved Fund Balance (Surplus Revenue) account over and above uncollected taxes of prior years constitutes "free cash" or "available funds".

Overlay:
The Overlay is the amount raised by the Assessors in excess of appropriations and other charges for the purpose of creating a fund to cover abatements and exemptions as granted.

Overlay Reserve:
This is the accumulated amount of the Overlay for various years not used or required to be held in the specific Overlay account for a given year, and may be used by vote of the town for extraordinary or unforeseen purposes or voted into the Reserve Fund.

Stabilization Fund:
An outside section of Chapter 138 of the Acts of 1991 (the FY92 State budget) modifies limitations on the Stabilization Fund appropriation process by enabling communities to appropriate from this fund for any non-capital, lawful purpose without Emergency Finance Board approval (section 333). Beginning in FY92, the Stabilization Fund will thus become a source of revenue for general operating expenses for communities.

The Stabilization Fund is a mechanism for setting aside money for capital projects. It equalizes the effect of capital expenditures over time, as capital appropriations can change considerably from year to year. The balance in the fund will build up during years when expenditures for capital items are low. During years with high capital expenditures, the community will transfer money from the fund to reduce the project's impact on the tax rate or the amount of borrowing required for the project.

A community may appropriate up to 10% of its tax levy each year, as long as the balance in the Stabilization Fund does not exceed 10% of the community's equalized valuation. Interest earned on any fund balance is retained as part of the fund.

Appropriations into a Stabilization Fund can be made at either an annual or special town or district meeting. Chapter 94 of the Acts of 1985 permits appropriations to be made from a Stabilization fund at a special town or district meeting, not just at the annual meeting. Regardless of the timing, appropriations from the Stabilization Fund require a two-thirds vote by the appropriating authority. Until the FY92 state budget, a community could only appropriate from the Stabilization Fund for a none-capital purpose with the approval of the Emergency Finance Board.

Reserve Fund:
This fund is established by the voters at the Annual Town Meeting only and may be composed of (a) an appropriation (not exceeding 5% of the tax levy of the preceding year), (b) money transferred from Overlay Reserve, or (c) both. Transfers from the Reserve fund may be made only by the Advisory Committee and are for "extraordinary or unforeseen expenditures" only.

Conservation Fund:
For land purchases and any other conservation use.

DRAFT

Introduction to the Rules of Town Meeting

Southborough's Town Meeting is an open town meeting in which all registered voters may participate. Town Meeting is a deliberative assembly, conducted via a defined process, charged with considering a maximum number of questions of varying complexity in a minimum amount of time and with full regard to the rights of the majority, strong minority, individuals, absentees and all of these together. In other words, we gather for the purpose of conducting the Town's business thoughtfully and efficiently.

AUTHORITY

The three elements of authority at Town Meeting are a quorum of one hundred (100) registered voters or more, the Clerk and the Moderator. Of these three, the quorum is the most important.

The Town Clerk is responsible for voter registration, certification of a quorum, setting up the hall and keeping the record of the proceedings. He may also officiate Town Meeting in the absence of a Moderator.

The Moderator presides at and regulates the proceedings, decides all questions of order, and makes declarations of all votes. No one may speak on an issue without being recognized by the Moderator. It is the Moderator's responsibility to approve the distribution of materials, and persons wishing to do so must seek his permission. The Moderator appoints Tellers and alternates for the purpose of counting votes of the meeting.

THE WARRANT

All matters to be considered at Town Meeting must be published in the Town Meeting Warrant, which is the responsibility of the Board of Selectmen. The primary and most important purpose of the Warrant is to notify voters in advance the nature of the business to be taken up at Town Meeting. By state law, Town by-law or custom, several business articles (such as budget appropriations) must be presented in the Town Warrant each year for consideration. Other items are added by warrant articles proposed by Town officials, committees, boards, or groups of ten or more registered voters. The Advisory Committee reviews the Warrant, making recommendations on all the items of business to be presented. In accordance with the Town by-laws, all articles in the Warrant are considered in the order in which they appear in the Warrant, unless the Town Meeting votes to change the order for reasons that reasonable people would entertain.

PARTICIPATION

Any voter wishing to participate in Town Meeting must go to one of the floor microphones and wait to be recognized by the Moderator. Upon recognition by the Moderator, first state your name and address, and then state your business.

Anyone whose name is not on the list of registered voters requires the approval of either the Moderator or a majority of the Meeting to sit in the voting area.

All remarks shall be limited to the subject then under discussion. It is improper to indulge in references to personalities, and all expressions of approval or disapproval, such as applause or booing, are out of order. The Moderator may request any person to keep silent. If after warning from the Moderator, a person refuses to be silent or persists in other disorderly behavior, the Moderator may order a person to withdraw and if he fails to withdraw, may order a police officer to remove such person from Town Meeting.

Individuals who have a personal or financial interest with respect to a matter may speak or vote thereon but should frankly disclose their interest. However, no Town Meeting voter should accept compensation for participating without disclosing that fact.

There is no fixed time limit to the debate of any question. However, out of consideration for the others in attendance and the need to give adequate time to all matters coming before Town Meeting, each individual who speaks should make an effort to be as brief as possible and avoid repeating facts, views or opinions already expressed by others.

DRAFT

Anyone wishing to make a presentation with respect to any article must, prior to Town Meeting, obtain the Moderator's approval.

In order to give all a fair opportunity to speak, no one who has addressed any particular motion shall speak again, except to answer questions, until all others wishing to speak to the motion have done so.

HOW ARE MOTIONS CLASSIFIED?

Main Motions
Motions of this group are for the bringing of questions, or propositions, before Town Meeting for consideration. Only one main motion can be considered at a given time, and once introduced such a motion excludes all other main motions until it has been disposed.

Subsidiary Motions
Motions of this group have are for the modification or disposition of the main motion that is being considered. Their existence as motions depends entirely upon the principal motion to which they are subordinate. Since they relate to the question then under consideration, it is in order to propose them when a main motion is pending and to vote upon them before voting upon the main motion.

Privileged Motions
Motions of this group have no connection whatsoever with any main motion, but are motions of such importance that they are entitled to immediate consideration. These motions have the privilege of temporarily setting aside the main business then before Town Meeting.

Incidental Motions
Motions of this group have few characteristics in common, but for convenience have been grouped into one class. The name "incidental" applies because they arise only incidentally out of the business of Town Meeting.

RULES RELATIVE TO MOTIONS

A motion is the means of bringing a proposal or question for consideration by Town Meeting. When first put forward it is a motion; after it is seconded and acknowledged by the Moderator, it becomes the question or proposal. Except for complimentary resolutions (the presentation of which must be approved in advance by the Moderator), no main motion shall be entertained unless it's substance is contained within the scope of a Warrant article. Upon completion of debate, articles will be voted upon.

The Moderator shall determine whether a motion, or any discussion relative to a motion, is within the scope of the Warrant article under consideration. That is, the motion and the debate must be relevant to the article as written in the Warrant, since the purpose of the Warrant is to apprise voters of the actions to be taken at Town Meeting.

Articles only give notice to the voters and do not initiate action; motions do. Motions may be withdrawn; articles may not be withdrawn – articles must be acted upon by Town Meeting.

There are four types of amendments: striking out, inserting, striking out and inserting, and substitution. Motions to amend may be hostile as long as they are germane. An amendment to a motion is an amendment of the first rank; an amendment to an amendment is of the second rank; there can be no amendment beyond that of the second rank.

Some motions do not lead to a final determination by Town Meeting. A motion to commit or to refer sends the matter to an existing board or committee or one to be established. The motion to postpone indefinitely disposes of the question without bringing it to a direct vote. The motion to postpone indefinitely should not be confused with the motion to table which only temporarily delays a vote. As previously stated, articles may not be withdrawn; so when the Meeting does not wish to act on a particular article, the proper motion is to postpone consideration indefinitely.

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Motions to reconsider shall be entertained when new information is available that is materially different than was presented (or could have been presented) at the time of the original vote on the article. Articles may be reconsidered only once. If a motion to reconsider is passed by the necessary 2/3 vote, it brings the original article back to the floor (which requires a new motion and additional debate); if the motion to reconsider is defeated, then the original article stands as previously voted and may not be reconsidered again. Actions to reconsider can be taken at the same session or any subsequent session of Town Meeting. A notice of reconsideration may be filed in advance with the Town Clerk stating that, at a specific point during the current Town Meeting, a voter will move for reconsideration on a particular article, and the Moderator will inform the hall of said action. Note that such a motion so noticed in advance must still be in order (i.e., must comply with all conditions required of any reconsideration motion).

All motions other than purely procedural motions must be in writing and signed by the sponsor.

CHART OF PRECEDENCE OF MOTIONS AND SUMMARY OF GOVERNING RULES

	May interrupt a speaker	Req. a sec.	Debatable	Vote Required	Motions that may apply
PRIVILEGED MOTIONS					
1. To dissolve	no	yes	no	majority	none
2. To adjourn	no	yes	limited	majority	amend
3. Point of no quorum	no	no	no	none	none
4. Recess	no	yes	limited	majority	amend
5. Question of privilege	yes	no	no	chair rules	none
SUBSIDIARY MOTIONS					
6. To lay on the table	no	yes	no	2/3	none
7. Previous question	no	yes	no	2/3	none
8. Limit or extend debate	no	yes	no	2/3	amend, reconsider
9. To postpone to time certain	no	yes	limited	majority	amend, reconsider
10. To commit or refer	no	yes	limited	majority	amend, reconsider
11. To amend	no	yes	yes	majority	amend, reconsider
12. To postpone indefinitely	no	yes	yes	majority	reconsider
MAIN MOTIONS					
Main Motions	no	yes	yes	majority*	all
To reconsider or rescind	no	yes	yes	2/3	table previous question postpone definitely
To take from the table	no	yes	no	majority	none
To advance an article	no	yes	yes	majority	amend, reconsider
INCIDENTAL MOTIONS					
Point of order	yes	no	no	chair rules	none
Division of a question	no	yes	no	majority	none
Separate consideration	no	yes	no	majority	none
To withdraw a motion	no	no	no	majority	reconsider
To suspend rules	no	yes	no	2/3	none
Orders of the day	yes	no	no	none	none

*The vote required to pass an affirmative main motion is a matter of substantive law, but is usually a majority.

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FORM USED IN MAKING MOTIONS

1. Main Motion	Mr. Moderator, I move that...(statement of the proposal)
2. Adjourn	Mr. Moderator, I move to adjourn to...(state time)
3. Amend	Mr. Moderator, I move to amend by adding...
	Mr. Moderator, I move to amend by inserting...before...
	Mr. Moderator, I move to amend by stroking out...
	Mr. Moderator, I move to amend by striking out...and inserting...
	Mr. Moderator, I move to substitute...for...
4. Amend an Amendment	Mr. Moderator, I move to amend the pending amendment by (see above)
5. Amend Something Previously Adopted	Mr. Moderator, I move to amend the resolution under Article...by...
6. Commit or Refer	Mr. Moderator, I move that the proposal be referred to a committee of...
8. Division of a Question	Mr. Moderator, I move to divide the question.
9. Lay on the Table	Mr. Moderator, I move that the proposal be laid on the table.
10. Point of Order	Mr. Moderator, I rise to a point of order.
11. Postpone to a time certain	Mr. Moderator, I move to postpone the question to...
12. Postpone Indefinitely	Mr. Moderator, I move that the question be postponed indefinitely.
13. Previous Question	Mr. Moderator, I move the previous question.
14. Question of Privilege	Mr. Moderator, I rise to a question of privilege.
15. Recess	Mr. Moderator, I move to recess for...
16. Reconsider	Mr. Moderator, I move to reconsider the vote under Article...
	Mr. Moderator, I move to reconsider the vote on the amendment to...
17. Separate Consideration	Mr. Moderator, I move for separate consideration.
18. Suspend the Rules	Mr. Moderator, I move to suspend the rules which interfere with...
19. Take from the Table	Mr. Moderator, I move to take from the table the motion relating to...

INTERRUPTING A SPEAKER

No one may interrupt a speaker except for a point of order or a question of privilege.

POINT OF ORDER

A point of order if a question of the Moderator about whether the speaker is entitled to be speaking, or whether the current subject under discussion (or what the speaker is saying) is irrelevant, illegal or contrary to proper procedure. No other "point of order" is proper.

PREVIOUS QUESTION

To call or move the question is a request to stop discussion and to take an immediate vote. This requires a 2/3 vote.

VOTING

Voting is by hand vote and the Moderator declares the result of such votes. If seven or more voters immediately question the declared result, the Moderator shall determine the result by a standing count of votes by the Tellers. After the vote counted by the Tellers is presented to the Moderator and announced to the floor, any further motions for recount are out of order.

ADJOURNMENT AND DISSOLUTION

Sessions of Town Meeting normally adjourn at eleven o'clock in the evening but may adjourn at such earlier or later time as vote of the majority may determine. Town Meeting shall not dissolve until all articles in the warrant have been properly considered.

DRAFT

TOWN WARRANT
COMMONWEALTH OF MASSACHUSETTS

SPECIAL TOWN MEETING

Worcester, ss. September XX, 2024

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the Inhabitants of the Town of Southborough qualified to vote in town affairs, to meet in the P. Brent Trottier Middle School, 49 Parkerville Road, in said Southborough, on

Monday, September 30, 2024

at ***7:00 p.m.***, then and there to take action on the following Articles:

ARTICLE 1: To see if the Town will vote to transfer $17,068 from Assessor's Overlay Surplus for funding miscellaneous adjustments to the Fiscal Year 2025 budget as follows:

Department	**Line Item**	**Amount**
Treasurer-Collector Personnel Services	145-51100	$1,004
Select Board Personnel Services	122-51100	$1,004
Assessor's Personnel Services	141-51100	$2,987
Fire Personnel Services	210-51100	$1,847
Youth Commission Personnel Services	542-51100	$2,276
Recreation Personnel Services	630-51100	$ 250
Youth Commission Other Charges & Expenses	542-57100	$ 750
Treasurer-Collector Other Charges & Expenses	145-57800	$ 750
Assessors Other Charges & Expenses	141-53880	$6,200

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *This article funds certain employees' hourly rates which were not finalized until after Annual Town Meeting was concluded. Additionally, there are three non-salary requests:*
Treasurer - To obtain a bond they are no longer offered on a multi-year basis and the costs have increased.

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Assessor - The Assessor's database was due to be migrated to the cloud in FY26 however access to the server has created multiple problems that are adversely affecting the Department's operations.
Youth/Family – the Department has an intern and this position will incur some mileage reimbursement that was not known at the Annual Town Meeting.

ARTICLE 2: To see if the Town will vote to amend the Personnel Salary Administration Plan, as specified in Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL, as follows:

- Amendment to Schedule A
- Amendment to Schedule C
- TBD

; or do or act anything in relation thereto.

Proposed by: PERSONNEL BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 3: To see if the Town will vote to appropriate $2,127,960, or any other amount, to be expended with the approval of the Select Board, to pay additional costs of remediating pollution at the Breakneck Hill dumpsite, as required by an administrative consent order between the Town and the Department of Environmental Protection, including the payment of all costs incidental and related thereto; to determine whether this amount shall be raised by taxation, transfer from available funds, borrowing or otherwise provided, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *Due to recently discovered site conditions, and to remain in compliance with the Administrative Consent Order from DEP, the total cost of the project has increased from what was originally voted to be borrowed under Article 9 of the March 2023 town meeting.*

ARTICLE 4: To see if the Town will vote to raise and appropriate by borrowing a sum of money to clean up the former Atwood water tank property

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 5: To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to implement the results of the Public Safety Staffing study

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 6: To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to increase the hours and any related benefits for the Economic Development Coordinator position

DRAFT

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 7: To see if the Town will vote to amend Town Code to reduce the membership of the PILOT Committee from 7 to 5 members

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 8: To see if the Town will vote to delete Chapter 9, Article I of the Town Code, Solid Waste Disposal Committee

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 9: To see if the Town will vote to delete Chapter 6, Article II of the Town Code, Consumer Advisory Commission

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 10: To see if the Town will vote to add a new §174-10.3 to the Town of Southborough's Zoning Bylaws, amend the zoning map to include the MBTA Communities Overlay District (MCOD) as shown on the maps prepared by Bohler Engineering in March 2024 as further depicted in the handout, amend certain other sections to integrate the new section into the current zoning bylaw, and make any minor modifications to the text required for consistency with the existing format of the bylaws or do or act anything in relation thereto.

Proposed by: PLANNING BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 11: To see if the Town will vote to amend the Town Code to eliminate the Southborough Housing Opportunity Partnership Committee (SHOPC), and create a new committee that consolidates the responsibilities of SHOPC and the Affordable Housing Trust Fund Committee (AHTFC)

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD

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Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 12: To see if the Town will vote to increase the CPA surcharge from 1% to 3%

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 13: To see if the Town will vote to approve a process to transfer funds from the Affordable Housing bucket of CPA to the Affordable Housing Trust Fund

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 14: To see if the Town will vote to create a Stormwater Enterprise Fund

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 15: To see if the Town will vote to amend the Town Code to change the date requirements for Annual Town Meeting

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 16: To see if the Town will provide feedback to the Select Board on the Board's recommended approach to provide public safety dispatch services

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

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And you are to give notice hereby by posting true and attested copies of the Warrant on the Town website, the Southborough Town House, 17 Common Street, Southborough Senior Center, 9 Cordaville Road, Southborough Library, 25 Main Street, and Southborough Transfer Station, 147 Cordaville Road; fourteen (14) days at least before the time appointed for such meeting.

Given under our hand this _____ (XXth) day of September, 2024.

_____

Kathryn M. Cook, Chair

_____

Andrew R. Dennington, Vice-Chair

_____

Sam Stivers

_____

Alfred Hamilton

_____

Marguerite Landry

SELECT BOARD OF THE TOWN OF SOUTHBOROUGH

Attest:

_____

Ryan Newell, Chief of Police

DRAFT

CABLE TELEVISION
RENEWAL LICENSE

GRANTED TO
VERIZON NEW ENGLAND INC.

SELECT BOARD
TOWN OF SOUTHBOROUGH,
MASSACHUSETTS

NOVEMBER 26, 2024

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EXHIBITS

EXHIBIT A -- PUBLIC BUILDINGS TO BE PROVIDED FREE CABLE SERVICE UPON WRITTEN REQUEST (SUBJECT TO SECTION 3.2)

THIS CABLE TELEVISION RENEWAL LICENSE AGREEMENT (this "License") is entered into by and between the Select Board of the Town of Southborough, as Issuing Authority for the grant of the cable television license pursuant to the Massachusetts Cable Law (M.G.L. c. 166A), and Verizon New England Inc., a corporation duly organized under the applicable laws of the State of New York (the "Licensee").

WHEREAS, the Issuing Authority is a "franchising authority" in accordance with Title VI (as hereinafter defined) (see 47 U.S.C. § 522(10)) and is authorized to grant one or more nonexclusive cable licenses pursuant to the Massachusetts Cable Law;

WHEREAS, the Issuing Authority granted to Licensee effective as of November 26, 2019, a nonexclusive Cable Television Renewal License to install, maintain, extend, and operate a Cable System in the Town for a term of five (5) years (the "2019 Renewal License");

WHEREAS, the Licensee has operated a Cable System in accordance with the Final License as of the effective date on its existing Telecommunications Facilities consisting of a Fiber to the Premises Telecommunications Network ("FTTP Network") in the Town which also transmits Non-Cable Services pursuant to authority granted by M.G.L. c. 166 and Title II, which Non-Cable Services are not subject to the Massachusetts Cable Law or Title VI;

WHEREAS, pursuant to and in accordance with applicable federal and State law, the Issuing Authority undertook a process to determine whether it should renew the 2019 Renewal License and the terms for such a renewal;

WHEREAS, the Issuing Authority has examined the past performance of Licensee and has determined that Licensee is and has been in material compliance with the 2019 Renewal License and applicable law;

WHEREAS, pursuant to and in accordance with applicable federal and State law, the Licensee submitted to the Issuing Authority a proposal to renew the 2019 Renewal License to operate a Cable System in the Town; and

WHEREAS, following good faith negotiations between the parties, the Issuing Authority and Licensee have agreed on the terms for a renewal License under which Licensee will continue to operate its Cable System in the Town.

NOW, THEREFORE, in consideration of the Issuing Authority's grant of a renewal License to Licensee, Licensee's promise to continue providing Cable Service to residents of the Town pursuant to the terms and conditions set forth herein, and for other good and valuable consideration, the receipt and the adequacy of which are hereby acknowledged,

THE SIGNATORIES HERETO DO HEREBY AGREE AS FOLLOWS:

1. DEFINITIONS

Except as otherwise provided herein, the definitions and word usages set forth in the Communications Act are incorporated herein and shall apply in this License. For the purpose of this License, the following words, terms, phrases and their derivations shall have the meanings given herein, unless the context clearly requires a different meaning in which case such other meaning shall apply. When not inconsistent with the context, the masculine pronoun includes the feminine pronoun, words used in the present tense include the future tense, words in the plural number include the singular number and words in the singular number include the plural number. The word shall is always mandatory and not merely directory. In addition, the following definitions shall apply:

1.1. *Access Channel*: A video Channel, which Licensee shall make available to the Town and/or the PEG Access Designee without charge for non-commercial public, educational, or governmental use for the transmission of Video Programming as directed by the Issuing Authority or the PEG Access Designee and in accordance with the terms of this License.

1.2. *Affiliate:* Any Person who, directly or indirectly, owns or controls, is owned or controlled by, or is under common ownership or control with, the Licensee.

1.3. *Basic Service:* Any service tier which includes the retransmission of local television broadcast signals as well as the PEG Access Channels required by this License.

1.4. *Cable Division:* The Cable Television Division of the Massachusetts Department of Telecommunications and Cable or its successor.

1.5. *Cable Service* or *Cable Services:* Shall be defined herein as it is defined under Section 602(6) of the Communications Act, 47 U.S.C. § 522(6), meaning the one-way transmission to Subscribers of Video Programming or other programming service, and Subscriber interaction, if any, which is required for the selection or use of such Video Programming or other programming service.

1.6. *Cable System* or *System*: Shall be defined herein as it is defined under Section 602(7) of the Communications Act, 47 U.S.C. § 522(7), meaning a facility, consisting of a set of closed transmission paths and associated signal generation, reception, and control equipment that is designed to provide cable service which includes video programming and which is provided to multiple Subscribers within the Town, but such term does not include (A) a facility that serves only to retransmit the television signals of one or more television broadcast stations; (B) a facility that serves subscribers without using any public right-of-way; (C) a facility of a common carrier which is subject, in whole or in part, to the provisions of Title II of the Communications Act, except that such facility shall be considered a cable system (other than for purposes of section 621(c) of the Communications Act) to the extent such facility is used in the transmission of video programming directly to subscribers unless the extent of such use is solely to provide interactive on-demand services; (D) an open video system that complies with Section 653 of the Communications Act; or (E) any facilities of any electric utility used solely for operating its electric utility systems.

1.7. *Channel:* Shall be defined herein as it is defined under Section 602 of the Communications Act, 47 U.S.C. § 522(4).

1.8. *CMR:* The Code of Massachusetts Regulations.

1.9. *Commercial Subscriber*: A commercial, non-residential Subscriber.

1.10. *Communications Act*: The Communications Act of 1934, as amended.

1.11. *Complaint:* Shall be defined herein as it is defined by the Cable Division's Order Adopting Revised Form 500 (June 11, 1999), meaning any written or verbal contact with the Licensee in connection with Cable Service in which a Person expresses dissatisfaction with an act, omission, product or service that is (1) within the Licensee's control, and (2) requires a corrective measure on the part of the Licensee.

1.12. *Converter*: A device capable of unscrambling coded video signals distributed over the Cable System.

1.13. *Educational Access Channel*: An Access Channel made available to the Town pursuant to the terms and conditions of this License and available for the non-commercial use of the local public schools in the Town and/or of the PEG Access Designee.

1.14. *FCC*: The United States Federal Communications Commission, or successor governmental entity thereto.

1.15. *Force Majeure*: Acts of God; acts of public enemies; orders of any kind of the government of the United States of America or of the State or any of their departments, agencies, political subdivisions, or officials, or any civil or military authority; insurrections; riots; epidemics; landslides; lightening; earthquakes; fires; hurricanes; volcanic activity; storms; floods; washouts; droughts; civil disturbances; explosions; strikes, labor disturbances or lockouts; unavailability of essential equipment, services and/or materials and/or other matters beyond the control of the Issuing Authority, the Town or the Licensee, and unreasonable work delays.

1.16. *Franchise Fee:* Shall have the meaning as set forth in Section 622 (g) of the Communications Act (47 U.S.C. §542(g)).

1.17. *FTTP Network*: The network constructed and operated by the Licensee and having the meaning set forth in the recitals of this License.

1.18. *Government Access Channel*: An Access Channel made available by the Licensee to the Town pursuant to the terms and conditions of this License and available for the non-commercial use of the Issuing Authority and/or the PEG Access Designee.

1.19. *Gross Revenues:* All revenue, determined in accordance with United States Generally Accepted Accounting Principles ("GAAP"), which is derived by Licensee and/or its Affiliates from the operation of the Cable System to provide Cable Service in the Town, including, without limitation, the following items: fees, charges and payments collected from Subscribers for

Cable Services; installation, reconnection, change-in-service (upgrades, downgrades, etc.) and similar charges; revenues received from rentals or sales to Subscribers of Converters, remote controls and other Subscriber equipment used to provide Cable Service over the Cable System; Leased Access Channel programming revenues; revenues that the Licensee receives from home shopping channels for the use of the Cable System to sell merchandise as prorated to include such revenue attributable to the Cable System in the Town based on the number of Subscribers; advertising revenues as prorated to include such revenue attributable to the Cable System in the Town based on the number of Subscribers; and all fees imposed on the Licensee by this License and applicable law that are passed through and paid by Subscribers (including the License Fee, the PEG Access Support, and the PEG Grant as long as the Issuing Authority provides evidence that the PEG Grant of the other cable provider(s) in the Town is included in their respective gross revenue). Gross Revenue shall include revenue of an Affiliate only to the extent that such Affiliate revenue relates to the provision of Cable Services over the Cable System in the Town, and not the revenues of any such Affiliate that are not related thereto. In no event shall revenue of an Affiliate be Gross Revenue to the Licensee if such revenue is otherwise subject to Franchise Fees and paid to the Issuing Authority. If Cable Services are provided to Subscribers in conjunction with Non-Cable Services, nothing herein shall prevent the Licensee from allocating a greater amount of the combined revenue to Cable Services than is otherwise provided pursuant to GAAP.

Provided, however, that Gross Revenue shall not include:

1.19.1. Revenues received by any Affiliate or other Person in exchange for supplying goods or services used by Licensee to provide Cable Service over the Cable System, except to the extent that such revenues are derived from the operation of the Cable System to provide Cable Service in the Town;

1.19.2. Bad debts written off by Licensee in the normal course of its business, provided, however, that bad debt recoveries shall be included in Gross Revenue during the period collected;

1.19.3. Refunds, rebates or discounts made to Subscribers;

1.19.4. Any revenues classified as Non-Cable Services revenue under federal or State law including, without limitation, revenue received from Telecommunications Services; or revenue received from Information Services, including, without limitation, Internet Access Service, electronic mail service, electronic bulletin board service, or similar online computer services;

1.19.5. Any revenue of the Licensee or any other Person which is received directly from the sale of merchandise through any Cable Service distributed over the Cable System, notwithstanding that portion of such revenue which represents or can be attributed to a Subscriber fee or a payment for the use of the Cable System for the sale of such merchandise, which portion shall be included in Gross Revenue;

1.19.6. Revenues from the sale of Cable Services on the Cable System to a reseller, when the reseller is required by law to pay (and does pay) Franchise Fees and other cable license fees to the Town on the resale of the Cable Services. Nothing under this Section is

intended to limit the rights of the Town pursuant to Section 622(h) of the Communications Act (47 U.S.C. § 542(h));

1.19.7. Any tax of general applicability imposed by a town, the State, federal or any other governmental entity and required to be collected from Subscribers by Licensee and remitted to the taxing entity (including, but not limited to, sales/use taxes);

1.19.8. Any revenue foregone as a result of the Licensee's provision of free or reduced cost Cable Services as required by this License to any Person, including without limitation, employees of Licensee and public institutions or other institutions as required or permitted herein and to other customers which are exempt, as required or allowed by the Town; provided, however, that such foregone revenue which Licensee chooses not to receive in exchange for trades, barters, services or other items of value shall be included in Gross Revenue;

1.19.9. Revenues from the sales of capital assets or sales of surplus equipment provided that this exclusion shall not include sales to Subscribers of converters, remote controls and other Subscriber equipment for the provision of Cable Service over the Cable System;

1.19.10. Directory or Internet advertising revenue including, but not limited to, yellow page, white page, banner advertisement and electronic publishing.

1.20. *High-Definition (HD) PEG Access Channel:* A PEG Access Channel in the high-definition display format for digital television transmissions with video transmitted in a 16:9 aspect ratio with a resolution of 720p or 1080i.

1.21. *Information Services*: Shall be defined herein as it is defined under Section 3 of the Communications Act, 47 U.S.C. § 153(24).

1.22. *Internet Access Service*: Dial-up or broadband access service that enables access to the Internet.

1.23. *Issuing Authority*: The Select Board of the Town of Southborough, Massachusetts.

1.24. *Leased Access Channel*: A Channel that the Licensee designates for commercial use pursuant to Section 612 of the Communications Act.

1.25. *License Fee*: The payments to be made by the Licensee to the Town, which shall have the meaning as set forth in Section 9 of M.G.L. Chapter 166A.

1.26. *Licensee:* Verizon New England Inc., and its lawful and permitted successors, assigns and transferees.

1.27. *M.G.L. Chapter 166A*: Chapter 166A of the General Laws of the Commonwealth of Massachusetts.

1.28. *Non-Cable Services*: Any service that does not constitute Cable Service(s), including, but not limited to, Information Services and Telecommunications Services.

1.29. *PEG*: Public, educational, and governmental.

1.30. *PEG Access Channel*: An Access Channel that the Licensee makes available to the Town for non-commercial use pursuant to the terms and conditions of this License, and managed by the Issuing Authority and/or the PEG Access Designee.

1.31. *PEG Access Designee*: Any entity designated by the Issuing Authority for the purpose of owning and/or operating the equipment and facilities used in the production and/or broadcast of PEG Access Channel programming, including, but not limited to, the Town itself and/or an access corporation.

1.32. *PEG Access Programming*: Non-commercial Video Programming transmitted on the PEG Access Channel(s) pursuant to the terms of this License, and applicable laws.

1.33. *Person*: An individual, partnership, association, joint stock company, trust, corporation, other business entity, or governmental entity.

1.34. *Prime Rate*: The prime rate of interest as published in the Wall Street Journal.

1.35. *Public Access Channel*: An Access Channel made available to the Town pursuant to the terms and conditions of this License and available for the use by the residents in the Town and managed by the Issuing Authority and/or the PEG Access Designee.

1.36. *Public Rights-of-Way*: The surface and the area across, in, over, along, upon and below the surface of the public streets, roads, bridges, sidewalks, lanes, courts, ways, alleys, and boulevards, including, public utility easements and public lands and waterways used as Public Rights-of-Way, as the same now or may thereafter exist, which are under the jurisdiction or control of the Town.

1.37. *Service Area*: The entire existing territorial limits of the Town.

1.38. *Standard Definition ("SD") PEG Access Channel*: A PEG Access Channel in the standard definition display format for digital television transmissions with video transmitted in a 4:3 aspect ratio with a resolution of 480i.

1.39. *State*: The Commonwealth of Massachusetts.

1.40. *Subscriber*: A Person who lawfully receives Cable Service in the Town.

1.41. *Telecommunications Facilities*: Licensee's existing Telecommunications Services and Information Services facilities, including the FTTP Network.

1.42. *Telecommunication Services:* Shall be defined herein as it is defined under Section 3 of the Communications Act, 47 U.S.C. § 153(46).

1.43. *Title II*: Title II of the Communications Act, Common Carriers.

1.44. *Title VI*: Title VI of the Communications Act, Cable Communications,

1.45. *Town*: The Town of Southborough, Massachusetts.

1.46. *Video Programming or Programming*: Shall be defined herein as it is defined under Section 602(20) of the Communications Act, 47 U.S.C. § 522(20), meaning programming provided by, or generally considered comparable to programming provided by, a television broadcast station.

1.47. *Video Service Provider or VSP:* Any entity using the Public Rights-of-Way to provide Video Programming services to multiple subscribers within the territorial boundaries of the Town, regardless of the transmission method, facilities or technologies used.

2. GRANT OF LICENSE AUTHORITY; LIMITS AND RESERVATIONS

2.1. *Grant of Authority*: Subject to the terms and conditions of this License and pursuant to M.G.L. Chapter 166A, the Issuing Authority hereby grants the Licensee the right to own, operate, and maintain a Cable System in, under, over and along the Public Rights-of-Way within the Town and subsequent additions thereto, in order to provide Cable Service. This License grants no authority for the Licensee to use the Public Rights-of-Way within the Town for any other purpose(s) unless otherwise provided herein. The Licensee's FTTP Network is subject to M.G.L. c. 166 and as such is subject to regulation by the Town consistent with that law. The Licensee shall adhere to all applicable local bylaws and lawful regulations of the Town regarding Public Rights-of-Way and public works matters, including rights-of-way management requirements with regard to public safety, aesthetics, pole attachments and other legitimate municipal concerns. Nothing in this Section 2.1 shall be deemed to prohibit the right of the Licensee to challenge the legality of such local bylaws, regulations and requirements, or the right of the Issuing Authority to oppose any such challenge. Consistent with and subject to the Licensee's existing authority to operate in the Public Rights-of-Way, grant of this License does not establish priority for use over other present or future permit holders or the Town's own use of Public Rights-of-Way. Any disputes between the Licensee and other parties regarding use of the Public Rights-of-Way shall be resolved in accordance with applicable law and regulations.

2.2. *Issuing Authority Does Not Regulate Telecommunications*: The parties recognize that the FTTP Network is constructed, operated and maintained as an upgrade to and/or an extension of the Licensee's existing Telecommunications Facilities under Title II and M.G.L. c. 166. In accordance with applicable law(s), the Issuing Authority's regulatory authority under Title VI does not extend to the construction, installation, maintenance or operation of the FTTP Network to the extent the FTTP Network is and/or was constructed, installed, maintained or operated for the purpose of upgrading and/or extending Verizon's existing Telecommunications Facilities for the provision of Non-Cable Services. The Town does not and will not assert

jurisdiction over the Licensee's FTTP Network in contravention of applicable federal or State law(s). Nothing in this License shall be construed to prohibit the Licensee from offering any service over the Cable System that is not prohibited by federal or State law provided that any requirements for Town authorization or permitting not inconsistent with federal and State law are satisfied.

2.3. *Term*: This License shall become effective on November 26, 2024 (the "Effective Date"). The term of this License shall be five (5) years from the Effective Date unless this License is earlier revoked or terminated as provided herein.

2.4. *Termination Generally:* Notwithstanding any provision herein to the contrary, Licensee may terminate this License upon two hundred and seventy (270) days' written notice to the Issuing Authority. Licensee shall not provide the notice of termination sooner than the beginning of the 28th month following the Effective Date.

2.5. *Modification/Termination Based on VSP Requirements*:

2.5.1. If the Issuing Authority enters into any cable franchise, cable license or similar agreement with a VSP to provide Video Programming services to residential subscribers in the Town with terms or conditions materially less burdensome than those imposed by this License, Licensee and the Issuing Authority shall, within sixty (60) days of the Issuing Authority's receipt of Licensee's written notice thereof, commence negotiations to modify this License to provide that this License is not on terms or conditions materially more burdensome than the terms in any such cable franchise, cable license or similar agreement. Any modification of the License pursuant to the terms of this Section shall not trigger the requirements of 207 CMR 3.07. The PEG Access Support, as provided in Section 5.4, will not be subject to modification under this Section 2.5.1 or 2.5.2.

2.5.2. Licensee's notice pursuant to Section 2.5.1 shall specify the cable franchise, cable license or similar agreement and the materially less burdensome terms or conditions as set out Section 2.5.1 above. Licensee shall respond to reasonable information requests from the Town, as may be necessary to review the same.

2.5.3. In the event the parties do not, subject to the criteria above, reach mutually acceptable agreement on a modification as set out above, Licensee shall in its sole discretion, have the option of exercising any of the following actions:

a. commencing License renewal proceedings in accordance with 47 U.S.C. 546 with the License term being accelerated, thus being deemed to expire thirty-six (36) months from the date of Licensee's written notice to seek relief hereunder;

b. terminating the License in no less than thirty-six (36) months from written notice to the Issuing Authority;

c. if agreed by both parties, submitting the matter to commercial arbitration by a mutually-selected arbitrator in accordance with the rules of the American Arbitration Association; or

d. if agreed to by both parties, submitting the matter to mediation by a mutually-acceptable mediator.

2.5.4. Modification of the PEG Access Support under this License shall, as applicable, be in accordance with the terms and conditions set forth in Section 5.4 hereunder. As stated above, PEG Access Support is not subject to modification under Section 2.5.1.

2.6. *Grant Not Exclusive*: This License and the rights granted herein to use and occupy the Public Rights-of-Way to provide Cable Services shall not be exclusive, and the Issuing Authority reserves the right to grant other licenses for similar uses or for other uses of the Public Rights-of-Way, or any portions thereof, to any Person, or to make any such use themselves, at any time during the term of this License. Any such rights shall not be in conflict with the authority as granted by this License. Disputes between the Licensee and other parties regarding use of Public Rights-of-Way shall be resolved in accordance with applicable law.

2.7. *License Subject to Applicable Federal and State Law*: This License is subject to and shall be governed by all applicable provisions of federal and State law(s) and regulations as they may be amended, including but not limited to Title VI and M.G.L. Chapter 166A.

2.8. *No Waiver*:

2.8.1. The failure of the Issuing Authority on one or more occasions to exercise a right or to require compliance or performance under this License, M.G.L. Chapter 166A or any other applicable law, bylaw or lawful regulation shall not be deemed to constitute a waiver of such right or a waiver of compliance or performance by the Issuing Authority, nor to excuse Licensee from complying or performing, unless such right or such compliance or performance has been specifically waived in writing by the Issuing Authority.

2.8.2. The failure of the Licensee on one or more occasions to exercise a right under this License or applicable law, or to require performance under this License, shall not be deemed to constitute a waiver of such right or of performance of this License, nor shall it excuse the Issuing Authority from performance, unless such right or performance has been specifically waived in writing by the Licensee.

2.9. *Construction of License*:

2.9.1. The provisions of this License shall be construed to effectuate their objectives.

2.9.2. Nothing herein shall be construed to limit the scope or applicability of Section 625 of the Communications Act, 47 U.S.C. § 545.

2.10. *Police Powers*: Nothing in this License shall be construed to prohibit the reasonable, necessary and lawful exercise of the Town's police powers. However, if the reasonable, necessary and lawful exercise of the Town's police powers causes the Licensee's provision of Cable Services in the Town to be commercially impracticable, then the parties shall

modify this License to the mutual satisfaction of both parties to ameliorate such commercial impracticability. If the parties cannot reach agreement on the above-referenced modification to this License, then, at the Licensee's option, the parties shall submit the matter to binding arbitration.

2.11. *Compliance with Federal and State Privacy Laws*: Licensee shall comply with the privacy provisions of Section 631 of the Communications Act and all other applicable federal and State privacy laws and regulations. The parties agree that, during the term hereof, Licensee shall not be subject to any local laws or bylaws which conflict with such applicable federal and/or /State privacy laws, or which would impose additional or distinct requirements upon Licensee with respect to Subscriber privacy other than those which are expressly set forth in applicable federal and/or State privacy laws.

2.12. *Transfer of the License*:

2.12.1. Subject to Section 617 of the Communications Act, M.G.L. Chapter 166A and Section 2.12.2 below, the Licensee shall not transfer this License without the prior consent of the Issuing Authority, provided that such consent shall not be arbitrarily or unreasonably withheld, delayed or conditioned. Such consent shall be given only after a public hearing upon a written application therefore on forms prescribed by the Cable Division and/or the FCC. Subject to applicable law, the Licensee shall submit to the Issuing Authority an original and one (1) copy of the application on FCC Form 394 requesting such transfer request. The Issuing Authority shall have one hundred twenty (120) days, or such other time frame that may be established by applicable law, from the filing of the completed Form 394 to take final action on it. If the Issuing Authority has not taken final action within such one hundred twenty (120) day period, then the application shall be deemed approved, unless said one hundred twenty (120) day period is extended by mutual consent of the parties.

2.12.2. The Licensee shall not be required to obtain the Issuing Authority's consent to transfer this License in connection with any transaction that does not constitute a transfer of control under applicable State laws and regulations, including, without limitation, the following: (i) (A) a transfer of an ownership or other interest in the Licensee to the parent of the Licensee or to another Affiliate of the Licensee; (B) transfer or assignment of this License or control thereof to the parent of the Licensee or to another Affiliate of the Licensee; (C) any action which is the result of a merger of the parent of the Licensee; or (D) any action which is the result of a merger of another Affiliate of the Licensee; or (ii) in connection with a transfer in trust, by mortgage, by other hypothecation, by assignment of any rights, title, or interest of the Licensee in this License or the Cable System in order to secure indebtedness; provided, however, that to the extent that any of the foregoing transactions are determined to constitute a transfer of control pursuant to 207 CMR 4.01, then such transaction shall be subject to the Cable Division's transfer regulations (207 CMR 4.00, et. seq.).

2.12.3. Pursuant to 207 CMR 4.04, as may be amended, and applicable federal law, in considering a request to transfer control of this License, the Issuing Authority may consider only the transferee's management experience, technical expertise, financial capability and

legal ability to operate the Cable System under this License, and any other criteria allowable under applicable law and/or regulation.

2.12.4. The consent or approval of the Issuing Authority to a transfer of this License shall not constitute a waiver or release of the rights of the Town under this License.

2.12.5. In the event that this License is transferred, the transferee shall be subject to all of the terms and conditions contained in this License.

3. PROVISION OF CABLE SERVICE

3.1. *Service Area*:

3.1.1. *Service Area*: Subject to the issuance of all necessary permits by the Town, the Licensee shall continue to offer Cable Service to all residential households in the Service Area, except: (A) for periods of Force Majeure; (B) for periods of delay caused by the Town; (C) for periods of delay resulting from Licensee's inability to obtain authority to access rights-of-way in the Town; (D) in developments or buildings that are subject to claimed exclusive arrangements with other cable providers; (E) in developments, buildings or other residential dwelling units that Licensee cannot obtain permission to access under reasonable terms and conditions after good faith negotiation, as determined in good faith by Licensee; and (F) in developments, buildings or other residential dwelling units where the Licensee is unable to provide Cable Service for technical reasons or which require non-standard facilities which are not available on a commercially reasonable basis or where the Licensee determines, in good faith, that providing Cable Service is not commercially reasonable.

3.1.2. *Availability of Cable Service and Standard Drops*: Licensee shall make Cable Service available to all residential dwelling units, and may make Cable Service available to businesses, within the Town in conformance with Section 3.1.1. In the areas in which the Licensee shall provide Cable Service, the Licensee shall be required to connect, at the Licensee's expense, all residential dwelling units that are within three hundred (300) feet of the Licensee's FTTP Network. The Licensee shall be allowed to recover from a Subscriber who requests such connection, actual costs incurred for residential dwelling unit connections that exceed three hundred (300) feet, and actual costs incurred to connect any non-residential dwelling unit Subscriber.

3.2. *Cable Service to Public Buildings*: Subject to Section 3.1 and the applicable provisions of the FCC's 2019 Third Report and Order In the Matter of Implementation of Section 621 of the Cable Act (the "621 Order"), as such 621 Order may be in effect and/or amended during the term of this License, if requested in writing by the Issuing Authority, the Licensee shall provide in a reasonable amount of time and after notifying the Issuing Authority of the process by which it will implement the 621 Order's requirements regarding the provision of free Cable Service to public buildings under a cable license, one Cable Service drop, an outlet, and monthly Basic Service along its activated Cable System route in the Town at no cost to public schools, police and fire stations, public libraries, and other public buildings designated in writing by the Issuing Authority. All such written designations shall include the street address of each building. The current designation of such

buildings and their addresses is set forth in **Exhibit A**. The Licensee shall coordinate the location of each outlet with representatives for each of the buildings receiving service pursuant to this Section. The parties hereto agree that the exercise of any conditional obligations set forth in this Section shall not constitute a modification or amendment of the License within the meaning of 207CMR 3.07.

4. SYSTEM FACILITIES

4.1. *System Characteristics*: The Licensee's Cable System shall meet or exceed the following requirements and/or have at least the following characteristics:

4.1.1. The Cable System shall be operated with an initial digital passband of 50-860 MHz.

4.1.2. The Cable System shall be operated to be an active two-way plant for subscriber interaction, if any, required for the selection or use of Cable Service.

4.1.3. The Cable System shall comply with applicable FCC technical standards, as such standards may be amended from time to time.

4.1.4. The Cable System shall conform in all material respects to the following standards to the extent applicable: the Occupational Safety and Health Administration regulations, the Massachusetts Electrical Code, the National Electrical Code, the National Electrical Safety Code and the rules and regulations of the Cable Division and the FCC.

4.2. *Emergency Alert System*: The Licensee shall comply with the Emergency Alert System ("EAS") requirements of the FCC and applicable State and local EAS Plans in order that emergency messages may be distributed over the Cable System.

4.3. *Parental Control Capability*: The Licensee shall comply with all applicable requirements of federal law(s) governing Subscribers' capability to control the reception of any Channels being received on their television sets.

5. PEG ACCESS SERVICES AND SUPPORT

5.1. *PEG Access Channels*:

5.1.1. The Licensee shall continue to make available to the Issuing Authority and/or the PEG Access Designee, as designated in writing by the Issuing Authority, three (3) SD PEG Access Channels on its Basic Service tier and one (1) HD PEG Access Channel for a total of four (4) PEG Access Channels. The Issuing Authority or the PEG Access Designee may change the programming on the HD PEG Access Channel from an HD simulcast of an existing SD PEG Access Channel to distinct programming, upon one hundred (180) days prior written notice from the Issuing Authority to the Licensee, which change shall not occur more than once during the License term. Only to the extent permitted by law, the Licensee shall be allowed to

recover from Subscribers applicable costs incurred to transmit HD PEG Access Channel programming of any type.

5.1.2. All programming content for the HD PEG Access Channel shall be transmitted to Licensee in HD-SDI format with a resolution of 720p or 1080i. Licensee reserves the right to reassign channel number and location for any or all of the PEG Access Channels at any time during the term. The Issuing Authority expressly acknowledges that in order to view the HD PEG Access Channel, a Subscriber may be required to upgrade equipment at an additional charge.

5.1.3. The Issuing Authority hereby authorizes the Licensee to transmit PEG Access Programming within the Town's jurisdictional boundaries and outside the Town's jurisdictional boundaries to other areas that are served out of the same central offices of the Licensee as those that serve the Town, provided that PEG Access Programming from outside the Town, which is carried in the Town shall not be cablecast on any of the PEG Access Channels made available to the Issuing Authority and/or the PEG Access Designee. If a PEG Access Channel provided under this Article is not being utilized by the Issuing Authority and/or the PEG Access Designee, other than due to Force Majeure, the Licensee may utilize such PEG Access Channel by providing at least one hundred twenty (120) days advance written notice to the Issuing Authority, but only in the event that the Issuing Authority or the PEG Access Designee does not commence use of said PEG Access Channel within said one hundred twenty (120) day notice period. In the event that the Issuing Authority and/or the PEG Access Designee determines to use such PEG Access Channel for PEG Access purposes, the Issuing Authority shall have the right to utilize such PEG Access Channel by providing at least one hundred twenty (120) days advance written notice to the Licensee.

5.2. *PEG Interconnection and Cablecasting*:

5.2.1. The Licensee shall continue to connect to equipment owned by the Town and/or the PEG Access Designee at the PEG access studio (Trottier Middle School Studio. 49 Parkerville Road, 1st Floor, Southborough, Massachusetts (the "PEG Access Interconnection Site") in order to cablecast the PEG Channels."). The Licensee shall be responsible for interconnection at this location, including any approvals and/or costs arising therefrom. The Issuing Authority or, if designated by the Issuing Authority in writing to Licensee, the PEG Access Designee, shall be required to pay Licensee for all direct or reasonably related costs associated with: (i) any equipment upgrade where the need for the upgrade is initiated by the Issuing Authority or the PEG Access Designee; (ii) relocating any connection where the need for relocation is initiated by the Issuing Authority or the PEG Access Designee; (iii) re-installing and/or replacing any connection at an existing location where the need for such re-installation and/or replacement is caused by the Town and initiated by the Issuing Authority or the PEG Access Designee; or (iv) installing any new connection if initiated by the Issuing Authority or the PEG Access Designee; provided, however, that Issuing Authority and/or PEG Access Designee responsibility for the foregoing costs is subject to the Issuing Authority's express written consent, and subject further to Licensee's prior disclosure of such costs and prior consent to same by the Issuing Authority or the PEG Access Designee. Any upgrade or change referenced in subsections (i) and (iv) above required in order for PEG Access Channel cablecasting or PEG Access Programming as provided

to Subscribers to meet a requirement of applicable law or regulation, including with respect to video or audio quality, shall not be deemed to be "initiated" by the Issuing Authority or its PEG Access Designee.

5.2.2. The demarcation point between the Licensee's signal processing equipment (which the Licensee shall own, install and maintain) and the Town's and/or the PEG Access Designee's PEG Access equipment shall be at the output of the Town's and/or the PEG Access Designee's signal processing equipment at the PEG Access Interconnection Site. The Town and/or the PEG Access Designee shall be solely responsible for operating its switching equipment and the picture and audio quality of all PEG Access Programming up to the demarcation point and for providing that all PEG Access Programming is inserted on the appropriate upstream PEG Access Channel. All PEG Access Programming shall be transmitted to the Licensee in baseband, SD-SDI or HD-SDI format with either mono or stereo audio signals, and with signals received by Licensee in stereo cablecast by Licensee in stereo. Notwithstanding the foregoing, the Licensee shall not be obligated to provide the Town or the PEG Access Designee with either cablecast equipment and facilities or the personnel responsible for maintaining and operating equipment and facilities on the Town's or PEG Access Designee's side of the demarcation point and used to generate or administer any PEG Access signals, except as necessary to implement the Licensee's responsibilities specified herein. The Issuing Authority and the Licensee shall work together in good faith to resolve any connection issues.

5.2.3. The Licensee shall provide, install, maintain, repair and replace all equipment necessary to receive and transmit all such PEG Access Programming and all PEG Access Channels as described in Section 5.2.1 above to Subscribers, including any amplification, optical conversion, receiving, cable system headend, processing, and transmitting equipment needed.

5.3. *PEG Grant*

5.3.1. Licensee shall pay to the Issuing Authority a PEG grant in the total amount of One Hundred Thirty-One Thousand Five Hundred Dollars ($131,500.00) to be used for PEG Access Channel capital funding purposes (the "PEG Grant"), as follows: Within forty-five days of the Effective Date, Licensee shall pay to the Issuing Authority the sum of Forty-Three Thousand Eight Hundred Thirty-Four Dollars ($43,834.00). Two (2) additional payments in the amount of Forty-Three Thousand Eight Hundred Thirty-Three Dollars ($43,833.00) each shall be paid by the Licensee to the Issuing Authority on the first and second anniversaries of the Effective Date, respectively. The Issuing Authority and/or PEG Access Designee, as determined by the Issuing Authority, shall own all facilities and equipment purchased with the PEG Grant. The Licensee shall have no obligation to maintain, repair, replace or insure any equipment or facilities purchased with the PEG Grant.

5.3.2. The PEG Grant shall not be counted against either the PEG Access Support payment required by Section 5.4, or any License Fee required by Section 6.1.

5.4. *PEG Access Support*:

5.4.1. The Licensee shall provide annual funding to the Issuing Authority for PEG Access Channel operating support or other PEG Access Channel costs and expenses ("PEG Access Support") in the amount equal to five percent (5.0%) of annual Gross Revenues as defined above, subject to the limitation in Section 6.2. If the Town issues or renews any cable licenses after the Effective Date that provide for a lower percentage of PEG Access Support, other than the cable license held by Comcast or its successor in the Pine Hill Road area of the Town serving approximately twenty-seven (27) units in the Town from the City of Framingham, MA, then the Licensee's percentage of PEG Access Support payments shall be reduced to match such lower percentage over that same time period. The Issuing Authority shall place Licensee's PEG Access Support payments in a restricted account for cable related purposes in the nature of a grant account and not into the general fund, which account will be under the Issuing Authority's control.

5.4.2. The PEG Access Support payments shall be made no later than forty-five (45) days following the end of each calendar quarter. Each such payment shall be accompanied by a Gross Revenue report documenting, in reasonable detail, the Gross Revenue as defined above. The Licensee shall be allowed to provide an extra payment if needed to correct any payments that were incorrectly omitted, and shall have the right to offset against future payments any payments that were incorrectly submitted, in connection with the quarterly remittances, within ninety (90) days following the close of the calendar quarter for which such payments were applicable. For purposes of the PEG Access Support payment, the period for determining Gross Revenues shall be the preceding calendar quarter.

5.4.3. In no case shall said five percent (5.0%) payments include: (i) the PEG/I-Net Grant ; (ii) costs of PEG Access Channels, interconnection and cablecasting obligations required above; or (iii) any other fees or payments required by applicable law, except as provided in Section 6.2, below; provided however, that said five percent (5.0%) payments shall be a Franchise Fee, and subject to the five percent (5.0%) cap on Franchise Fees pursuant to Section 622(h) of the Communications Act (47 U.S.C. §542(b).

5.5. *Recovery of Costs*. To the extent permitted by federal law and regulations, the Licensee shall be allowed to recover from Subscribers the costs of the PEG Grant, costs of PEG interconnection, the PEG Access Support payments, and any other costs arising from the provision of PEG services and related payments, required by this License and to accurately reflect such costs as separately billed line items on each Subscriber's bill.

5.6. *Late Payments*: In the event that the PEG Grant, the PEG Access Support or the License Fee payments is not paid on or before the due date set forth in this License for such payments, then interest shall accrue from the due date until the date paid at the Prime Rate, compounded annually.

5.7. *PEG Access Channel Maintenance/Technical Standards/Performance Tests*: The Licensee shall monitor the PEG Access Channels for technical quality consistent with applicable FCC technical standards, as such standards may be amended from time to time, and shall ensure that they are maintained at standards the same as those which apply to the Cable System's commercial channels of similar format and resolution; provided that the Licensee is not responsible for the production quality of PEG Access Programming productions, nor for any

deficiencies in the signal that it receives from the Town and/or the PEG Access Designee. Upon the written request of the Issuing Authority, the Licensee shall make available to the Town a copy of the Licensee's most recent annual performance tests.

5.8. *Listing of PEG Access Channels On Licensee's Electronic Program Guide*: If the Licensee lists PEG Access Channel program content titles on its electronic program guide in any other municipality in the State (other than on a test or trial basis), then it shall, upon written request of the Issuing Authority, discuss with the Issuing Authority or the PEG Access Designee, the technical feasibility and commercial reasonability of listing the Town's PEG Access Channel program content titles on the Licensee's electronic program guide and the provision thereof by the Licensee; however, the Licensee shall not be required by this Section to list the Town's PEG Access Channel program content titles on its electronic program guide.

5.9. *PEG Access Video-On-Demand*: If the Licensee provides any other municipality in the State with PEG Access Programming "video-on-demand" (VOD) (other than on a test or trial basis), then it shall, upon written request of the Issuing Authority, discuss with the Issuing Authority, the technical feasibility and commercial reasonability of providing, and the provision of, PEG Access Programming VOD in the Town; however, the Licensee shall not be required by this Section 5.9 to provide PEG Access Programming VOD in the Town.

5.10. *Censorship*: Subject to Section 611(e) of the Communications Act (47 U.S.C. §531(e)), the Licensee shall comply with applicable federal laws restricting censorship or control of the content of PEG Access Programming over the Cable System.

5.11. *PEG Access Operational Rules*. The Issuing Authority and/or the PEG Access Designee shall establish rules and regulations that require all local producers and users of any of the PEG Access facilities or Channels to assume individual responsibility for any program-based liability including but not limited to liability for copyright infringement or defamation. The PEG Access Designee shall establish rules and regulations for use of PEG Access facilities consistent with, and as required by, Section 611 of the Communications Act (47 U.S.C. § 531) and this License.

5.12. *Non-Commercial Programming*: The Issuing Authority and PEG Access Designee shall not use the PEG Access Channels to provide for-profit commercial programming. Nothing in this Section shall prohibit the Issuing Authority or the PEG Access Designee from having memberships, sponsorships, underwriting or acknowledgements (such as underwriting and acknowledgements accepted by PBS), to the extent not otherwise prohibited by applicable law and regulation.

5.13. *Leased Access:* The Licensee shall comply with Section 612 of the Communications Act (47 U.S.C. §532) with respect to designating channel capacity for commercial use.

5.14. *No PEG Access Designee Rights:* The Issuing Authority and the Licensee herein acknowledge and agree that any PEG Access Designee is not a party to this License and that any provisions herein that may affect a PEG Access Designee are not intended to create any rights on behalf of any PEG Access Designee.

6. FRANCHISE AND LICENSE FEES

6.1. *License Fee*: Pursuant to Massachusetts Cable Law, (M.G.L. c. 166A, Section 9), the Licensee shall pay to the Town, throughout the term of this License, a license fee equal to fifty cents ($.50) per Subscriber per year (the "License Fee"), or such other amount as may in the future be designated by applicable State law.

6.2. *Maximum Franchise Fee Obligation*: The Licensee shall not be liable for a total Franchise Fee, pursuant to this License and applicable law in excess of five percent (5.0%) of annual Gross Revenue (as defined above).

6.3. *Payment Information:* In determining the License Fee, the number of Subscribers shall be measured as of December 31st of the preceding calendar year. The License Fee shall be paid no later than March 15th of each year during the term of this License.

6.4. *Limitation on Actions*: The period of limitation for recovery of any payment obligation under this License shall be three (3) years from the date on which payment by Licensee is due.

6.5. *Re-computation and Audit*:

6.5.1. Tender or acceptance of any payment made pursuant to Article 5 and/or 6 herein shall not be construed as an accord that the amount paid is correct, nor shall such acceptance of payment be construed as a release of any claim that the Issuing Authority may have for additional sums, including interest payable under Section 5.6. above. All amounts shall be subject to audit and re-computation by the Issuing Authority pursuant to this Section 6.5.

6.5.2. If the Issuing Authority has reason to believe that any such payment is incorrect, it may notify the Licensee thereof in writing after receiving such payment. Licensee shall then have ninety (90) business days after receipt of such notice to provide the Town with additional information documenting the accuracy of such payment. In the event that the Issuing Authority does not reasonably believe that such documentation supports the accuracy of such payment, then the Issuing Authority may conduct an audit of such payment, provided that the Issuing Authority shall be limited to one audit for any two (2) year period of this License or such shorter period of time that may remain after the expiration of the initial two (2) year period of this License, which audit shall be subject to Section 6.4 above. If, after such audit and re-computation, the Issuing Authority determines that an additional fee is owed to the Town, then the Licensee shall be provided with a reasonable opportunity to review the results of such audit and to dispute any audit results, and shall pay any undisputed amounts within thirty (30) business days after completion of such review, together with any appliable late charges calculated pursuant to Section 5.6. above. The Town shall have the right to pursue any disputed amount not paid by Licensee in accordance with the enforcement provisions set forth in Article 12 of this License.

6.6. *Method of Payment*: The PEG Grant, the PEG Access Support and the License Fee shall be made payable to the Town and provided to the Issuing Authority, unless the Licensee is otherwise notified in writing by the Issuing Authority.

6.7. *Other Payment Obligations and Exclusions*:

6.7.1. Unless otherwise required by applicable law, the License Fee and Franchise Fee payments shall be in addition to and shall not constitute an offset or credit against any and all taxes or other fees or charges of general applicability which Licensee or any Affiliate shall be required to pay to the Town, or to any State or federal agency or authority, as required herein or by law; the payment of said taxes, fees or charges shall not constitute a credit or offset against the License Fee or Franchise Fee payments all of which shall be separate and distinct obligations of the Licensee and each Affiliate.

6.7.2. In accordance with Section 622(h) of the Communications Act (47 U.S.C. §542(h)), nothing in the Communications Act or this License shall be construed to limit any authority of the Issuing Authority to impose a tax, fee or other assessment of any kind on any Person (other than the Licensee) with respect to Cable Service or other communications service provided by such Person over the Cable System for which charges are assessed to Subscribers but not received by the Licensee. For any twelve (12) month period, the fees paid by any such Person with respect to any such Cable Service or other communications service shall not exceed five percent (5%) of such Person's gross revenues derived in such period from the provision of such service over the Cable System.

6.8. *Affiliates Use of System*: Use of the Cable System and the provision of Cable Services within the Town by Affiliates shall be in compliance with applicable federal and State laws and regulations and this License.

7. CUSTOMER SERVICE

7.1. *Standards:* The Licensee shall comply with the FCC's cable television customer service and notice regulations codified at 47 C.F.R. § 76.309(c), 47 C.F.R. § 76.1602, and 47 C.F.R. § 76.1603, as amended, and the billing and termination of service provisions contained in 207 CMR § 10.00, as amended; provided, however, that Licensee may satisfy the requirements of 47 C.F.R. § 76.309(c)(1)(v) through its website. For Subscriber equipment pick-up, the Licensee shall provide for one or more of the following methods: (i) setting a specific appointment time or four (4) hour time period during Normal Business Hours, during which Licensee's representative(s) shall visit the Subscriber's premises to pick-up or exchange Subscriber equipment; (ii) using a mailer; or (iii) establishing a reasonably convenient location for the pick-up and exchange of Subscriber equipment. Measurement of the telephone availability standards in 47 C.F.R. § 76.309(c)(1)(ii) shall include all calls received by the Licensee at all call centers receiving calls from Subscribers, whether they are answered by a live representative, by an automated attendant, or abandoned after thirty (30) seconds of call waiting.

7.2. *Outage Credits:* In the event that all Cable Service is interrupted for twenty-four (24) or more hours, Licensee will grant affected Subscribers a pro rata credit or rebate.

7.3. *Denial of Service:* Subject to applicable laws and regulations, nothing in these standards shall limit the right of the Licensee to deny Cable Service for non-payment of previously provided Cable Services, refusal to pay any required deposit, theft of Cable Service,

damage to the Licensee's equipment, abusive and/or threatening behavior toward the Licensee's employees or representatives, refusal to provide credit history information or refusal to allow the Licensee to validate the identity, credit history and credit worthiness via an external credit agency, or failure to abide by the Licensee's terms and conditions of service.

8. REPORTS AND RECORDS AND PERFORMANCE EVALUATIONS

8.1. *Open Books and Records*: Upon at least thirty (30) business days written notice to the Licensee, the Issuing Authority or its designee shall have the right to inspect at a location reasonably and mutually convenient to the parties hereto the Licensee's books and records pertaining to the Licensee's provision of Cable Service in the Town at any time during Licensee's regular business hours and on a reasonable and nondisruptive basis, as is reasonably necessary to ensure compliance with the terms of this License. Such notice shall specifically reference the section or subsection of this License which is under review, so that the Licensee may organize the necessary books and records for appropriate access by the Issuing Authority. The Licensee shall not be required to maintain any books and records for License compliance purposes longer than three (3) years. Notwithstanding anything to the contrary set forth herein, the Licensee shall not be required to disclose information that it reasonably deems to be proprietary or confidential in nature, nor disclose any of its or an Affiliate's books and records not relating to the provision of Cable Service in the Town. If the Licensee believes that the requested information is proprietary or confidential, the Licensee shall provide the following information to the Issuing Authority: (i) specific identification of the information; (ii) a statement attesting to the reason(s) the Licensee believes the information is confidential; and (iii) a statement that the documents are available at the Licensee's designated offices for inspection by the Issuing Authority. The Issuing Authority shall take reasonable steps consistent with applicable law to protect the proprietary and confidential nature of any books, records, maps, plans or other documents requested by the Issuing Authority that are provided pursuant to this License to the extent they are designated as such by the Licensee. In the event that the Issuing Authority receives a request to disclose any information provided to the Issuing Authority by the Licensee pursuant to this License, which information is deemed by the Licensee to be confidential or proprietary, then the Issuing Authority shall promptly notify the Licensee in writing of such request, prior to disclosure of such information, consistent with applicable law, and to maintain such information as confidential and proprietary consistent with applicable law. The Licensee shall not be required to provide Subscriber information in violation of Section 631 of the Communications Act, 47 U.S.C. § 551.

8.2. *Records Required*: The Licensee shall at all times maintain:

8.2.1. Records of all written Complaints for a period of three (3) years after receipt by the Licensee.

8.2.2. Records of outages for a period of three (3) years after occurrence, indicating date, duration, area, and the number of Subscribers affected, type of outage, and cause;

8.2.3. Records of service calls for repair and maintenance for a period of three (3) years after resolution by Licensee, indicating the date and time service was required, the

date of acknowledgment and date and time service was scheduled (if it was scheduled), and the date and time service was provided, and (if different) the date and time the problem was resolved;

8.3.4. Records of installation/reconnection and requests for service extension for a period of three (3) years after the request was fulfilled by Licensee, indicating the date of request, date of acknowledgment, and the date and time service was extended;

8.3.5. Financial records necessary for the Issuing Authority to conduct an audit pursuant to Section 6.8 above for a period of three (3) years; and

8.3.6. A map showing the area of coverage for the provisioning of Cable Services.

8.3. *Additional Reports*: The Licensee shall, upon written request by the Issuing Authority, provide the Issuing Authority with a copy of any documents or forms filed by the Licensee with the FCC and/or the DTC that materially pertain to the Licensee's Cable System in the Town.

8.4. *Proof of Performance Tests*: Upon written request of the Issuing Authority, the Licensee shall provide copies of performance tests required by applicable law.

8.5. *Performance Evaluations*: The Licensee, if requested in writing by the Issuing Authority, shall attend a performance evaluation hearing no more than once per year. Nothing in this Section 8.8 shall limit any rights that the Issuing Authority may have to conduct additional hearings and/or compel the Licensee's attendance at such hearing. The Issuing Authority shall provide Licensee with the results of its performance evaluation in writing within sixty (60) days after the conclusion of such hearing.

8.6. *Quality of Service*: If there exists credible evidence which, in the reasonable judgment of the Issuing Authority, casts doubt upon the reliability or technical quality of the Licensee's Cable Services in the Town, then, after notice to the Licensee and an opportunity to cure, the Issuing Authority shall have the right to require the Licensee to test, analyze and report in writing on the performance of the Cable System.

9. INSURANCE, INDEMNIFICATION AND PERFORMANCE BOND

9.1. *Insurance*:

9.1.1. The Licensee shall maintain in full force and effect, at its own cost and expense (including all deductibles) during the term of this License, the following insurance coverage:

9.1.1.1. Commercial General Liability Insurance in the amount of five million dollars ($5,000,000) per occurrence for property damage and bodily injury (including death) and five million dollars ($5,000,000) general aggregate. Such insurance shall cover the

construction, operation, maintenance and removal of the Cable System, and the conduct of Licensee's Cable Service operations and business in the Town.

9.1.1.2. Commercial Automobile Liability Insurance covering all owned, non-owned, hired and/or rented motor vehicles in the amount of five million dollars ($5,000,000) combined single limit each accident for bodily injury and property damage coverage.

9.1.1.3. Workers' Compensation Insurance in compliance with the statutory requirements of the states of operation and Employers' Liability Insurance in the following amounts: (A) $100,000 Bodily Injury by Accident; (B) $100,000 Bodily Injury by Disease-each employee; and $500,000 disease-policy limit.

9.1.2. The Town shall be included as an additional insured as their interests may appear under this License on the Commercial General Liability Insurance and Commercial Automobile Liability Insurance required herein.

9.1.3. Upon receipt of notice from its insurer(s), Licensee shall provide the Issuing Authority with thirty (30) days' prior written notice of cancellation of any required coverage.

9.1.4. Each of the required insurance policies shall be with insurers qualified to do business in the State, with a A- or better rating for financial condition and financial performance by Best's Key Rating Guide, Property/Casualty Edition or its successor.

9.1.5. Licensee shall deliver to the Issuing Authority Certificates of Insurance showing evidence of the required coverage.

9.1.6. All insurance shall be primary with respect to any insurance maintained by the Town and shall not call on the Town's insurance for contribution.

9.1.7. The Licensee shall require that every one of its contractors and their subcontractors carry in full force and effect, substantially the same insurance with substantially the same amounts as required of Licensee herein.

9.1.8. Neither this Section 9.1, nor the provision of insurance or insurance proceeds pursuant to this Section 9.1, shall limit the liability of the Licensee or its obligation to indemnify the Town pursuant to this License.

9.2. *Indemnification*:

9.2.1. The Licensee shall, at its sole cost and expense, defend, indemnify, and hold harmless the Issuing Authority, the Town, its officials, boards, commissions, committees, agents and/or employees (hereinafter referred to as the "Town" for purposes of this Section 9.2) against all claims for damage, suits, causes of action, proceedings, judgments, including for damage to Persons or property, real or personal, due to the acts or omissions of the Licensee, its employees, officers or agents arising out of the installation, maintenance and/or operation of the Cable System under this License. Indemnified expenses shall include all reasonable attorneys' fees and costs

incurred by the Town up to such time that the Licensee assumes defense of any action hereunder. The Town shall give the Licensee timely written notice of its obligation to indemnify, hold harmless and defend the Town, provided that in any event the Town shall provide the Licensee with such written notice within a period of time that allows the Licensee to take action to avoid entry of a default judgment and does not prejudice the Licensee's ability to defend the claim or action.

9.2.2. With respect to the Licensee's indemnification obligations set forth in Section 9.2.1, the Licensee shall, at its own expense, provide the defense of any claims, suits, causes of action or proceedings brought against the Town by selecting counsel of Licensee's choice to defend the claim, subject to applicable professional ethics and responsibility laws and the consent of the Town, which shall not unreasonably be withheld. The Licensee shall, subject to the consent of the Town as described herein, have the right to defend, settle or compromise any claim or action arising hereunder, and the Licensee shall have the authority to decide the appropriateness and amount of any such settlement, so long as the settlement includes a full release of the Town with respect to the claim giving rise to Licensee's indemnification obligation. In the event that the Town does not consent to the terms of any such settlement or compromise, the Licensee shall not settle the claim or action but its obligation to indemnify the Town shall in no event exceed the amount of the otherwise agreed upon settlement. Nothing herein shall be deemed to prevent the Town from cooperating with the Licensee and participating in the defense of any litigation by its own counsel at its own cost and expense.

9.2.3. Neither the provisions of this Section 9.2, nor any damages recovered by the Town shall be construed to limit the liability of the Licensee or its subcontractors for damages under this License or to excuse the faithful performance of obligations required by this License, except to the extent that any monetary damages suffered by the Town have been satisfied by a financial recovery under this section or other provisions of this License.

9.3. *Performance Bond:* The Licensee shall maintain, without charge to the Town, throughout the term of the License a faithful performance bond running to the Town, with good and sufficient surety licensed to do business in the State in the sum of Twenty Thousand Dollars ($20,000). Said bond shall be conditioned upon the faithful performance and discharge of all of the obligations imposed by this License. The performance bond shall be effective throughout the term of this License and thereafter until the Licensee has satisfied all of its obligations to the Town that may have arisen from this License or from the exercise of any privilege herein granted and shall be conditioned that in the event that the Licensee shall fail to comply with any one or more provisions of this License, or to comply with any order, permit or direction of any department, agency, commission, board, division or office of the Town having jurisdiction over its acts, or to pay any claims, liens or taxes due the Town which arise by reason of the construction, upgrade, maintenance and/or operation of the Cable System, the Town shall recover from the surety of such bond all damages suffered by the Town as a result thereof, pursuant to Article 13 below. Said bond shall be a continuing obligation of this License, and thereafter until the Licensee has satisfied all of its obligations to the Town that may have arisen from the grant of the License or from the exercise of any privilege herein granted. In the event that a performance bond provided pursuant to this License is not renewed or cancelled, the Licensee shall provide a new performance bond pursuant to this Section within thirty (30) days of such failure to renew or cancellation. Neither cancellation, nor termination nor refusal by the surety to extend the bond, nor the inability

of the Licensee to file a replacement bond or replacement security for its obligations under this License, shall constitute a loss to the Town recoverable under the bond. Neither this Section, any bond accepted pursuant thereto, nor any damages recovered thereunder shall limit the liability of the Licensee under the License. Recourse by the Issuing Authority of remedies available under this Section shall not be exclusive of other lawful remedies available to the Town at law and equity.

10. RENEWAL OF LICENSE

The Issuing Authority and the Licensee agree that any proceedings undertaken by the Issuing Authority that relate to the renewal of this License shall be governed by and comply with the provisions of Section 626 of the Communications Act (47 U.S.C. § 546) and the applicable provisions of the Massachusetts Cable Law.

11. ENFORCEMENT AND TERMINATION OF LICENSE

11.1. *Notice of Violation*: If at any time the Issuing Authority believes that Licensee has not complied with the terms of this License, the Issuing Authority shall informally discuss the matter with the Licensee, however the Issuing Authority reserves the right to inform the Licensee of such non-compliance in writing prior to informal discussions. If such informal discussions do not lead to resolution of the problem in a reasonable time, the Issuing Authority shall then notify Licensee in writing of the exact nature of the alleged noncompliance (for purposes of this Article, the "Noncompliance Notice").

11.2. *The Licensee's Right to Cure or Respond:* The Licensee shall have thirty (30) days from receipt of the Noncompliance Notice to: (i) respond in writing to the Issuing Authority, if the Licensee contests (in whole or in part) the assertion of noncompliance; (ii) cure such noncompliance; or (iii) in the event that, by its nature, such noncompliance cannot be cured within such thirty (30) day period, initiate reasonable steps to remedy such noncompliance as soon as reasonably possible, continue such efforts until said noncompliance is cured, and notify the Issuing Authority at no more than twenty-one (21) day intervals as to the Licensee's efforts and progress to remedy such noncompliance. If the Licensee believes it has cured the subject noncompliance, it shall provide written notice of such to the Issuing Authority. The Issuing Authority shall provide the Licensee with written confirmation that such cure has been effected.

11.3. *Public Hearing*: In the event that the Licensee fails to respond to the Noncompliance Notice pursuant to the procedures set forth in Section 11.2 above, and if the Issuing Authority seeks to continue its investigation into the alleged noncompliance, then the Issuing Authority shall schedule a public hearing. The Issuing Authority shall provide the Licensee at least thirty (30) days prior written notice of such public hearing, which will specify the time, place and purpose of such public hearing and whether revocation of this License is a possible consequence. At any designated public hearing where revocation of this License is not a possible consequence, the Licensee shall be provided a fair opportunity for full participation, including the right to be represented by legal counsel and to introduce relevant evidence. At any designated public hearing where revocation of this License is a possible consequence, the Licensee shall be provided a fair opportunity for full participation, including the right to be represented by

legal counsel and to introduce relevant evidence, and shall also have the right to require the production of evidence, to compel the relevant testimony of the officials, agents, employees or consultants of the Issuing Authority, to compel the testimony of other persons as permitted by law, and to question and/or cross examine witnesses. Unless otherwise agreed to in writing by the parties, a complete record shall be made of such hearing with the cost shared by the parties. Within thirty (30) days of the close of the hearing, the Issuing Authority shall issue a written determination of its findings.

11.4. *Enforcement:* In the event the Issuing Authority, after the public hearing set forth in Section 11.3 above, determines that the Licensee is in default of any provision of this License, the Issuing Authority may:

11.4.1. Seek specific performance of any provision, which reasonably lends itself to such remedy, as an alternative to damages;

11.4.2. Commence an action at law for monetary damages or seek other equitable relief;

11.4.3. Submit a claim against an appropriate part of the performance bond pursuant to Section 9.3 above;

11.4.4. In the case of a substantial noncompliance of a material provision of this License, seek to revoke this License in accordance with Section 11.5; or

11.4.5. Invoke any other lawful remedy available to the Town.

11.5. *Revocation*: In the event that the Issuing Authority determines that it will revoke this License pursuant to Section 11.4 above, the Licensee may appeal such written determination of the Issuing Authority to an appropriate court or to the Cable Division, which shall have the power to review the decision of the Issuing Authority consistent with applicable law and regulation. The Licensee shall be entitled to such relief as the Cable Division or court finds appropriate. Such appeal must be taken within sixty (60) days of the Licensee's receipt of the written determination of the Issuing Authority. The Issuing Authority may, at its sole discretion, take any lawful action that it deems appropriate to enforce the Issuing Authority's rights under this License in lieu of revocation of this License.

12. MISCELLANEOUS PROVISIONS

12.1. *Actions of Parties*: In any action by the Issuing Authority or Licensee that is mandated or permitted under the terms hereof, such party shall act in a reasonable, expeditious, and timely manner.

12.2. *Jurisdiction*: Jurisdiction and venue over any dispute, action or suit arising out of this License shall be in a federal or State court of appropriate venue and subject matter jurisdiction located in the State, and the parties hereby agree to be subject to the personal jurisdiction of said court for the resolution of any such dispute.

12.3. *Binding Acceptance*: This License shall bind and benefit the parties hereto and their respective receivers, trustees, successors and assigns, and the promises and obligations contained in Article 9- Insurance and Indemnification and Article 10 – Performance Bond herein shall survive the revocation, termination or expiration date hereof.

12.4. *Preemption*: In the event that federal or State law, rules, or regulations preempt a provision or limit the enforceability of a provision of this License, such provision shall be read to be preempted to the extent and for the time, but only to the extent and for the time, required by law. In the event such federal or State law, rule or regulation is subsequently repealed, rescinded, amended or otherwise changed so that the provision hereof that had been preempted is no longer preempted, such provision shall thereupon return to full force and effect, and shall thereafter be binding on the parties hereto, without the requirement of further action on the part of the Issuing Authority.

12.5. *Exhibit*: The Exhibit to this License attached hereto, and all portions thereof, are, except as otherwise specified in such Exhibit, incorporated herein by reference and expressly made a part of this License.

12.6. *Equal Employment Opportunity*: The Licensee shall adhere to applicable Equal Employment Opportunity regulations of the FCC and to all federal, State and local laws pertaining to discrimination, equal employment opportunity and affirmative action that are applicable to the Licensee.

12.7. *Force Majeure*: If by reason of Force Majeure, either party is unable in whole or in part to carry out its obligations hereunder, said party shall not be held in default under, or in noncompliance with, the provisions of the License, nor suffer any enforcement or penalty relating to noncompliance or default, where such noncompliance or alleged defaults were caused by a Force Majeure, provided that the party takes reasonable steps under the circumstances to comply with the obligations of the License to the maximum extent possible without endangering the health or safety of its employees, its property, the public or public property. In the event that any such delay in performance or failure to perform affects only part of the party's capacity to perform, the party shall perform to the maximum extent it is able to do so in as expeditious a manner as possible under the circumstances.

12.8. *Acts or Omissions of Affiliates*: During the term of this License, the Licensee shall be liable for the acts or omissions of its Affiliates to the extent arising out of any such Affiliate's installation, maintenance or operation of the Cable System to provide Cable Services in the Town.

12.9. *Delivery of Payments:* Licensee may use electronic funds transfer to make any payments to the Town or Issuing Authority required under this License. Said electronic transfer must be in the form, including necessary explanatory information and documentation, and to the account, all as reasonably required by the Town or Issuing Authority.

12.10. *Warranties*: Each party hereto warrants, represents and acknowledges to the other party that, as of the Effective Date, such party has the requisite power and authority under applicable law and its organizational documents, if any, and is authorized and has secured all

consents, if any, which are required to be obtained as of the Effective Date, to enter into and be legally bound by the terms of this License.

12.11. *Notices*: Unless otherwise expressly stated herein, notices required under this License shall be forwarded in one of the following ways: (i) hand delivered (signature required), (ii) sent by express mail (signature required) or (iii) by certified mail/return receipt requested to, to the addressees below. Each party may change its designee by providing written notice to the other party.

Notices to the Licensee shall be to:

Verizon New England Inc.
6 Bowdoin Square
10th Floor
Boston, MA 02114
Attention: Niall Connors, Franchise Service Manager

with a copy to:

Verizon Legal Department
140 West Street, 6th Floor
New York NY 10007
Attention: Tonya Rutherford, VP and Deputy General Counsel

Notices to the Issuing Authority shall be to:

Select Board
Town of Southborough
Town House
17 Common Street
Southborough, MA 01772

With a copy to:

Cable Television Committee
Town of Southborough
Town House
17 Common Street
Southborough, MA 01772

William H. Solomon
Cable Counsel
2 Old Petersham Road
New Salem, MA 01355

12.12. *Entire Agreeme*nt: This License and the Exhibit hereto constitute the entire agreement between the Licensee and the Issuing Authority, and supersede all prior or contemporaneous agreements, representations or understandings (written or oral) of the parties regarding the subject matter hereof.

12.13. *Captions and Headings*: The captions and headings of articles and sections throughout this License are intended solely to facilitate reading and reference to the sections and provisions of this License. Such captions and headings shall not affect the meaning or interpretation of this License.

12.14. *Amendments and Modifications*: Amendments or modifications to this License shall be mutually agreed to in writing by the parties, unless otherwise specified herein.

12.15. *Severability*: If any section, subsection, sentence, paragraph, term or provision hereof is determined to be illegal, invalid, unconstitutional or unenforceable by any court of competent jurisdiction or by any State or federal regulatory authority having jurisdiction thereof, such determination shall have no effect on the validity of any other section, subsection, sentence, paragraph, term or provision hereof, all of which will remain in full force and effect for the term of this License.

12.16. *Recitals*: The recitals set forth in this License are incorporated into the body of this License as if they had been originally set forth herein.

12.17. *No Recourse Against Issuing Authority*: Pursuant to Section 635A(a) of the Communications Act (47 U.S.C. §555(a)), the Licensee shall have no recourse against the Issuing Authority, the Town and/or its officials, members, employees or agents, other than injunctive relief or declaratory relief, arising from the regulation of Cable Service or from a decision of approval or disapproval with respect to a grant, renewal, transfer, or amendment of this License.

12.18. *Town's Right of Intervention*: The Town hereby reserves the right, as authorized by applicable law and/or regulation, to intervene in any suit, action or proceeding involving this License, or any provision in this License; provided, however, that this section shall not restrict the right of the Licensee to oppose such intervention, pursuant to applicable law.

12.19. *FTTP Network Transfer Prohibition*: Under no circumstance including, without limitation, upon expiration, revocation, termination, denial of renewal of this License or any other action to forbid or disallow the Licensee from providing Cable Services, shall the Licensee or its assignees be required to sell any right, title, interest, use or control of any portion of the Licensee's FTTP Network including, without limitation, the Cable System and any capacity used for Cable Service or otherwise, to the Town or any third party. The Licensee shall not be required to remove the FTTP Network or to relocate the FTTP Network or any portion thereof as a result of revocation, expiration, termination, denial of renewal or any other action to forbid or disallow the Licensee from providing Cable Services. This provision is not intended to contravene leased access requirements under Title VI or the PEG requirements set out in this License.

12.20. *Interpretation*: The Town and the Licensee each acknowledge that it has received independent legal advice in entering into this License. In the event that a dispute arises

over the meaning or application of any term(s) of this License, such term(s) shall not be construed by the reference to any doctrine calling for ambiguities to be construed against the drafter of the License.

12.21. *No Third-Party Beneficiaries*: The provisions of this License are for the benefit of the Licensee and the Issuing Authority and not for any other Person.

12.22. *Counterparts:* This License may be executed in counterparts, each of which shall be deemed an original and all of which shall constitute one and the same instrument. Further, this License may be executed by facsimile, email, electronic signature or other electronic means, and so executed shall have the full force and legal effect as an executed original of this License.

[SIGNATURE PAGE FOLLOWS]

AGREED TO THIS 16th DAY OF JULY, 2024.

TOWN OF SOUTHBOROUGH
By its Select Board:

_____
Andrew Dennington II, Chair

_____
Kathryn Cook

_____
Alfred Hamilton

_____
Marguerite Landry

_____
Sam Stivers

Approved as to legal form:

_____
William H. Solomon
Special Cable Counsel

VERIZON NEW ENGLAND INC.

_____
Paul Sullivan, Region President
Consumer & Mass Business Markets

Approved as to form:

_____
Pamela N. Goldstein
Associate General Counsel
Verizon Law Department

EXHIBIT

EXHIBIT A – PUBLIC BUILDINGS TO BE PROVIDED FREE CABLE SERVICE UPON WRITTEN REQUEST (SUBJECT TO SECTION 3.2)

EXHIBIT A

PUBLIC BUILDINGS TO BE PROVIDED FREE CABLE SERVICE UPON WRITTEN REQUEST (SUBJECT TO SECTION 3.2)

1. Cemetery Building	Cordaville Road
2. Finn School	60 Richard Road
3. Flagg School	25 Common Street
4. Main Fire Station	32 Cordaville Road
5. Southborough Access Media	49 Parkerville Road
6. DPW Office	147 Cordaville Road
7. Library	25 Main Street
8. Neary School	53 Parkerville Road
9. Police Department	32 Cordaville Road
10. Trottier School	49 Parkerville Road
11. Town House	17 Common Street
12. Southborough Arts/Recreation Center	21 Highland Avenue.
13. Woodward School	28 Cordaville Road
14. Cordaville Hall/Senior Center	9 Cordaville Road

RECEIVED
By Town Clerk/ksb at 2:11 pm, Aug 29, 2024

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: **July 23, 2024, 9:15 a.m.**
Location: **Zoom**
Present: **Kathy Cook, Andrew Dennington, Sam Stivers, Al Hamilton**
Absent: **Marguerite Landry**

Chair Cook called meeting to order at 9:15 a.m. Only agenda item was the approval of spending up to $10,000 from ARPA funds to pay for soil testing around and under the current Neary School. Ms. Cook explained that the $950,000 allotted by the 2022 Town Meeting had all been committed for the feasibility and design work on the school project. Attached is the proposal for the soil work.

Motion made by Mr. Hamilton to approve the spend of up to $10,000 of ARPA funds for the Neary soil testing. Motion seconded by Mr. Stivers. Roll call vote was 4-0 in support.

Ms. Cook also reiterated to the Board the timeline for the vote by the Neary Building Committee to decide on what project to bring forth to Town Meeting.

Mr. Hamilton made a motion to adjourn at 9:26 a.m. Mr. Stivers seconded. Roll call vote 4-0 to adjourn.

Minutes respectfully submitted by:

Kathryn M. Cook

Attachments:

(1) Proposal for soil testing

that was correct. The motion was unanimously approved (5-0-0). Ms. Cook moved to appoint Ms. Lisa Braccio as the at-large member of the Working Group. Mr. Stivers seconded the motion. The motion was approved (4-1-0). Mr. Hamilton voted no. Mr. Hamilton stated that the AHTFC would appoint Mr. Hamilton and Mr. Dennington to the Working Group at its meeting on Friday. He stated that the two members from SHOPC would be Paul Desmond and Doug Manz.

b. Consideration of revised charges for Stewardship and Scholarship Committees

Ms. Cook stated that revised Stewardship Committee charge would be discussed once the Stewardship Committee has reviewed and offered comment. Mr. Stivers moved to approve the charge for the Scholarship Committee included in tonight's packet. Mr. Dennington seconded the motion. The motion was unanimously approved (5-0-0).

c. Review of draft warrant for September 30, 2024 Special Town Meeting

The Board discussed the draft warrant for the September 30, 2024 Special Town Meeting. The Board also discussed the ordering of the articles. The Board agreed to leave the draft warrant in its present form and review at its August 6th meeting. Mr. Purple agreed to ask Town Moderator Cimino if he intends to create a Consent Agenda for the Special Town Meeting and report back to the Board. Ms. LaVault suggested the Board consider surveying the Town to obtain public feedback on the ordering of warrant articles.

d. Status report on regional dispatch

Mr. Hamilton stated that there would be meetings by the end of July with area communities to see if there is enough interest in creating a virtual Regional Emergency Communications Center (RECC) to approach the State with the concept. He stated that, if there is not, Mr. Hamilton recommends the Board make a decision on a direction at its August 6th meeting. He suggested that, once a decision is made, the Board should engage the public to share information through a variety of methods (public forum, Town website, Southborough Access Media, etc.). Mr. Hamilton shared that he believes the greatest advantages to the Town would be an increase in public safety and a savings on capital costs. The Board discussed the decision regarding regional dispatch.

VII. Public Comment

Mr. Jim Hegarty, Town Clerk, stated that vote by mail announcements would be sent out next week. He stated there might be issues for residents that chose to have all ballots sent to one location and travel between residences, including students. He directed anyone experiencing any issues to reach out to the Town Clerk's office, as there is a simple process to rectify the matter. He noted that the Post Office couldn't forward ballots. Finally, he also stated that if a resident does not support vote by mail, comments should be directed to the Secretary of State's office.

VIII. Adjournment

Mr. Dennington moved to adjourn at 8:43 PM. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

Upcoming Meetings	
August 6, 2024	*September 4, 2024*

Respectfully submitted,

Bridgid Rubin, Recording Secretary

List of Documents referred to at the July 16, 2024 SB Meeting:

- NFP Retiree Survey Results, dated July 16, 2024
- Aetna Summary of Benefits from January 1, 2024-December 31, 2024
- Draft Cable Television Renewal License for Verizon New England Inc., dated November 26, 2024
- Memorandum from Southborough Trails Committee (STC), dated July 12, 2024, RE: STC ARPA Fund Spending Request and Peninsula Project Status Update
- Public Hearing Notice for Water Department Regulations for FY25
- Memorandum from William Cundiff, dated June 13, 2024, RE: Water Regulation Revision-Work on Private Property
- Water Department Regulations, dated January 23, 1987
- Open Session Meeting Minutes for June 10, 2024
- Open Session Meeting Minutes for June 18, 2024
- Open Session Meeting Minutes for June 28, 2024
- Memorandum from William Cundiff, dated July 5, 2024, RE: Stephen Aspesi Grade and Step Increase
- Letter from Alexander Castro, dated July 11, 2024, Open Meeting Law Complaint, with Exhibits
- Memorandum from Ryan Donovan, dated June 17, 2024, RE: Donation to the Library
- Email from Travis Farley, dated July 2, 2024, RE: Donation Acceptance for Pat Richardson
- Email from Travis Farley, dated July 2, 2024, RE: Summer Nights 2024 Donation Acceptance
- Email from Freddie Gilllespie, dated July 8, 2024, RE: Open Space Preservation Commission representative to the Community Preservation Committee
- Email from Amy Berry, dated July 8, 2024, RE: June 4 appointments – not sworn in within 30 days
- Draft AHTFC/SHOPC Consolidation Working Group Charge
- Draft Charge for the Southborough Stewardship Committee
- Draft Charge for the Southborough Scholarship Advisory Committee
- Draft Warrant for Special Town Meeting, September 30, 2024

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: July 23, 2024 9:15 a.m.
Location: Zoom
Present: Kathy Cook, Andrew Dennington, Sam Stivers, Al Hamilton
Absent: Marguerite Landry

Chair Cook called meeting to order at 9:15 a.m. Only agenda item was the approval of spending up to $10,000 from ARPA funds to pay for soil testing around and under the current Neary School. Ms. Cook explained that the $950,000 allotted by the 2022 Town Meeting had all been committed for the feasibility and design work on the school project. Attached is the proposal for the soil work.

Motion made by Mr. Hamilton to approve the spend of up to $10,000 of ARPA funds for the Neary soil testing. Motion seconded by Mr. Stivers. Roll call vote was 4-0 in support.

Ms. Cook also reiterated to the Board the timeline for the vote by the Neary Building Committee to decide on what project to bring forth to Town Meeting.

Mr. Hamilton made a motion to adjourn at 9:26 a.m. Mr. Stivers seconded. Roll call vote 4-0 to adjourn.

Minutes respectfully submitted by Kathryn M. Cook

Attachments:

(1) Proposal for soil testing

LGCI
Lahlaf Geotechnical Consulting, Inc.

July 22, 2024

Ms. Katy Lillich, AIA, LEED AP, MCPPO
Arrowstreet
10 Post Office Square
Suite 700N
Boston, MA 02109
Phone: (617) 623-5555
Direct: (617) 666-7019
E-mail: Lillich@Arrowstreet.com

Re. Proposal for Additional Preliminary Geotechnical Services
Proposed Neary Elementary School
Southborough, Massachusetts
LGCI Proposal No. 24078

Dear Ms. Lillich:

Lahlaf Geotechnical Consulting, Inc. (LGCI) appreciates the opportunity to submit this proposal to provide additional preliminary geotechnical services for the proposed Neary Elementary School in Southborough, Massachusetts. This proposal is based on information you provided to us in your request for proposal (RFP) dated December 26, 2023.

Background, Project Understanding, and Site Description

Neary Elementary School is located at 53 Parkerville Road in Southborough, Massachusetts. The site is bordered by Clifford Street and private properties on the southern side, by Deerfoot Road on the western side, and by Trottier Middle School on the northern side. The site is currently occupied by the existing school building, paved parking lots, and athletic fields, including a baseball field, a soccer field, a practice field, tennis courts, and grass and landscaped areas. A portion of the site is wooded. We understand that an existing leech field is present at the site. We also understand that there is a potential for the presence of a capped landfill within a portion of the site.

LGCI recently completed preliminary explorations at the site and submitted a preliminary geotechnical report dated May 1, 2024. Our preliminary explorations were performed in the grass field northeast of the existing school. We understand that since our geotechnical report was issued, the plans have changes to possibly building the new school in the general area of the existing school after the latter is demolished.

The purpose of the services described in this proposal is to perform additional preliminary subsurface explorations within the possible footprint of the proposed building and to update our geotechnical report.

Technical Approach

At you request we have included in this proposal a scope for performing one day of drilling. We anticipate that in one (1) day the drilling subcontractor would complete up to four (4) soil

borings. Based on the large area of the proposed building that sits outside of the existing building footprint, we recommend at least two (2) days of drilling. We anticipate that in two (2) days the drilling subcontractor would complete eight (8) or nine (9) soil borings.

The borings will be advanced to depths of about 20 feet beneath the ground surface or to refusal, whichever occurs first. If refusal is encountered at depths shallower than 10 feet, a 5-foot rock core will be obtained in one (1) boring. If deeper borings are needed, we would complete fewer borings in one (1) day.

We understand that additional explorations will be performed during the next phases of the project.

Proposed Scope of Work

1. Research Available Data – NA

2. Utility Location – LGCI will provide a field representative to mark the exploration locations in the field by taping the distances from existing landmarks. We will contact Dig Safe Systems, Inc. and the City of Southborough for utility clearance. We request that you provide us with a current plan showing existing utilities at the site. We have assumed that a representative of the city will accompany us when we stake the borings to clear them of private utilities, and we will rely on the city staff to clear the boring locations for private utilities. LGCI will not assume responsibility for damage to unmarked or mismarked underground features.

3. Soil Borings – We will engage a drilling subcontractor to advance the borings described in the Technical Approach above. The drilling subcontractor will perform standard penetration tests (SPT) and will obtain split-spoon samples at 5-foot intervals and at perceived strata changes.

   If we observe an environmental condition in our borings, we will halt the drilling and notify you. Excess soil cuttings will be left onsite. We have assumed that if needed, the city will make available a source of water for the drillers.

3. Geotechnical Field Representative – We will provide a field representative at the site to coordinate and observe the soil borings, collect soil samples, and prepare field logs.

4. Laboratory Testing – We will submit two (2) soil samples from the borings for grain-size analysis or Atterberg Limits. The purpose of the tests is to assess the suitability of reusing the onsite materials as backfill.

5. Preliminary Geotechnical Report – We will update our preliminary report electronically. The report will include the following:
   - Summary of the subsurface investigation methods used;
   - Description of the subsurface conditions;
   - LGCI's boring logs;
   - Depth to refusal, if encountered;
   - Plan showing boring locations;



- Groundwater data;
- Laboratory test results;
- Our opinion about the feasibility of shallow foundations on improved ground;
- Recommendations for ground improvements, if applicable;
- Minimum soil cover for frost protection of footings;
- Recommendations for allowable net bearing pressures for shallow foundations, if needed;
- Seismic design recommendations in accordance with the Massachusetts State Building Code Ninth Edition;
- Recommendations for subgrade preparation and backfill including removal of unsuitable soils, compaction requirements, suitability of reusing onsite materials as backfill, and recommendations for pre-trenching for ground improvements, if needed.

LGCI's scope of services does not include an environmental assessment for the presence or absence of wetlands or analytical testing for hazardous or toxic materials in the soil, surface water, groundwater, or air, on or below or around this site, or mold in the soil or in any structure at the site. Any statements regarding odors, colors, or unusual or suspicious items or conditions are strictly for the information of the client.

Please note that we have not included in this proposal a scope or budget for attending meetings, preparing or reviewing specifications, reviewing drawings, or providing construction services. LGCI would be pleased to perform these services when needed. Recommendations for stormwater management, erosion control, slope stability analyses, seismic settlement, site specific seismic analysis, pavement design, pile analysis and design, and detailed cost or quantity estimates are not included in our scope of work.

Proposed Schedule

Assuming that there are no delays with site access or other factors such as permitting, LGCI will begin scheduling the work upon receiving authorization in the form of a signed copy of this proposal. Our subcontractor can mobilize at the site within about four (4) weeks after the exploration locations are marked and the site is cleared for utilities. LGCI can provide you with preliminary boring logs and preliminary geotechnical recommendations within one (1) week of completing the explorations. We will submit our geotechnical report about three (3) weeks after the end of our explorations. This schedule is contingent upon the area being accessible and there being no snow on the ground if the work takes place in the winter.

Project Fee

LGCI will perform the scope of work described above for a lump sum of **$10,000.00** for one (1) day of drilling including the prevailing wage surcharge for the drillers. The breakdown of our fee is shown below.

	Additional Preliminary Explorations and Preliminary Report	
1	Research Existing Information	NA
2a	Project Setup and Boring Location Plan	$400.00
2b	Mark Borings and Utility Clearance	$950.00
3a	Drilling Subcontractor (M/D+1 day)	$3,140.00
3b	Prevailing Wages for Drillers	$1,210.00



4	Geotech. Field Rep. to Observe Borings	$1,410.00
5	Laboratory Testing	$390.00
6	Boring Logs and Update Prelim. Report	$2,500.00
		$10,000.00*

* Our fee for two (2) days of drilling would be $15,000.

No services beyond those described above would be provided without your prior knowledge and approval. If site conditions or your needs require a change in the scope of work, we will prepare for your approval a change order request that summarizes the changes to the project scope and fee. The fee is based on the following additional conditions:

- We have assumed that our explorations will be performed for full 8-hour shifts during normal working hours, and that only one mobilization of the drilling equipment is required.
- Soil cuttings will be left at the site.
- Authorization to access the site will be provided to us in writing before the start of our work.
- Additional consultation during design and construction will be performed on a time and expenses basis using the following rates: $107/hour for a field representative, $143/hour for a geotechnical engineer, and $150/hour for a senior geotechnical engineer.
- Our costs and fees indicated in this proposal are valid for a period of 6 months from the date of the proposal. Our unit rates will be increased by 4 percent per year after the first 6 months following the date of this proposal.

Terms and Conditions

We propose to perform our work in accordance with LGCI Standard Conditions for Engagement (attached). Your acceptance of this proposal by signing and returning one complete copy will form our agreement for these services and will serve as written authorization to proceed with the described scope of work.

LGCI trusts that the above proposal will be sufficient to meet your needs. If this proposal is acceptable, please sign and return a complete copy of this proposal to LGCI. If you have any questions, please call us at (978) 330-5912.



Sincerely,

LAHLAF GEOTECHNICAL CONSULTING, INC.

Abdelmadjid M. Lahlaf, Ph.D., P.E.
Principal Engineer

Enclosures: LGCI's Standard Conditions for Engagement

Agreed to by (please type name): MARK PURPLE **on (date):** 7-30-2024

Company Name: TOWN OF SOUTHBOROUGH

Signature:

STANDARD CONDITIONS FOR ENGAGEMENT

1. CONTRACT. The Contract is the Agreement that is signed and dated by Lahlaf Geotechnical Consulting, Inc. (LGCI) and is signed and dated or accepted in writing by the Client, and that includes by reference these **General Conditions**. These Conditions shall apply to any and all subsequent amendments, additions, or modifications to the scope of work performed under this Contract unless specifically agreed in writing by both parties.

2. PAYMENT. Client agrees to pay LGCI in accordance with the fee schedule and payment terms provided in the Contract. All payments will be made by either check or electronic transfer to the address specified by LGCI and will include reference to LGCI's invoice number. LGCI will submit invoices monthly for work completed during the preceding period or upon completion of a specified scope of service, as described in the Contract. Client agrees to pay each invoice within thirty (30) days of its receipt. Client agrees to pay LGCI's cost of collection of all amounts due and unpaid after 60 days, including court costs and reasonable attorney's fees. These general conditions are notice, where required, that LGCI shall file a lien whenever necessary to collect past due amounts. Failure to make payment within 60 days of invoice shall constitute a release of LGCI from any and all claims that client may have whether in tort, contract or otherwise, and whether known or unknown at the time.

3. STANDARD OF CARE. LGCI will perform its services, obtain its findings and prepare its reports in accordance with our proposal, client's acceptance thereof, these general conditions, and with generally accepted principles and practices. LGCI will perform its professional services in a manner consistent with that degree of skill and care ordinarily exercised by members of LGCI's profession currently practicing in the same locality under similar conditions and on similar pojects. LGCI makes no warranties or representations, either expressed or implied, regarding the quality of services provided hereunder. Statements made in LGCI's report are opinions based on engineering judgment and are not to be construed as representations of fact. Nothing in this Contract shall be construed as establishing a fiduciary relationship between Client and LGCI.

4. RIGHT OF ENTRY. Client agrees to furnish LGCI with the right-of-entry and a plan of boundaries of the site where LGCI will perform its services. If Client does not own the site, Client represents and warrants that it will obtain permission for LGCI's access to the site to conduct site reconnaissance, surveys, borings, and other explorations of the site pursuant to the scope of services in the Contract. LGCI will take reasonable precautions to minimize damage to the site from use of equipment, but LGCI is not responsible for damage to the site caused by normal and customary use of equipment. The cost for restoration of damage that may result from LGCI's operations has not been included in its fee. LGCI will perform such additional work upon written request and client agrees to pay LGCI for the restoration costs.

5. CLIENT'S DUTY TO NOTIFY ENGINEER. Client represents and warrants that it has advised LGCI of any known or suspected hazardous materials, utility lines or pollutants. Unless otherwise agreed upon, Client will identify locations of buried utilities and other underground structures in areas of subsurface exploration. LGCI will take reasonable precautions to avoid damage to the buried utilities and other underground structures noted. Unless LGCI has assumed in writing the responsibility of locating subsurface objects, structures, lines or conduits, Client agrees to accept risk of and defend, indemnify and save LGCI harmless from all claims, losses, costs and expenses, including reasonable attorney's fees resulting from the exploration work.

6. CONSTRUCTION SERVICES. If included in the scope of services in the Contract, LGCI will provide personnel to observe the specific aspects of construction stated in the Contract and to ascertain that construction is being performed, in general, in accordance with the plans, specifications and LGCI's recommendations.

a. LGCI cannot provide its opinion on the suitability of any part of the work performed unless LGCI's personnel make measurements and observations of that part of the construction. By performing construction observation services, LGCI does not guarantee or assume any responsibility for the contractor's work. The contractor will remain solely responsible for the accuracy and adequacy of all construction or other activities performed by the contractor, including the methods of construction; supervision of personnel and construction; control of machinery; false work, scaffolding, or other temporary construction aids; safety in, on, or about the job site; and compliance with OSHA and construction safety regulations and any other applicable federal, state and/or local laws or regulations.

b. No claims for loss, damage or injury shall be brought against LGCI by client or any third party unless all tests and inspections have been performed in accordance with the contract documents and unless LGCI's recommendations have been followed. Client agrees to indemnify, defend and hold LGCI, its officers, employees and agents harmless from any and all claims, suits, losses, costs, expert fees, and expenses, including, but not limited to court costs and reasonable attorney's fees in the event that all such tests and inspections are not performed or LGCI's recommendations are not followed except to the extent that such failure is the result of negligence, willful or wanton act or omission of LGCI subject to the limitation in Paragraph 12.

7. RENEGOTIATION OF CONTRACT FOR PRESENCE OF HAZARDOUS MATERIALS. If hazardous waste, oil, asbestos, or other hazardous materials, as defined by federal, state and/or local laws or regulations are discovered during LGCI's work, Client agrees to negotiate appropriate revisions to the scope of services, the budget estimate, and the terms and conditions of the Contract. When such hazardous materials are suspected, LGCI will have the option to stop work until a new Contract is reached without financial penalty. If a mutually satisfactory Contract cannot be reached between both parties, the Contract will be terminated. Client agrees to pay LGCI for all services rendered, including any costs associated with termination.

8. DISPOSAL OF SAMPLES AND WASTES CONTAINING REGULATED CONTAMINANTS. Unless agreed in writing, test specimens or samples will be disposed of immediately upon completion of the test. All other samples or specimens will be disposed ninety days after submission of LGCI's report.

Nothing within this Contract shall be construed or interpreted as requiring LGCI to assume the status of an owner, operator, generator, storer, transporter, treater or disposal facility. In the event that samples collected by LGCI or provided by Client or wastes generated as a result of site investigation activities contain or potentially contain substances or constituents which are or may be regulated contaminants as defined by federal, state, or local statutes, regulations, or ordinances, including but not limited to samples or wastes containing hazardous materials, said samples or wastes remain the property of the Client and the Client will have responsibility for them as a generator. If set forth in the Contract, LGCI will, at Client's expense, perform necessary testing, and return said samples and wastes to Client.

9. INSURANCE. LGCI has Worker's Compensation Insurance in at least the minimum amount required for each state in which it does business, Employer's Liability Insurance, Public Liability Insurance and Professional Liability Insurance. LGCI will furnish insurance certificates upon written request.

10. INDEMNIFICATION. Subject to the foregoing limitation, LGCI agrees to indemnify and hold Client harmless from and against any liabilities, claims, damages and costs (including reimbursement of reasonable attorneys' fees and court costs) to the extent caused by the negligence or willful misconduct of LGCI in the performance of services under this Contract. LGCI's defense obligation under this indemnity paragraph means only the reimbursement of reasonable defense costs to the proportional extent of LGCI's indemnity obligation hereunder. Client shall provide the same protection to the extent of its negligence. In the event that the client shall bring any suit, cause of action, claim or counterclaim against LGCI, Client shall pay to LGCI the cost and expenses incurred by LGCI to investigate, answer and defend it, including reasonable attorney's fees and court costs to the extent that LGCI shall prevail in such suit.

11. Client agrees to defend, indemnify and hold harmless LGCI, its subconsultants, subcontractors, agents, and employees from and against all claims, damages, losses, and costs (including reasonable attorneys' fees) that result from the detection, failure to detect or from the actual, alleged, or threatened discharge, dispersal, release, escape or exposure to any solid, liquid, gaseous or thermal irritant, asbestos in any form, or contaminants



including smoke, vapor, soot, fumes, acids, alkalies, chemicals, waste, oil, hazardous materials, or biological pollutants. Client's obligations under this paragraph apply except to the extent such claims, damages, losses, and expenses are caused by LGCI's sole negligence or willful misconduct.

12. LIMITATION OF LIABILITY. To the fullest extent permitted by law, the total liability, in the aggregate, of LGCI and its officers, directors, employees, agents, and independent professional associates and consultants, and any of them, to Client and any one claiming by, through or under Client, for any and all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to LGCI 's services, the project or this Contract, will not exceed the total compensation received by LGCI under this Contract, or $5,000, whichever is greater. This limitation will apply regardless of legal theory, and includes but is not limited to claims or actions alleging negligence, errors, omissions, strict liability, breach of contract, breach of warranty of LGCI or its officers, directors, employees, agents or independent professional associates or consultants, or any of them. CLIENT further agrees to require that all contractors and subcontractors agree that this limitation of LGCI's liability extends to include any claims or actions that they might bring in any forum.

13. CONFIDENTIALITY. Unless compelled by law, a governmental agency or authority, or an order of a court of competent jurisdiction, or unless required pursuant to a subpoena deemed by LGCI to be duly issued, or unless requested to do so by Client pursuant to the Proposal or otherwise, LGCI agrees it will not convey to others any proprietary non-public information, knowledge, data or property relating to the business or affairs of the Client or of any of its affiliates, which is in any way obtained by LGCI during its association with the Client. LGCI further agrees to strive to limit, to a "need to know" basis, access by its employees to all information referred to above. Any concepts, materials, or procedures of LGCI deemed by LGCI to be proprietary and so explained to Client will not be released by Client or its employees to any other parties under any circumstances.

14. OWNERSHIP OF DOCUMENTS. Drawings, diagrams, specifications, calculations, reports, processes, computer processes and software, operational and design data, and all other documents and information produced in connection with the project as instruments of service, regardless of form, will be confidential and the proprietary information of LGCI, and will remain the sole and exclusive property of LGCI whether the project for which they are made is executed or not. Client will not have or acquire any title to or have any rights in any of the documents or information prepared by LGCI. Client will be permitted to retain printed copies of such documents or information for information and reference only in connection with Client's use and occupancy of the project. The documents and/or information will not be used or reused or modified by Client on other projects, for additions to this project, for completion of this project by others, or for any other purpose for which the documents were not specifically prepared, provided LGCI is not in default under this Contract, except with the express written consent of LGCI and with appropriate compensation to LGCI. Client will defend, indemnify and hold LGCI harmless from and against any claims, losses, liabilities and damages, including all reasonable attorney's fees, expert fees, and other costs of defense arising out of or resulting from or in any way related to the unauthorized use of the documents.

15. ELECTRONIC FILES. All documents including drawings, data, plans, specifications, reports or other information recorded on or transmitted as Electronic Files are subject to undetectable alteration, either intentional or unintentional, due to transmission, conversion, media degradation, software error, human alteration or other causes.

a. Electronic Files are provided for convenience and informational purposes only and are not a finished product or Contract Document. The actual signed and sealed hard copy Contract Documents including stamped drawings, together with any addenda or revisions, are and will remain the official copies of all documents. LGCI makes no representation regarding the accuracy or completeness of any accompanying Electronic Files. LGCI may, at its sole discretion, add wording to this effect on electronic file submissions.

b. Client waives any and all claims against LGCI that may result in any way from the use or misuse, unauthorized reuse, alteration, addition to or transfer of the Electronic Files. Client agrees to defend, indemnify and hold harmless LGCI, its officers, directors, employees, agents or subconsultants, from any claims, losses, damages or costs, and costs of defense, which may arise out of the use or misuse, unauthorized reuse, alteration, addition to or transfer of these Electronic Files by client or anyone obtaining them through client.

16. SUSPENSION OF WORK. Client may, at any time, by a 10-day written notice, suspend further work by LGCI.

a. Client will remain fully liable for and will promptly pay LGCI the full amount for all services rendered by LGCI to the date of suspension of services, including all retained billings, if applicable, plus suspension charges. Suspension charges will include the cost of putting documents and analyses in order, personnel and equipment rescheduling, or reassignment adjustments, and all other related costs and charges directly attributable to suspension.

b. If Client fails to pay undisputed invoice amounts within 30 days following invoice date, LGCI may suspend further services, by providing a 10-day written notice to Client until payments are restored to a current basis. In the event LGCI engages counsel to enforce overdue payments, Client will reimburse LGCI for all reasonable attorney's fees and court costs related to enforcement of overdue payments, provided that Client does not have a good faith dispute with the invoice. Client will indemnify and save harmless LGCI from any claim or liability resulting from suspension of the work due to non-current, non-disputed payments.

17. DISPUTE RESOLUTION. Both parties agree to submit any claims, disputes, or controversies arising out of or in relation to the interpretation, application, or enforcement of this Contract to non-binding mediation pursuant to the Rules for Commercial Mediation of the American Arbitration Association, as a condition precedent to litigation or any other form of dispute resolution.



RECEIVED
By Town Clerk/ksb at 10:11 am, Sep 24, 2024

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Tuesday, August 6, 2024 6:00 PM
Location: McAuliffe Hearing Room, Town House, 17 Common Street, Southborough, MA
Present: Kathryn Cook, Andrew Dennington, Sam Stivers and Marguerite Landry. Al Hamilton appeared via ZOOM. Town Administrator Mark Purple and Assistant Town Administrator Vanessa Hale.

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Chair Kathy Cook called the meeting to order at 6:00 PM.

II. Executive Session

Mr. Stivers moved to enter into Executive Session at 6:00 PM, per M.G.L. Chapter 30A, Section 21, and return to Open Session, to discuss strategy with respect to litigation (Exemption 3) where an open meeting will have a detrimental effect on the litigating position of the public body and the chair so declares: Louise Barron v Daniel Kolenda. Mr. Dennington seconded the motion. The motion was unanimously approved by roll call vote: Ms. Landry, aye; Mr. Stivers, aye; Mr. Dennington, aye; Mr. Hamilton, aye; Ms. Cook, aye (5-0-0).

Ms. Cook returned the Board to Open Session at 6:36 PM.

Ms. Cook heard Public Comment after IV. Scheduled Appointments.

III. Scheduled Appointments *(Board may vote)*

a. 6:30 PM – Public Hearing; FY25 Transfer Station Regulations

Mr. Purple read the public hearing notice into the public record at 6:36 PM. DPW Superintendent Bill Cundiff appeared before the Board on the matter. Superintendent Cundiff reviewed the proposed changes, noting that the changes are minor and some are grammatical in nature. Mr. Dennington asked about the insertion of "commercial refuse not accepted." Superintendent Cundiff stated he has seen refuse that he suspects is commercial and would like to come up with better ways to identify violators. Mr. Dennington stated he is supportive of this change. Mr. Mike Canova, 41 Highland Street, asked if vehicles with commercial license plates would be excluded from the transfer station. Superintendent Cundiff stated that only commercial refuse would be excluded from the transfer station. Mr. Shawn Rose, 3 Lovers Lane, asked that the exclusion of paper bags for yard waste be added to the rules. Superintendent Cundiff stated that Mr. Rose's recommendation is a good one that could be added to next year's regulations. Ms. Cook stated that the Board is only being asked to vote on the regulations as presented this evening. Mr. Stivers moved to close the public hearing at 6:49 PM. Mr. Dennington seconded the motion. The motion was unanimously approved by roll call vote: Ms. Landry, aye; Mr. Stivers, aye; Mr. Dennington, aye; Mr. Hamilton, aye; Ms. Cook, aye (5-0-0). Mr. Stivers moved to approve the Transfer Station Regulations for FY25, as amended. Mr. Dennington seconded the motion. The motion was unanimously approved by roll call vote: Ms. Landry, aye; Mr. Stivers, aye; Mr. Dennington, aye; Mr. Hamilton, aye; Ms. Cook, aye (5-0-0).

b. Appoint Marlo Taylor as FT Communications Officer

Chief Newell requested that the Board appoint Ms. Marlo Taylor as a full-time Communications Officer. Ms. Taylor was not in attendance at the meeting and Chief Newell stated she would be filling one of the two full-time positions approved at Annual Town Meeting. Mr. Hamilton asked if the Department has one full-time and one part-time position still available. Chief Newell replied that is the case and the positions are still being advertised. Mr. Stivers moved to approve Marlo Taylor as full-time Communications Officer. Mr. Dennington seconded the motion. The motion was unanimously approved by roll call vote: Ms. Landry, aye; Mr. Stivers, aye; Mr. Dennington, aye; Mr. Hamilton, aye; Ms. Cook, aye (5-0-0).

c. Appoint Anthony Vega as FT Police Officer

d. Appoint Andrew Whamond as FT Police Officer

Ms. Cook heard Scheduled Appointments "c" and "d" before Scheduled Appointments "b." Police Chief Ryan Newall appeared before the Board in the matter. Chief Newell presented Mr. Anthony Vega and Mr. Andrew Whamond to the Board and requested that they be appointed as full-time Police Officers with the Southborough Police Department. Chief Newell reported that with the appointment of Mr. Vega and Mr. Whamond, the Southborough Police Department would be fully staffed. The Board welcomed Mr. Vega and Mr. Whamond to the Department. Mr. Stivers moved to appoint Anthony Vega as a full-time Police Officer and Andrew Whamond as a full-time Police Officer. Mr. Dennington seconded the motion. The motion was unanimously approved by roll call vote: Ms. Landry, aye; Mr. Stivers, aye; Mr. Dennington, aye; Mr. Hamilton, aye; Ms. Cook, aye (5-0-0).

The Board recessed at 6:55 PM and resumed meeting at 6:58 PM.

e. Board and Committee appointments:

i. Sheri Widdiss to the Conservation Commission, term to expire 6/30/2027

Ms. Sheri Widdiss appeared before the Board, via ZOOM, in the matter. The Board interviewed Ms. Widdiss. Mr. Hamilton asked Ms. Widdiss for her thoughts on returning Chestnut Hill Farm to a working farm. Ms. Widdiss stated she would need to review the Conservation Restriction on the property and then understand the goals of the Conservation Commission and Board related to the property. Mr. Stivers moved to appoint Sheri Widdiss to the Conservation Commission, term to expire 6/30/2027. Mr. Dennington seconded the motion. The motion was unanimously approved by roll call vote: Ms. Landry, aye; Mr. Stivers, aye; Mr. Dennington, aye; Mr. Hamilton, aye; Ms. Cook, aye (5-0-0).

ii. Jane Gates to Cultural Arts Council, term to expire 8/5/2026

Ms. Jane Gates appeared before the Board in the matter. The Board interviewed Ms. Gates. Mr. Stivers moved to appoint Jane Gates to the Cultural Arts Council, term to expire 8/5/2026. Mr. Dennington seconded the motion. The motion was unanimously approved by roll call vote: Ms. Landry, aye; Mr. Stivers, aye; Mr. Dennington, aye; Mr. Hamilton, aye; Ms. Cook, aye (5-0-0).

iii. Nicole Boloz to Cultural Arts Council, term to expire 10/2/2025 (to complete Jen Hansen's term)

Ms. Nicole Boloz appeared before the Board in the matter. The Board interviewed Ms. Boloz. Mr. Stivers moved to appoint Nicole Boloz to the Cultural Arts Council, term to expire 10/2/2025. Mr. Dennington seconded the motion. The motion was unanimously approved by roll call vote: Ms. Landry, aye; Mr. Stivers, aye; Mr. Dennington, aye; Mr. Hamilton, aye; Ms. Cook, aye (5-0-0).

f. Update from the Cultural Arts Council: Katlyn Heusner

Ms. Katlyn Heusner appeared before the Board on the matter. Ms. Heusner updated the Board on the recent activities of the Cultural Arts Council. She stated that the Council had recently re-organized into an executive committee structure, consistent with the Massachusetts Cultural Arts Council guidelines, and reported that she and members Elizabeth Kesselman and Rajani Kumari sit on the executive committee. She also stated the Council has focused on recruitment and presently has a

full committee of six members. Council member Elizabeth Kesselman appeared before the Board to clarify that the Massachusetts Cultural Arts Council's guidelines require a minimum number of five members in order to award grants. Ms. Heusner stated the committee's goals include: 1) how to functionally improve to ensure they are in general compliance, while also understanding the Board's goals; and 2) identifying and working with other partners in Town to enhance arts and culture for the residents. She stated that the Council annually awards a total of $6,000 in grants and informed the Board that the grant cycle would open on September 1st and close on October 17th. She also stated the Council recently conducted a survey on all aspects of their grants process to obtain public feedback and shared the results of the survey. The Board and Ms. Heusner discussed space needs, greater community involvement and publicity for the upcoming grant cycle. Mr. Stivers suggested that the Board consider budgeting some funds annually for the Cultural Arts Council.

g. Update from Historical Commission: Kevin Miller

Mr. Kevin Miller, Chair of the Historical Commission, appeared before the Board in the matter. Mr. Miller called the Historical Commission meeting to order at 7:36 PM. Members present: Kevin Miller, Grant Farrington, Kelly O'Brien and Dan Blanchard. Vice Chair Annie Phaff appeared via ZOOM. Absent: Michele Hokinson and James Blaschke. Mr. Miller updated the Board on recent activities of the Historical Commission. He stated that ARPA funds were used for the following: 1) the National Historical District Register sign project. The project has been completed and the signs are up; 2) $1,000 to restart the historic house sign project. Mr. Miller stated this project is free to homes that qualify, although the Commission accepts donations and hopes this project will become self-sustaining. Vice Chair Annie Pfaff stated that, to date, the Commission has delivered 55 signs in total, with 12 signs in the pipeline and approximately 350 houses on the list that qualify; and 3) $500 has been used to purchase a sign for the water tower in the Rural Cemetery. Mr. Miller stated that the Commission is looking into the challenges for preserving structures affected by the Demolition Delay Bylaw. He stated that the Bylaw should be consistent with the age of historic buildings in the zoning code, which is 85 years old. Mr. Stivers suggested the Historic Commission bring forth an article at Annual Town Meeting 2025 that makes the Demolition Delay Bylaw consistent with Town Code. The Historic Commission and the Board discussed the status of 42 Main Street. Mr. Hamilton stated that he believes the Demolition Delay Bylaw should be re-examined, as he views the Bylaw as an inconvenience to property owners. Mr. Miller stated that the Historical Commission is also working on the following issues: 1) working with Jon Delli Priscoli regarding the viewscape at the Burnett House; 2) finding a location for historical record storage and to display historical Town documents; 3) marking the graves of the 43 Revolutionary War veterans who are in unmarked graves in the Old Burial Ground; and 4) integrating an education aspect of the 250th anniversary of the Revolutionary War (in 2026) with the Tricentennial Celebration that will take place in 2027. Ms. Landry stated she feels the historical document storage matter should be addressed in the near future. Mr. Dennington stated that CPC grant applications are due by August 31st. The Board and Historical Commission discussed logistics for the Town Common Rail Replacement Project and agreed that Mr. Dennington would draft a grant proposal for the Historical Commission to review prior to August 31st. Mr. Dennington requested that any other potential funding sources for the project be relayed to Mr. Dennington for inclusion in the grant application. Mr. Farrington moved to adjourn the Historical Commission meeting at 8:13 PM. Ms. O'Brien seconded the motion. The motion was unanimously approved by roll call vote: Ms. Pfaff, aye; Ms. O'Brien, aye; Mr. Farrington, aye; Mr. Blanchard, aye; Mr. Miller, aye (5-0-0).

Ms. Cook moved to Other Matters "b" at this time.

VI. Public Comment

There was no public comment.

V. Reports

a. Chair's Report

i. Neary Building Committee report; Recreation Commission vacancies

Ms. Cook reported that the Neary Building Committee (NBC) would decide by next week on the project to recommend for a vote at a Special Town Meeting, expected to be held in April 2025. She stated the NBC Finance Subcommittee would present the latest cost estimates to the Board at a meeting this Friday, August 9th, at 1 PM and she urged the public to attend/view.

Ms. Cook stated that at each meeting, the Board would highlight a board/committee to inform residents about vacancies and encourage them to volunteer. She stated this meeting's spotlight is on the Recreation Commission and added they have two vacancies available.

b. Members' Reports

i. Regional Emergency Communication Center (RECC) update

Mr. Hamilton reported that the virtual RECC presentation was made to Ashland, Westborough and Northborough, and added there has been no feedback received from the communities on the concept of a virtual RECC. Mr. Hamilton stated that he spoke with a representative from State 911 regarding a potential virtual RECC and the representative was not encouraging about the concept. Mr. Hamilton stated that he believes the Board should hold 2-3 public forums in the coming months to discuss the options available and to determine a path forward for the Town. Mr. Hamilton and Mr. Stivers agreed to propose a schedule for the public forums prior to Special Town Meeting.

ii. Update on 2025 One Stop grant application for Rt. 9 zoning

Mr. Dennington reported that he and Ms. Cook appeared before the Planning Board to discuss the Board's goal to pursue a One Stop grant application to study zoning improvements on Rt. 9. He stated he was pleased that the Planning Board unanimously expressed their support and interest in collaborating on the One Stop grant application. Mr. Dennington noted that if the Town were successful in receiving a One Stop grant, any work related to the grant would follow the MBTA Communities work presently being addressed by the Planning Board.

Mr. Dennington also reported that the Affordable Housing Working Group met August 1st. Members present were the following: Mr. Dennington and Mr. Hamilton from the Affordable Housing Trust Fund Committee, Doug Manz and Paul Desmond from the Southborough Housing Opportunity Partnership Committee (SHOPC) and Lisa Braccio, member at-large. He stated that he believes the group will have draft language by the end of August for Special Town Meeting.

c. Town Administrator's Report

i. August special meeting: Tuesday, August 27th proposed

Mr. Purple reported that the Board would hold a meeting on Tuesday, August 27th, to finalize the warrant for Special Town Meeting on September 30, 2024. He also stated that the Board and the School Committee would hold a joint meeting on September 11, 2024 at 6:30 PM to appoint the **(new principal?)** of Neary School.

iii. Staffing study update

Mr. Purple reported that he, Police Chief Newell and Fire Chief Puntini, have received a draft of the study and are offering comments to the consultant. He stated he expects to have a final version for the Board to review next week.

iv. Update on Division of Local Services (DLS) Financial Policy Manual

Mr. Purple reported that the DLS's review of the Town's Financial Policy Manual has been completed and is currently under review by Mr. Purple and the Finance team. He stated there is a great deal of information to digest and he believes the Finance team will likely report first on updating current financial policies of the Town. He expects the review/recommendations will be presented to the Board and Advisory next week. He stated the Town is still awaiting DLS's review of the Town's financial operations.

VI. Consent Agenda

a. Approve Open Session Meeting Minutes: July 10, 2024; July 16, 2024; July 23, 2024

Mr. Stivers and Ms. Landry requested to hold Consent Agenda item "a." **July 10, 2024 Minutes:** Ms. Landry, Mr. Stivers and Mr. Dennington had scrivener's changes to the minutes. **July 16, 2024 Minutes:** Mr. Stivers requested that Atty. William Solomon attendance, via ZOOM, be added to the minutes. Mr. Cook moved to approve the July 10, 2024 minutes, as amended, the July 16, 2024 minutes, as amended and the July 23, 2023 minutes, as written. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Ms. Landry, aye; Mr. Stivers, aye; Mr. Dennington, aye; Mr. Hamilton, aye; Ms. Cook, aye (5-0-0).

b. Approval of 2024 Warrant for State Primary

c. Approve police detail for election

d. Approve Early Voting dates for September and November Elections

e. Approve amended poll workers' rate

f. Appoint Doug Manz as the SHOPC representative to the CPC

g. Appoint Leslie Naditch to OSPC (swearing-in period expired)

Ms. Cook moved to approve Consent Agenda items "b", "c", "d", "e", "f" and "g." Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Ms. Landry, aye; Mr. Stivers, aye; Mr. Dennington, aye; Mr. Hamilton, aye; Ms. Cook, aye (5-0-0).

VII. Other Matters *(Board may vote)*

a. Review of September 30, 2024 Special Town Meeting warrant

i. Review of all warrant article placeholders

Ms. Cook suggested, and the Board agreed to remove two articles from consideration at the Special Town Meeting: increasing the CPA surtax and creating a Storm Water Enterprise Fund.

ii. Review order of warrant articles

The Board discussed the order of the warrant articles. The Board agreed to order the articles as follows (and as numbered in the Draft Warrant): 1) remove Articles #12 and #14 from consideration; 2) Potential Consent Agenda: #1, #2, #7, #8, #9); and 3) the following articles after the Consent Agenda: #10-MBTA, #16-RECC, #11-SHOPC/AHTFC consolidation, #13-Transfer of CPC/Affordable Housing funds, New Article Section 3 (b1/2), #3-Breakneck Hill, #4-Atwood, #5- Public Safety Staffing Study, #6-EDC Coordinator hours and #15-Annual Town Meeting date requirements. The Board agreed to discuss the recommendations from the Public Safety Staffing Study with Chief Newell at its August 27th meeting and suggested a joint meeting with the Advisory Committee at that time. The Board discussed Article #6-EDC increase the coordinator position to full-time. Mr. Hamilton stated that he would like to see performance standards attached to the position to determine if the increase in hours is a benefit to the Town. The Board indicated their unanimous support for Article #6.

iii. Consideration of article to accept MGL Chapter 44B Section 3(b1/2) – to allow use of other municipal funds to supplement CPA funds

Ms. Cook heard this matter prior to Other Matters "a." Mr. Stivers stated that the Town's CPA bylaw language, approved in 2005, does not reflect the State's amended language. Mr. Stivers is proposing that the Town amend the bylaw to accept the State's amendment, as doing so would allow the Town greater flexibility in funding CPA eligible projects. Mr. Stivers stated that this matter is administrative. Ms. Cook stated that the CPC would vote on the matter at its meeting on Thursday evening. The Board discussed the matter and agreed to support an article at Special Town Meeting that amends the Town's CPA bylaw. Mr. Stivers will follow up on the matter.

b. 352 Turnpike Road overview with Ferris Development on proposed 40B project

Mr. David Ferris, Principal of Ferris Development Group, and Atty. George Bahnan, Assistant Counsel for Ferris Development Group, appeared before the Board on the matter. Mr. Ferris thanked the Board for their efforts to cooperate with his 40B projects. He stated that he is proposing a six-story 40B project at 352 Turnpike Road of 68 rental units consisting of 55 one-bedroom units, 6 two-

bedroom units and 7 three-bedroom units. He noted that 25% of the units would qualify as affordable. Mr. Ferris stated that he has three potential projects in the pipeline that would allow the Town to reach Safe Harbor and be in control of future proposed projects. Ms. Cook asked about next steps. Mr. Ferris stated that concept plans have been drawn up and he is seeking feedback on those plans. Following any feedback, Mr. Ferris stated that Ferris Development Group would apply to the State for a Project Eligibility Letter. Mr. Dennington asked if the project would use pervious surface (parking lot). Mr. Ferris stated that it would. Mr. Dennington asked if mixed-use was an element of the project. Mr. Ferris stated that at this time, conceptually, it was. The Board discussed the proposed project.

VIII. Public Comment

There was no public comment.

IX. Adjournment

Ms. Cook moved to adjourn at 9:18 PM. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Ms. Landry, aye; Mr. Stivers, aye; Mr. Dennington, aye; Mr. Hamilton, aye; Ms. Cook, aye (5-0-0).

Upcoming Meetings	
August 27, 2024	*September 4, 2024*

Respectfully submitted,

Bridgid Rubin, Recording Secretary

List of Documents referred to at the August 6, 2024 SB Meeting:

- Public hearing notice for the consideration of proposed revisions to Transfer Station Rules and Regulation for FY25
- Draft Transfer Station Rules and Regulations for FY25, red-lined and proposed draft
- Letter from Police Chief Ryan Newell, dated August 2, 2024, RE: Appointment of Full-Time Telecommunication Officer Marlo Taylor
- Resume of Marlo Taylor
- Letter from Police Chief Ryan Newell, dated August 2, 2024, RE: Appointment of Full-Time Police Officer Anthony Vega
- Resume of Anthony Vega
- Letter from Police Chief Ryan Newell, dated August 2, 2024, RE: Appointment of Full-Time Police Officer Andrew Whamond
- Resume of Andrew Whamond
- Email communication from Melissa Danza, dated July 12, 2024, RE: Appointment of Sheri Widdiss
- Board and Committee Volunteer form for Sheri Widdiss
- Email communication from Katlyn Heusner, dated July 9, 2024, RE: Appointment of Jane Gates
- Board and Committee Volunteer form for Jane Gates
- Email communication from Katlyn Heusner, dated July 31, 2024, RE: Appointment of Nicole Boloz
- Board and Committee Volunteer form for Nicole Boloz

- Open Session Meeting Minutes for July 10, 2024; July 16, 2024; July 23, 2024
- Proposal for geotechnical services from Lahlaf Geotechnical Consulting, dated July 22, 2024
- Letter from Town Clerk James Hegarty, dated July 17, 2024, RE: Warrant for September 3, 2024 State Primary Election and Motion Approval
- Letter from Town Clerk James Hegarty, dated July 17, 2024, RE: In-Person Early Voting for the September 3, 2024 State Primary Election
- Letter from Town Clerk James Hegarty, dated July 23, 2023, RE: In-Person Early Voting for the November 5, 2024 State Election
- Letter from Town Clerk James Hegarty, dated July 23, 2024, RE: Pay Rate for Election Workers
- Email Communication from Doug Manz, dated July 26, 2024, RE: SHOPC Appointment to CPC
- Draft Special Town Meeting Warrant, dated September 30, 2024
- Email Communication from Atty. George Bahnan, dated July 16, 2024, RE: Proposed 40B Development at 352 Turnpike Road
- 352 Turnpike Road Site Plan

TOWN OF SOUTHBOROUGH

Tricentennial Committee

TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 · FAX (508) 480-0161 ·
southborough300@southboroughma.com

August 26, 2024

Dear Honorable Select Board,

After a successful interview with Sandy Pochapin at our August 26, 2024 meeting, the Tricentennial unanimously voted to appoint Sandy Pochapin to the Tricentennial Committee, term through 6/30/2025. We respectfully ask you do the same as her background and motivation are in line with our committee. We believe she will be an excellent addition.

Respectfully,

Don Morris
Tricentennial Committee Chair

From: noreply@civicplus.com
To: SelectmenOffice
Subject: Online Form Submittal: Board and Committee Volunteer Form
Date: Wednesday, August 21, 2024 12:26:33 PM

[EXTERNAL]

Board and Committee Volunteer Form

First Name	Sandy
Last Name	Pochapin
Address	149 Woodland Rd
City	Southborough
State	Massachusetts
Zip Code	01772
Phone Number	[redacted]
Email Address	[redacted]
To view a list of the Board and Committee and current membership as well as vacancies	Click here
Name of Board(s) or Committee(s) you would like to volunteer for?	Tricentennial
Have you previously served on a Board or Committee for the Town of Southborough?	No
Current Occupation / Current Employer	*Field not completed.*
Please tell us how much volunteer time you have available and	marketing/promotion/event marketing

any education, experience or special skills that may be relevant to the Committee(s) you are interested in.	
Upload resume preferred but not required	Sandy Pochapin July 15 24 Events Trade Shows EY Gignow.docx

Email not displaying correctly? View it in your browser.

RECC Investigation Results

What is a RECC?
"Regional Emergency Communications Center"

- A "RECC" is a "Regional Emergency Communication Center", where the member communities combine their Public Safety (Police and Fire) Emergency Dispatch Operations into a single entity.
- In principle, this is no different from other regional organizations we currently participate in, such as:
  - Regional High School
  - Regional Vocational & Technical Schools
  - Regional Public Health Operations
  - Regional Library Resources
  - Mutual Aid for both Fire and Police.

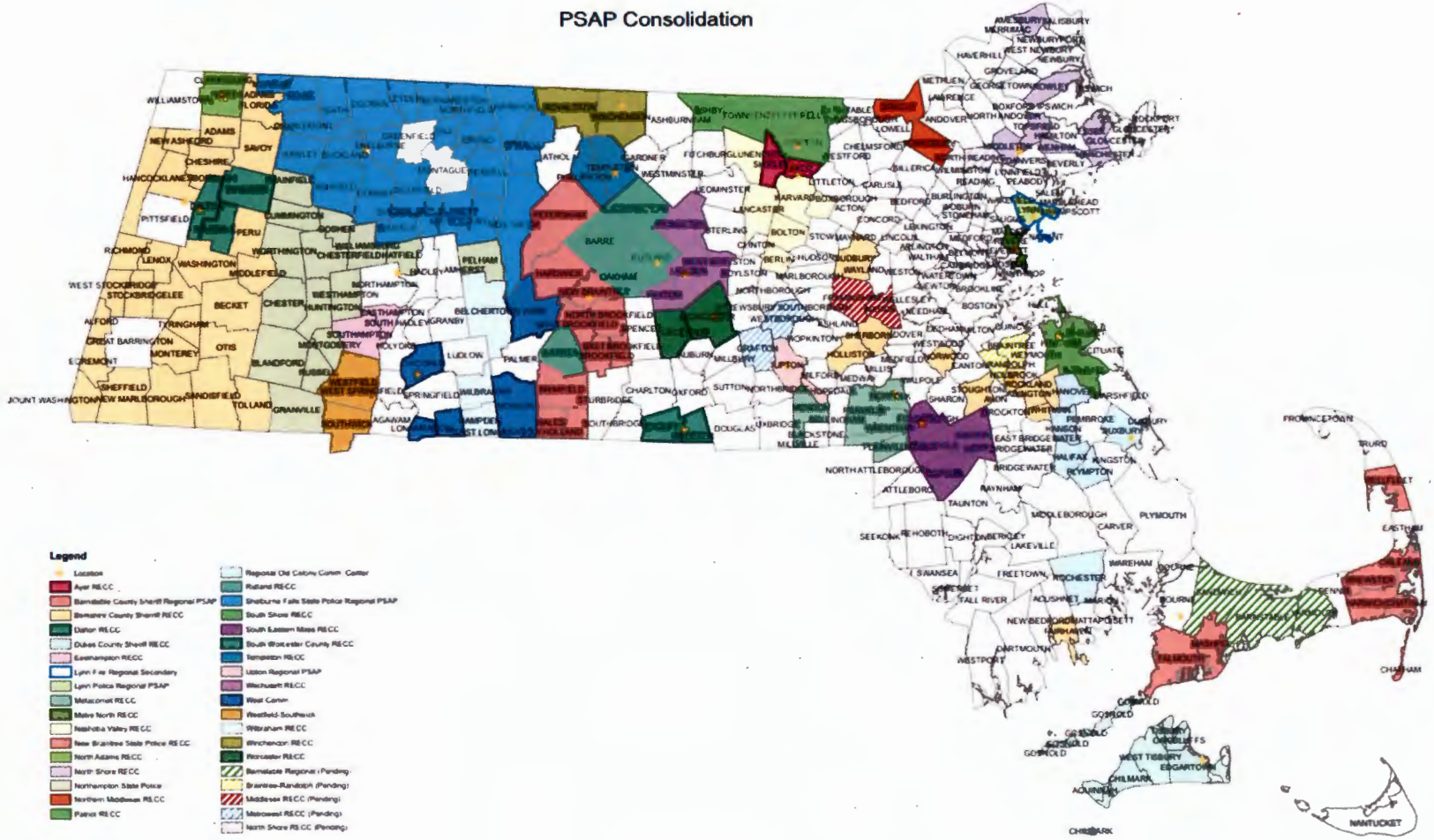
RECC's Are Common in the US

- RECC's have been in operation for decades in much of the rest of the US. – Often County Wide or Centered on a City
- RECC's can be Fire only or Police only or combined.
- The Technology is mature.
- Massachusetts is late in adopting RECC's

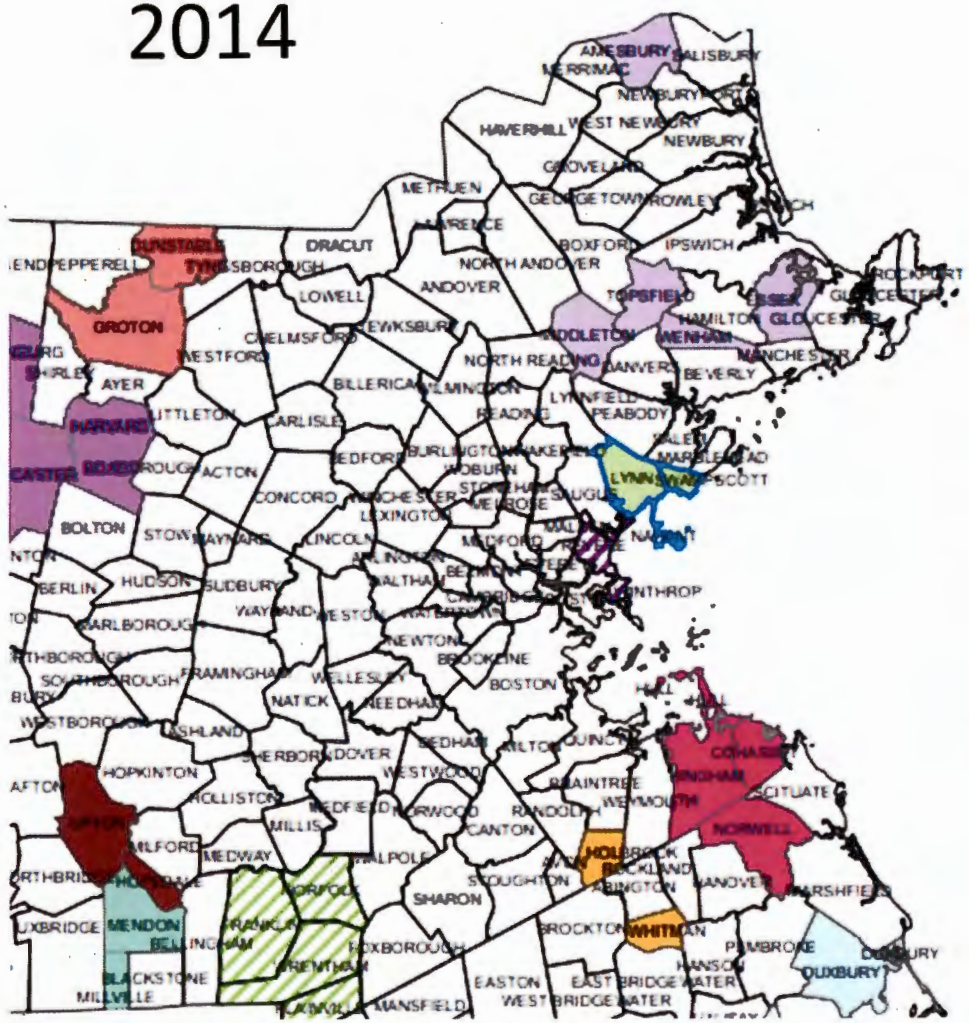
Holbrook Dispatch Center – Serves 7 Communities / 150,000 people



RECC's are Common in Massachusetts Today

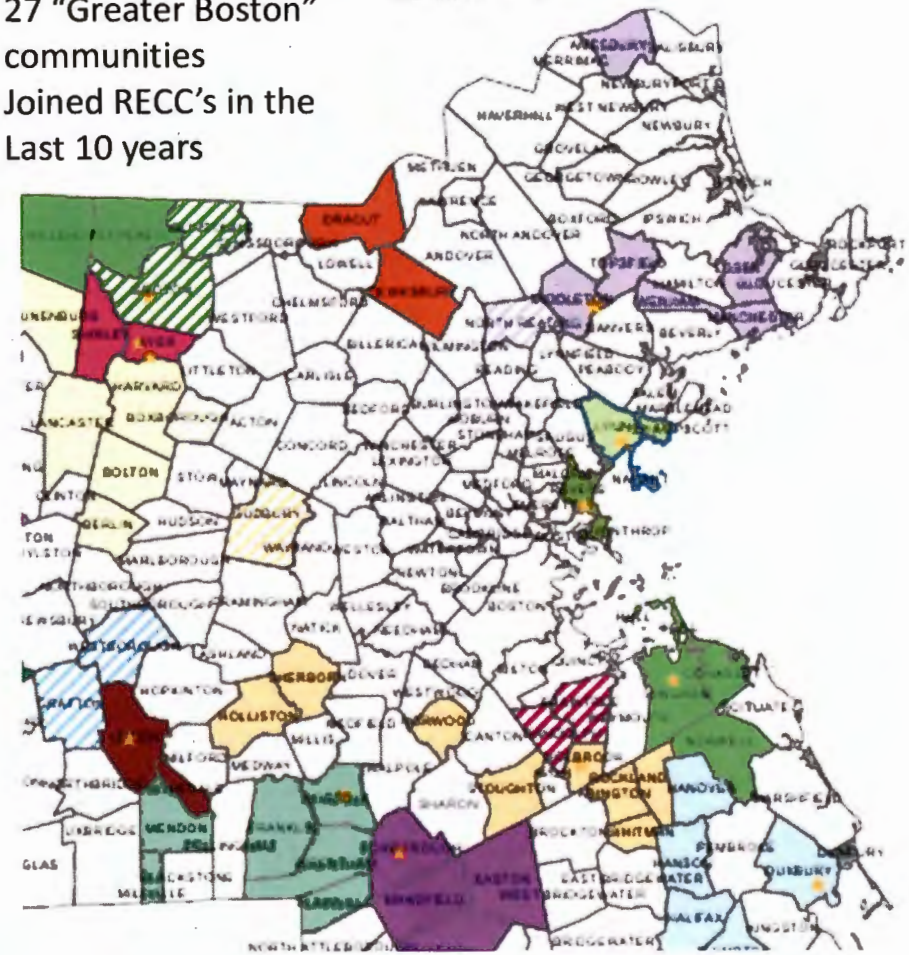


2014



2024

27 “Greater Boston” communities Joined RECC’s in the Last 10 years

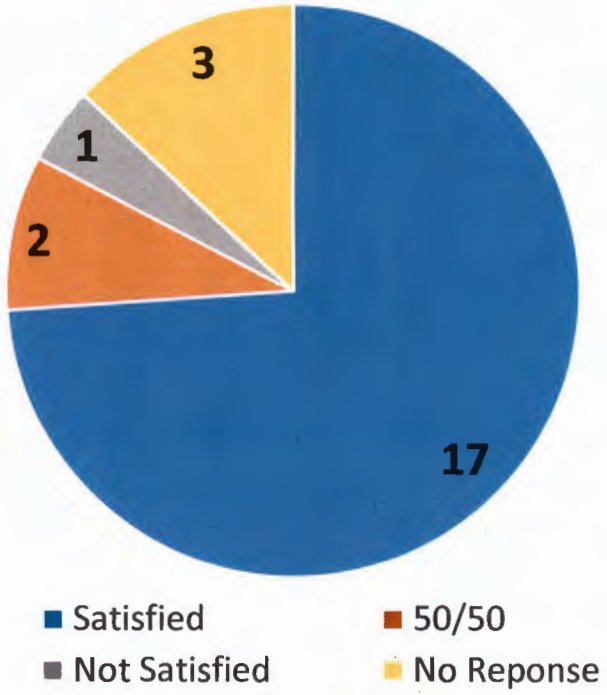


"Should Southborough Join a RECC?" How Have We Evaluated This Question?

- 2 Select Board Members, the Police and Fire Chiefs and the Town Administrator have been conducting due diligence investigations related to this issue for the past 15 months, including the following activities:
  - Visited 3 Operating RECC's: Holbrook, Devens and Foxborough
  - Met with 2 RECC's that are in the process of being formed: Westborough & Framingham
  - Confirmed that Metrowest (Westborough) building location is no longer at the "Superfund" site.
  - Met with relevant individuals from Northborough, Marlborough, Ashland, Sudbury.
  - Investigated a new concept – A Virtual RECC
  - Participated in several Discussions with the State 911 managers
  - Surveyed Mass Police Chiefs
  - Interviewed 5 Retired Fire Chiefs
  - Surveyed existing Greater Boston RECC's for performance data

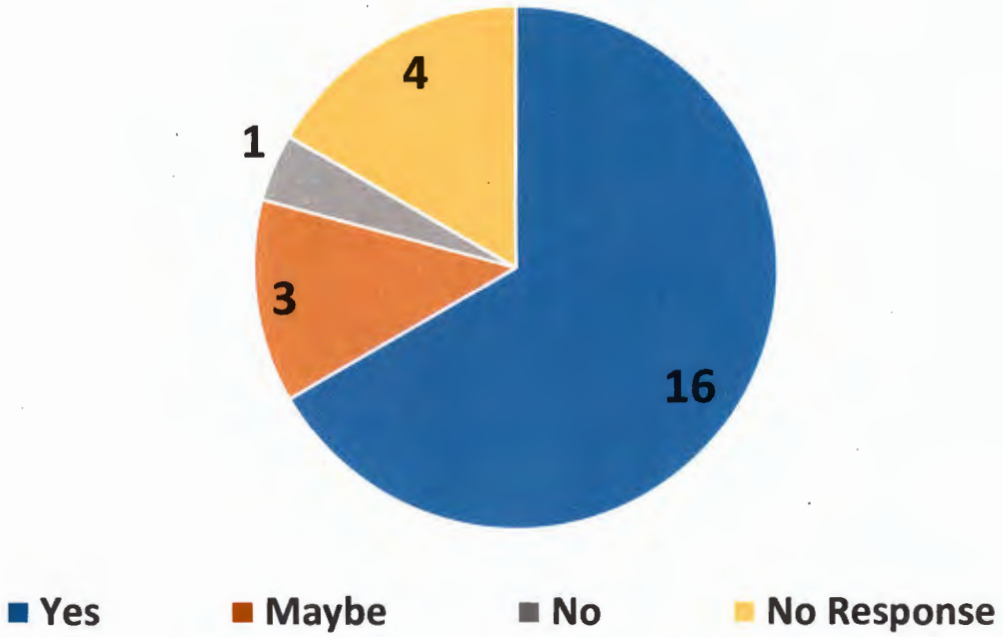
Police Chiefs are Satisfied with RECC's:

A survey of Police Chiefs who are part of a RECC asked "Are you satisfied with the RECC?". **85% of those responding said YES!**



Police Chiefs Survey : "Would you join again?"

80% of those responding said "Yes", only 5% said "No".



Police Chiefs Survey:
"What was your motivation to join a RECC?"

- 6 of 13 mentioned difficulty hiring dispatchers
- 6 of 13 mentioned cost savings
- Single Dispatcher Risk
- Equipment Upgrades
- Quality improvements

Fire Chiefs Input

Discussion with 5 Fire Chiefs at the Fire Chief Assessment Center, and Discussion with (former) Chief Achilles. Key Points Are:

- By its nature, our Fire/Ambulance Operations are already Regionalized. Almost any fire of significance will involve a regional response. Our fire and ambulance crews regularly back up other departments when they go out on a call and vice versa. "We are in and out of each others stations every day"
- A Primary Focus is on the integration of a RECC with Mutual Aid Network.
- Having a RECC overlap with a mutual Aid network has substantial benefits.
- Value of RECC Dispatchers having instant access to the status of crews and equipment in communities that overlap with mutual aid.
- Multiple stories about RECC's being able to offer faster (and therefore safer) mutual aid response—particularly in large or complex events
- RECC overlap with Mutual Aid structure is also important for Police response

RECC Economics

- A survey of Greater Boston RECC's found that:
  - Busiest Shifts
    - 1 Dispatcher per 9,500 people to 1 dispatcher per 12,000 people
    - Southborough (FY 2024) had 1:10,450
  - Per Capita Operating Budget
    - Greater Boston RECC's – Run between $42 and $65 per person covered
    - Southborough
      - FY 24 – Single Dispatcher $58 per person covered.
      - FY 25 – 2+ Full Time Dispatchers - $78 per person covered.
      - 2 additional dispatchers to provide 2 person 24/7 coverage - $98 per person covered.

"Why are we considering joining a RECC?"
Answer: Improved Public Safety!

- Even with 2 additional dispatchers, we will have many shifts with only a single dispatcher.
- A single dispatcher system is not safe – both Town Meeting and the Select Board have recognized this and have stated this on multiple occasions:
  - Dispatchers can be required to perform multiple complex tasks--simultaneously:
    - In a life threatening situation they may be called on to provide over-the-phone instruction on first aid such as CPR.
    - At the same time, they must locate and dispatch the resources needed to respond—resources not only in Southborough but in other (mutual aid) communities.
- Just like other communities, we are having trouble hiring and retaining dispatchers—we are now 2 months into the new fiscal year we still have 1 full time and 1 part time dispatch position open. We can fund a position, but we can't make candidates apply for a position.
- We could benefit with faster response times if we have better integration with our Mutual Aid Partners—in public safety response, Minutes Matter!

Dark Station

- Dark Station is a Misnomer
  - Today, if someone arrives at the Public Safety Building with an emergency, they will be greeted by the Dispatcher behind the glass window.
  - The Dispatcher cannot come out to render aid. He/She will dispatch the required aid. Dispatchers are able to lock and unlock doors to provide safety.
  - In a RECC, the person arriving at the Public Safety Building will interact with a Dispatcher just as they would today. That Dispatcher will have a video link to the lobby, and will be able to summon aid the same way today's local Dispatcher can.
  - RECC Dispatchers can lock and unlock doors just as in-person Dispatcher can.

Dark Station Solutions

- Chiefs report a mix of solutions:
  - 4 of 15 reported that their stations are staffed 24/7
  - 7 of 15 reported that their lobbies are linked to the RECC:
    - Typically Video and Voice
    - Dispatchers can lock and unlock doors
    - Patrolling officers or EMT's can be summoned quickly
  - 4 of 15 reported a Hybrid Model
    - Staffed Lobby for part of day (typically "Business Hours")
    - Video/Voice per above when not staffed

Risks of Joining a RECC

- Start Up Risks – RECC's use mature technologies, but any new venture comes with attendant risks. Risks can be mitigated by
  - Don't turn on the RECC until everything works as it should
  - Staff Training – Each dispatcher should do "ride alongs" with each local Public Safety department to get to know the community and the local team
  - Coordination of procedures – Having a RECC means that dispatch procedures need to be standardized in the covered communities
  - Training, Training, Training!
  - Communication, Communication, Communication!
- Finance
  - There are some short-term (3-5 year) financial benefits from joining a RECC, but we cannot expect that there will be long-term annual operating cost savings versus what we have paid for a single dispatcher system.
- Growth
  - There is evidence that RECC's need to achieve critical mass to be most effective. Covering a minimum of 100,000 people should be a goal.

Recommendation

- Apply for membership in the Westborough-based "Metrowest RECC":
  - This is the best opportunity for strong integration with Mutual Aid
  - With Metrowest RECC's 50,000 covered lives, there is initial "critical mass" and there are a number of "non-RECC" neighbors to provide good opportunity RECC growth
  - Metrowest RECC offers sufficient response resources to provide deep coverage
  - This is an opportunity to be in on the "Ground Floor", to influence policies and procedures when they are initially put in place.
- Start Out with 24/7 staffed Public Safety Building Dispatch Office
  - Fully staff for the first year of operation
  - Assess the results after the first year (and ongoing)
- Don't expect to save a lot of money on operating costs. There are some opportunities to save on capital costs, such as Radios and CAD System.

TOWN OF SOUTHBOROUGH

OFFICE OF THE SELECT BOARD
TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 · FAX (508) 480-0161 · selectmenoffice@southboroughma.com

Southborough Stewardship Committee

Charge:

The charge of the ad-hoc Southborough Stewardship Committee is to support the Conservation Commission by providing conservation-based stewardship of the Breakneck Hill Conservation Land, balancing multiple conservation and passive recreational uses.

Composition:

The Stewardship Committee shall consist of five (5) Southborough residents, appointed by the Select Board for one-year terms.

DRAFT 240822

SPECIAL TOWN MEETING WARRANT

of the

TOWN OF SOUTHBOROUGH

MASSACHUSETTS

For the Special Town Meeting
on

Monday, September 30, 2024
7:00PM

P. Brent Trottier Middle School
49 Parkerville Road

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DRAFT

Town Finance Terminology

The following terms are frequently used in the Advisory Committee Report and at Town Meeting. For your convenience, we provide the following definitions:

Surplus Revenue: (Often referred to as "Excess and Deficiency")
The fund represents the amount by which the Cash, Accounts Receivable and other floating assets exceed the liabilities and reserves.

Available Funds: (Often referred to as "Free Cash")
The amount of the Unreserved Fund Balance (Surplus Revenue) account over and above uncollected taxes of prior years constitutes "free cash" or "available funds".

Overlay:
The Overlay is the amount raised by the Assessors in excess of appropriations and other charges for the purpose of creating a fund to cover abatements and exemptions as granted.

Overlay Reserve:
This is the accumulated amount of the Overlay for various years not used or required to be held in the specific Overlay account for a given year, and may be used by vote of the town for extraordinary or unforeseen purposes or voted into the Reserve Fund.

Stabilization Fund:
An outside section of Chapter 138 of the Acts of 1991 (the FY92 State budget) modifies limitations on the Stabilization Fund appropriation process by enabling communities to appropriate from this fund for any non-capital, lawful purpose without Emergency Finance Board approval (section 333). Beginning in FY92, the Stabilization Fund will thus become a source of revenue for general operating expenses for communities.

The Stabilization Fund is a mechanism for setting aside money for capital projects. It equalizes the effect of capital expenditures over time, as capital appropriations can change considerably from year to year. The balance in the fund will build up during years when expenditures for capital items are low. During years with high capital expenditures, the community will transfer money from the fund to reduce the project's impact on the tax rate or the amount of borrowing required for the project.

A community may appropriate up to 10% of its tax levy each year, as long as the balance in the Stabilization Fund does not exceed 10% of the community's equalized valuation. Interest earned on any fund balance is retained as part of the fund.

Appropriations into a Stabilization Fund can be made at either an annual or special town or district meeting. Chapter 94 of the Acts of 1985 permits appropriations to be made from a Stabilization fund at a special town or district meeting, not just at the annual meeting. Regardless of the timing, appropriations from the Stabilization Fund require a two-thirds vote by the appropriating authority. Until the FY92 state budget, a community could only appropriate from the Stabilization Fund for a none-capital purpose with the approval of the Emergency Finance Board.

Reserve Fund:
This fund is established by the voters at the Annual Town Meeting only and may be composed of (a) an appropriation (not exceeding 5% of the tax levy of the preceding year), (b) money transferred from Overlay Reserve, or (c) both. Transfers from the Reserve fund may be made only by the Advisory Committee and are for "extraordinary or unforeseen expenditures" only.

Conservation Fund:
For land purchases and any other conservation use.

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Introduction to the Rules of Town Meeting

Southborough's Town Meeting is an open town meeting in which all registered voters may participate. Town Meeting is a deliberative assembly, conducted via a defined process, charged with considering a maximum number of questions of varying complexity in a minimum amount of time and with full regard to the rights of the majority, strong minority, individuals, absentees and all of these together. In other words, we gather for the purpose of conducting the Town's business thoughtfully and efficiently.

AUTHORITY

The three elements of authority at Town Meeting are a quorum of one hundred (100) registered voters or more, the Clerk and the Moderator. Of these three, the quorum is the most important.

The Town Clerk is responsible for voter registration, certification of a quorum, setting up the hall and keeping the record of the proceedings. He may also officiate Town Meeting in the absence of a Moderator.

The Moderator presides at and regulates the proceedings, decides all questions of order, and makes declarations of all votes. No one may speak on an issue without being recognized by the Moderator. It is the Moderator's responsibility to approve the distribution of materials, and persons wishing to do so must seek his permission. The Moderator appoints Tellers and alternates for the purpose of counting votes of the meeting.

THE WARRANT

All matters to be considered at Town Meeting must be published in the Town Meeting Warrant, which is the responsibility of the Board of Selectmen. The primary and most important purpose of the Warrant is to notify voters in advance the nature of the business to be taken up at Town Meeting. By state law, Town by-law or custom, several business articles (such as budget appropriations) must be presented in the Town Warrant each year for consideration. Other items are added by warrant articles proposed by Town officials, committees, boards, or groups of ten or more registered voters. The Advisory Committee reviews the Warrant, making recommendations on all the items of business to be presented. In accordance with the Town by-laws, all articles in the Warrant are considered in the order in which they appear in the Warrant, unless the Town Meeting votes to change the order for reasons that reasonable people would entertain.

PARTICIPATION

Any voter wishing to participate in Town Meeting must go to one of the floor microphones and wait to be recognized by the Moderator. Upon recognition by the Moderator, first state your name and address, and then state your business.

Anyone whose name is not on the list of registered voters requires the approval of either the Moderator or a majority of the Meeting to sit in the voting area.

All remarks shall be limited to the subject then under discussion. It is improper to indulge in references to personalities, and all expressions of approval or disapproval, such as applause or booing, are out of order. The Moderator may request any person to keep silent. If after warning from the Moderator, a person refuses to be silent or persists in other disorderly behavior, the Moderator may order a person to withdraw and if he fails to withdraw, may order a police officer to remove such person from Town Meeting.

Individuals who have a personal or financial interest with respect to a matter may speak or vote thereon but should frankly disclose their interest. However, no Town Meeting voter should accept compensation for participating without disclosing that fact.

There is no fixed time limit to the debate of any question. However, out of consideration for the others in attendance and the need to give adequate time to all matters coming before Town Meeting, each individual who speaks should make an effort to be as brief as possible and avoid repeating facts, views or opinions already expressed by others.

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Anyone wishing to make a presentation with respect to any article must, prior to Town Meeting, obtain the Moderator's approval.

In order to give all a fair opportunity to speak, no one who has addressed any particular motion shall speak again, except to answer questions, until all others wishing to speak to the motion have done so.

HOW ARE MOTIONS CLASSIFIED?

Main Motions
Motions of this group are for the bringing of questions, or propositions, before Town Meeting for consideration. Only one main motion can be considered at a given time, and once introduced such a motion excludes all other main motions until it has been disposed.

Subsidiary Motions
Motions of this group have are for the modification or disposition of the main motion that is being considered. Their existence as motions depends entirely upon the principal motion to which they are subordinate. Since they relate to the question then under consideration, it is in order to propose them when a main motion is pending and to vote upon them before voting upon the main motion.

Privileged Motions
Motions of this group have no connection whatsoever with any main motion, but are motions of such importance that they are entitled to immediate consideration. These motions have the privilege of temporarily setting aside the main business then before Town Meeting.

Incidental Motions
Motions of this group have few characteristics in common, but for convenience have been grouped into one class. The name "incidental" applies because they arise only incidentally out of the business of Town Meeting.

RULES RELATIVE TO MOTIONS

A motion is the means of bringing a proposal or question for consideration by Town Meeting. When first put forward it is a motion; after it is seconded and acknowledged by the Moderator, it becomes the question or proposal. Except for complimentary resolutions (the presentation of which must be approved in advance by the Moderator), no main motion shall be entertained unless it's substance is contained within the scope of a Warrant article. Upon completion of debate, articles will be voted upon.

The Moderator shall determine whether a motion, or any discussion relative to a motion, is within the scope of the Warrant article under consideration. That is, the motion and the debate must be relevant to the article as written in the Warrant, since the purpose of the Warrant is to apprise voters of the actions to be taken at Town Meeting.

Articles only give notice to the voters and do not initiate action; motions do. Motions may be withdrawn; articles may not be withdrawn – articles must be acted upon by Town Meeting.

There are four types of amendments: striking out, inserting, striking out and inserting, and substitution. Motions to amend may be hostile as long as they are germane. An amendment to a motion is an amendment of the first rank; an amendment to an amendment is of the second rank; there can be no amendment beyond that of the second rank.

Some motions do not lead to a final determination by Town Meeting. A motion to commit or to refer sends the matter to an existing board or committee or one to be established. The motion to postpone indefinitely disposes of the question without bringing it to a direct vote. The motion to postpone indefinitely should not be confused with the motion to table which only temporarily delays a vote. As previously stated, articles may not be withdrawn; so when the Meeting does not wish to act on a particular article, the proper motion is to postpone consideration indefinitely.

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Motions to reconsider shall be entertained when new information is available that is materially different than was presented (or could have been presented) at the time of the original vote on the article. Articles may be reconsidered only once. If a motion to reconsider is passed by the necessary 2/3 vote, it brings the original article back to the floor (which requires a new motion and additional debate); if the motion to reconsider is defeated, then the original article stands as previously voted and may not be reconsidered again. Actions to reconsider can be taken at the same session or any subsequent session of Town Meeting. A notice of reconsideration may be filed in advance with the Town Clerk stating that, at a specific point during the current Town Meeting, a voter will move for reconsideration on a particular article, and the Moderator will inform the hall of said action. Note that such a motion so noticed in advance must still be in order (i.e., must comply with all conditions required of any reconsideration motion).

All motions other than purely procedural motions must be in writing and signed by the sponsor.

CHART OF PRECEDENCE OF MOTIONS AND SUMMARY OF GOVERNING RULES

	May interrupt a speaker	Req. a sec.	Debatable	Vote Required	Motions that may apply
PRIVILEGED MOTIONS					
1. To dissolve	no	yes	no	majority	none
2. To adjourn	no	yes	limited	majority	amend
3. Point of no quorum	no	no	no	none	none
4. Recess	no	yes	limited	majority	amend
5. Question of privilege	yes	no	no	chair rules	none
SUBSIDIARY MOTIONS					
6. To lay on the table	no	yes	no	2/3	none
7. Previous question	no	yes	no	2/3	none
8. Limit or extend debate	no	yes	no	2/3	amend, reconsider
9. To postpone to time certain	no	yes	limited	majority	amend, reconsider
10. To commit or refer	no	yes	limited	majority	amend, reconsider
11. To amend	no	yes	yes	majority	amend, reconsider
12. To postpone indefinitely	no	yes	yes	majority	reconsider
MAIN MOTIONS					
Main Motions	no	yes	yes	majority*	all
To reconsider or rescind	no	yes	yes	2/3	table previous question postpone definitely
To take from the table	no	yes	no	majority	none
To advance an article	no	yes	yes	majority	amend, reconsider
INCIDENTAL MOTIONS					
Point of order	yes	no	no	chair rules	none
Division of a question	no	yes	no	majority	none
Separate consideration	no	yes	no	majority	none
To withdraw a motion	no	no	no	majority	reconsider
To suspend rules	no	yes	no	2/3	none
Orders of the day	yes	no	no	none	none

*The vote required to pass an affirmative main motion is a matter of substantive law, but is usually a majority.

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FORM USED IN MAKING MOTIONS

1. Main Motion	Mr. Moderator, I move that...(statement of the proposal)
2. Adjourn	Mr. Moderator, I move to adjourn to...(state time)
3. Amend	Mr. Moderator, I move to amend by adding...
	Mr. Moderator, I move to amend by inserting...before...
	Mr. Moderator, I move to amend by stroking out...
	Mr. Moderator, I move to amend by striking out...and inserting...
	Mr. Moderator, I move to substitute...for...
4. Amend an Amendment	Mr. Moderator, I move to amend the pending amendment by (see above)
5. Amend Something Previously Adopted	Mr. Moderator, I move to amend the resolution under Article...by...
6. Commit or Refer	Mr. Moderator, I move that the proposal be referred to a committee of...
8. Division of a Question	Mr. Moderator, I move to divide the question.
9. Lay on the Table	Mr. Moderator, I move that the proposal be laid on the table.
10. Point of Order	Mr. Moderator, I rise to a point of order.
11. Postpone to a time certain	Mr. Moderator, I move to postpone the question to...
12. Postpone Indefinitely	Mr. Moderator, I move that the question be postponed indefinitely.
13. Previous Question	Mr. Moderator, I move the previous question.
14. Question of Privilege	Mr. Moderator, I rise to a question of privilege.
15. Recess	Mr. Moderator, I move to recess for...
16. Reconsider	Mr. Moderator, I move to reconsider the vote under Article...
	Mr. Moderator, I move to reconsider the vote on the amendment to...
17. Separate Consideration	Mr. Moderator, I move for separate consideration.
18. Suspend the Rules	Mr. Moderator, I move to suspend the rules which interfere with...
19. Take from the Table	Mr. Moderator, I move to take from the table the motion relating to...

INTERRUPTING A SPEAKER

No one may interrupt a speaker except for a point of order or a question of privilege.

POINT OF ORDER

A point of order if a question of the Moderator about whether the speaker is entitled to be speaking, or whether the current subject under discussion (or what the speaker is saying) is irrelevant, illegal or contrary to proper procedure. No other "point of order" is proper.

PREVIOUS QUESTION

To call or move the question is a request to stop discussion and to take an immediate vote. This requires a 2/3 vote.

VOTING

Voting is by hand vote and the Moderator declares the result of such votes. If seven or more voters immediately question the declared result, the Moderator shall determine the result by a standing count of votes by the Tellers. After the vote counted by the Tellers is presented to the Moderator and announced to the floor, any further motions for recount are out of order.

ADJOURNMENT AND DISSOLUTION

Sessions of Town Meeting normally adjourn at eleven o'clock in the evening but may adjourn at such earlier or later time as vote of the majority may determine. Town Meeting shall not dissolve until all articles in the warrant have been properly considered.

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TOWN WARRANT
COMMONWEALTH OF MASSACHUSETTS

SPECIAL TOWN MEETING

Worcester, ss. September XX, 2024

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the Inhabitants of the Town of Southborough qualified to vote in town affairs, to meet in the P. Brent Trottier Middle School, 49 Parkerville Road, in said Southborough, on

Monday, September 30, 2024

at ***7:00 p.m.***, then and there to take action on the following Articles:

ARTICLE 1: To see if the Town will vote to amend the Personnel Salary Administration Plan, as specified in Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL, as follows:

PERSONNEL BYLAW
ENTITLED "THE SALARY ADMINISTRATION PLAN"
[revised at September 30, 2024 Special Town Meeting
Effective October 1, 2024 if warrant article is approved]

SECTION 20: CLASSIFICATION SCHEDULE: *SCHEDULE A: GRADED POSITIONS*

Title	Grade
DPW Laborer	1
Library Page	1
Library Technician	1
Administrative Assistant	2
Library Assistant	2
Administrative Assistant	3
Library Associate	3
Business Administrator I	4
Library Supervisor	4
Maintenance Technician	4
Police Dispatcher**	4
Assistant Town Accountant	5
Business Administrator II	5
Clinician	5
EDC Coordinator	5
Executive Assistant to Select Board	5
Health Agent*	5
Program Coordinator	5
Youth Services Librarian	5
Assistant Library Director	6
Assistant Director, Youth & Family Services	6

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Civil Engineer	6
Deputy Assessor	6
Deputy Town Clerk	6
Deputy Treasurer/Collector	6
Electrician	6
Local Inspector	6
Nurse	6
Outreach Coordinator	6
Police Business Administrator	6
Program Manager	6
Assistant Director/Nurse/Outreach	7
Conservation Agent	7
Recreation Director	7
Senior IT Specialist	7
Town Planner	7
Youth & Family Services Director	7

Assistant Town Administrator	8
Building Commissioner	8
Council on Aging Director	8
Director of Facilities	8
Health Director*	8
IT Manager	8
Library Director*	8
Police Lieutenant	8
Principal Assessor*	8
Town Accountant*	8
Finance Director/Treasurer-Collector*	9
Superintendent of Public Works*	9

*when not under contract
**effective March 25, 2024

SCHEDULE A

GRADE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
A-1	$15.38	$15.68	$15.99	$16.31	$16.64	$16.97	$17.31	$17.66	$18.01	$18.37	$18.74	$19.11	$19.49	$19.88	$20.28
A-2	$19.22	$19.60	$19.99	$20.39	$20.80	$21.22	$21.64	$22.07	$22.51	$22.96	$23.42	$23.89	$24.37	$24.86	$25.36
A-3	$23.06	$23.52	$23.99	$24.47	$24.96	$25.46	$25.97	$26.49	$27.02	$27.56	$28.11	$28.67	$29.24	$29.82	$30.42
A-4	$26.53	$27.06	$27.60	$28.15	$28.71	$29.28	$29.87	$30.47	$31.08	$31.70	$32.33	$32.98	$33.64	$34.31	$35.00
A-5	$29.18	$29.77	$30.37	$30.98	$31.60	$32.23	$32.87	$33.53	$34.20	$34.88	$35.58	$36.29	$37.02	$37.76	$38.52
A-6	$32.10	$32.75	$33.41	$34.08	$34.76	$35.46	$36.17	$36.89	$37.63	$38.38	$39.15	$39.93	$40.73	$41.54	$42.37
A-7	$40.13	$40.93	$41.75	$42.59	$43.44	$44.31	$45.20	$46.10	$47.02	$47.96	$48.92	$49.90	$50.90	$51.92	$52.96
A-8	$48.15	$49.12	$50.10	$51.10	$52.12	$53.16	$54.22	$55.30	$56.41	$57.54	$58.69	$59.86	$61.06	$62.28	$63.53
A-9	$52.97	$54.03	$55.11	$56.21	$57.33	$58.48	$59.65	$60.84	$62.06	$63.30	$64.57	$65.86	$67.18	$68.52	$69.89

Municipalities are subject to the federal minimum wage law, not the state law.

SCHEDULE C: SEASONAL PERSONNEL

Positions
Grade 1
Camp Counselor*

Program Aide* (1:1)
Program Supervisor* (i.e. RAP Monitor)
Grade 2
Camp Assistant Supervisor*
Intern**
Grade 3
Camp Supervisor*
Assistant Coach*
Head Coach*
Grade 4
Program Instructor*

*Fee based personnel
**Effective October 1, 2024

Rates for Seasonal Personnel

Grade	Minimum		Midpoint		Maximum	
	Hourly	Annual	Hourly	Annual	Hourly	Annual
1	$ 15.00	$ 31,200.00	$ 16.00	$ 33,280.00	$ 17.00	$ 35,360.00
2	$ 19.00	$ 39,520.00	$ 20.00	$ 41,600.00	$ 21.00	$ 43,680.00
3	$ 23.00	$ 47,840.00	$ 24.00	$ 49,920.00	$ 25.00	$ 52,000.00
4	$ 30.00	$ 62,400.00	$ 31.00	$ 64,480.00	$ 32.00	$ 66,560.00

; or do or act anything in relation thereto.

Proposed by: PERSONNEL BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 2: To see if the Town will vote to amend Town Code to reduce the membership of the PILOT Committee from 7 to 5 members; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 3: To see if the Town will vote to delete Chapter 9, Article I of the Town Code, Solid Waste Disposal Committee; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 4: To see if the Town will vote to delete Chapter 6, Article II of the Town Code, Consumer Advisory Commission; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 5: To see if the Town will vote to amend Town Code § 9-25 Meeting Minutes, by deleting it in its entirety and replacing it with:

Each board, committee, or commission shall provide minutes for each of its meetings to the Town clerk within 45 days of the meeting. Minutes shall be kept by the Town clerk for a period as required by applicable state law. This requirement shall not apply to Executive Session Minutes, which shall only be provided to the Town clerk within 45 days from the date that they are released for public disclosure.

A. Minutes shall indicate whether they have or have not been approved by the board, committee or commission when submitted to the Town clerk.
   (1) Minutes that have not been approved at the time of their receipt shall be labeled "Draft."
   (2) The Town clerk shall log the receipt of all minutes, and the Town clerk shall post minutes on the Town website.

B. Minutes shall be submitted in a manner consistent with the Open Meeting Law (MGL c. 30A, § 22), and the Attorney General's Open Meeting Law Guide, and must include:
   - The date, time and place of the meeting;
   - The members present or absent;
   - The decisions made and actions taken, including a record of all votes;
   - A summary of the discussions on each subject;
   - A list of all documents and exhibits used at the meeting; and
   - The name of any member who participated in the meeting remotely.

C. Minutes submitted to the Town clerk shall include, as reasonably possible, copies of all documents, exhibits, and electronic files of any audio or video presentations used at the meeting, including items created by the board members, or by others allowed to make presentations at the meeting.
   (1) The term "used at the meeting," as defined by the Attorney General, shall mean a document, exhibit, audio or video presentation that was (1) identified by name, or (2) presented at the meeting, and (3) discussed at the meeting. This requirement shall apply equally to meetings held in-person, hybrid, or virtual meetings.
   (2) If copies of documents or other exhibits used at the meeting cannot be provided due to the physical nature of the exhibit (e.g., size of the exhibit, etc.), the specific filing location of the document or exhibit shall be identified.

D. The last page of the minutes shall include a section labeled Documents Used at This Meeting and shall list the names of each document that was used at the meeting.

E. The town clerk shall maintain and publish a monthly summary of every instance when a board or committee has not complied with the provisions of this bylaw.

; or do or act anything in relation thereto.

Proposed by: TOWN CLERK
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This Article clarifies the existing requirements for a board, committee, or commission ("the board") to maintain minutes and documents used at a meeting and clarifies that this requirement applies to both in-person meetings, hybrid and fully virtual meetings. This Article also requires the town clerk to maintain and publish a monthly summary of board and committees that have not complied with the provisions of this bylaw. A recent review of board meetings revealed many instances where no documents were submitted by a board.*

ARTICLE 6: To see if the Town will vote to accept M.G.L c.200A, §9A to allow the Treasurer-Collector to collect unclaimed checks or "tailings"; or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *MGL Chapter 200A S9A provides for an alternative procedure for the disposing of abandoned funds known as tailings, held in the custody of the Town. Adopting this statute allows for a more efficient and expedited process for the disposing of abandoned funds, allowing the Treasurer to take these funds as General Fund revenue after there have been several attempts to notify the check recipient, once a full year has passed since the original issuance. Not passing this MGL means the Town must follow Massachusetts Unclaimed annual reporting guidelines whereby there is a 3-year waiting period and the funds transfer to the state not the Town.*

ARTICLE 7: To see if the Town will vote to add a new §174-10.3 to the Town of Southborough's Zoning Bylaws, amend the zoning map to include the MBTA Communities Overlay District (MCOD) as shown on the maps prepared by Bohler Engineering in March 2024 as further depicted in the handout, amend certain other sections to integrate the new section into the current zoning bylaw, and make any minor modifications to the text required for consistency with the existing format of the bylaws or do or act anything in relation thereto.

Proposed by: PLANNING BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 8: To see if the Town will provide feedback to the Select Board on the Board's recommended approach to provide public safety dispatch services

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 9: To see if the Town will vote to amend the Town Code to eliminate the Southborough Housing Opportunity Partnership Committee (SHOPC), and create a new committee that consolidates the responsibilities of SHOPC and the Affordable Housing Trust Fund Committee (AHTFC)

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 10: To see if the Town will vote to approve a process to transfer funds from the Affordable Housing bucket of CPA to the Southborough Affordable Housing Trust.

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 11: To see if the Town will vote to accept M.G.L. c.44, §3(b1/2), to allow for additional funding sources to be used in conjunction with Community Preservation Act projects; or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 12: To see if the Town will vote to transfer $17,068 from Assessor's Overlay Surplus for funding miscellaneous adjustments to the Fiscal Year 2025 budget as follows:

Department	Line Item	Amount
Treasurer-Collector Personnel Services	145-51100	$1,004
Select Board Personnel Services	122-51100	$1,004
Assessor's Personnel Services	141-51100	$2,987
Fire Personnel Services	210-51100	$1,847
Youth Commission Personnel Services	542-51100	$2,276
Recreation Personnel Services	630-51100	$ 250
Youth Commission Other Charges & Expenses	542-57100	$ 750
Treasurer-Collector Other Charges & Expenses	145-57800	$ 750
Assessors Other Charges & Expenses	141-52540	$6,200

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *This article funds salaries for various employees which were not finalized until after Annual Town Meeting was concluded. Additionally, there are three non-salary requests:*

(a) Treasurer-Collector – Costs have increased for required bonds for Treasurer and Deputy Treasurer;

(b) Assessor - The Assessor's database was due to be migrated to the cloud in FY26 however access to the server has created multiple problems that are adversely affecting the Department's operations, so migration needs to happen sooner;

(c) Youth &Family Services – Mileage reimbursement for new intern position.

ARTICLE 13: To see if the Town will vote to appropriate $2,127,960, or any other amount, to be expended with the approval of the Select Board, to pay additional costs of remediating pollution at the Breakneck Hill dumpsite, as required by an administrative consent order between the Town and the Department of Environmental Protection,

including the payment of all costs incidental and related thereto; to determine whether this amount shall be raised by taxation, transfer from available funds, borrowing or otherwise provided, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *Due to recently discovered site conditions, and to remain in compliance with the Administrative Consent Order from DEP, the total cost of the project has increased from what was originally voted to be borrowed under Article 9 of the March 2023 town meeting.*

ARTICLE 14: To see if the Town will vote to raise and appropriate by borrowing a sum of money to clean up the former Atwood water tank property

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 15: To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to implement the results of the Public Safety Staffing study

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 16: To see if the Town will vote to raise and appropriate or transfer from available funds the sum of $27,929 to increase the weekly hours to full-time and any related benefits for the Economic Development Coordinator position effective January 1, 2025; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 17: To see if the Town will vote to amend §41-1 of the Town Code to change the date for Annual Town Meeting as follows:

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 18: To see if the Town of Southborough will vote to amend Chapter 9 of the code of the Town of Southborough, entitled Committees, by amending Article IV, Section 9-16 Establishment (A); terms of the Community Preservation Committee by inserting the following changes, as noted in **BOLD** and striking those in ~~*ITALICS*~~ with a strikethrough. Sections B-D are unchanged.

Section 9-16 Establishment, terms.

(A) There is hereby established a Community Preservation Committee consisting of nine voting members pursuant to the Massachusetts General Laws, Chapter 44B. ~~*The Committee shall be appointed by the Select Board and shall consist of the following members:*~~ **The composition of the Committee, the appointment authority and the term of office for the Committee Members shall be as follows:**

(1) One member of the Historical Commission as designated by **a majority vote of** the Commission for an initial term of three years and thereafter for a term of three years.
(2) One member of the Housing Authority as designated by **a majority vote of** the Authority for an initial term of one-year and thereafter for a term of three years.
(3) One member of the Conservation Commission as designated by **a majority vote of** the Commission for an initial term of two years and thereafter for a term of three years.
(4) One member of the Planning Board as designated by **a majority vote of** the Board for an initial term of two years and thereafter for a term of three years.
(5) One member of the Recreation Commission as designated by **a majority vote of** the Commission for an initial term of one-year and thereafter for a term of three years.
(6) One member of the Open Space Preservation Commission as designated by **a majority vote of** the Commission for an initial term of three years and thereafter for a term of three years.
(7) One member of the Southborough Housing Opportunity Partnership Committee (SHOPC) as designated **by a majority vote of** by the ~~Commission~~ Committee for a term of three years.
(8) Two members at large to be appointed by **a majority vote of** the Select Board, for an initial term of one-year and thereafter for a term of three years.

; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *This is a citizen petition (SIGNATURES NOT CERTIFIED)*

ARTICLE 19: To see if the Town will accept General Laws Chapter 44, Section 53F¾, which establishes a special revenue fund known as the PEG Access and Cable Related Fund, to reserve cable franchise fees and other cable-related revenues for appropriation to support PEG access services and oversight and renewal of the cable franchise agreement, the fund to begin operation for fiscal year 2026, which begins on July 1, 2025, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

DRAFT

And you are to give notice hereby by posting true and attested copies of the Warrant on the Town website, the Southborough Town House, 17 Common Street, Southborough Senior Center, 9 Cordaville Road, Southborough Library, 25 Main Street, and Southborough Transfer Station, 147 Cordaville Road; fourteen (14) days at least before the time appointed for such meeting.

Given under our hand this _____ (XXth) day of September, 2024.

_____

Kathryn M. Cook, Chair

_____

Andrew R. Dennington, Vice-Chair

_____

Sam Stivers

_____

Alfred Hamilton

_____

Marguerite Landry

SELECT BOARD OF THE TOWN OF SOUTHBOROUGH

Attest:

_____

Ryan Newell, **Chief of Police**

DRAFT

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Tuesday, August 6, 2024 6:00 PM
Location: McAuliffe Hearing Room, Town House, 17 Common Street, Southborough, MA
Present: Kathryn Cook, Andrew Dennington, Sam Stivers and Marguerite Landry. Al Hamilton appeared via ZOOM. Town Administrator Mark Purple and Assistant Town Administrator Vanessa Hale.

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Chair Kathy Cook called the meeting to order at 6:00 PM.

II. Executive Session

Mr. Stivers moved to enter into Executive Session at 6:00 PM, per M.G.L. Chapter 30A, Section 21, and return to Open Session, to discuss strategy with respect to litigation (Exemption 3) where an open meeting will have a detrimental effect on the litigating position of the public body and the chair so declares: Louise Barron v Daniel Kolenda. Mr. Dennington seconded the motion. The motion was unanimously approved by roll call vote: Ms. Landry, aye; Mr. Stivers, aye; Mr. Dennington, aye; Mr. Hamilton, aye; Ms. Cook, aye (5-0-0).

Ms. Cook returned the Board to Open Session at 6:36 PM.

Ms. Cook heard Public Comment after IV. Scheduled Appointments.

III. Scheduled Appointments *(Board may vote)*

a. 6:30 PM – Public Hearing; FY25 Transfer Station Regulations

Mr. Purple read the public hearing notice into the public record at 6:36 PM. DPW Superintendent Bill Cundiff appeared before the Board on the matter. Superintendent Cundiff reviewed the proposed changes, noting that the changes are minor and some are grammatical in nature. Mr. Dennington asked about the insertion of "commercial refuse not accepted." Superintendent Cundiff stated he has seen refuse that he suspects is commercial and would like to come up with better ways to identify violators. Mr. Dennington stated he is supportive of this change. Mr. Mike Canova, 41 Highland Street, asked if vehicles with commercial license plates would be excluded from the transfer station. Superintendent Cundiff stated that only commercial refuse would be excluded from the transfer station. Mr. Shawn Rose, 3 Lovers Lane, asked that the exclusion of paper bags for yard waste be added to the rules. Superintendent Cundiff stated that Mr. Rose's recommendation is a good one that could be added to next year's regulations. Ms. Cook stated that the Board is only being asked to vote on the regulations as presented this evening. Mr. Stivers moved to close the public hearing at 6:49 PM. Mr. Dennington seconded the motion. The motion was unanimously approved by roll call vote: Ms. Landry, aye; Mr. Stivers, aye; Mr. Dennington, aye; Mr. Hamilton, aye; Ms. Cook, aye (5-0-0). Mr. Stivers moved to approve the Transfer Station Regulations for FY25, as amended. Mr. Dennington seconded the motion. The motion was unanimously approved by roll call vote: Ms. Landry, aye; Mr. Stivers, aye; Mr. Dennington, aye; Mr. Hamilton, aye; Ms. Cook, aye (5-0-0).

b. Appoint Marlo Taylor as FT Communications Officer

Chief Newell requested that the Board appoint Ms. Marlo Taylor as a full-time Communications Officer. Ms. Taylor was not in attendance at the meeting and Chief Newell stated she would be filling one of the two full-time positions approved at Annual Town Meeting. Mr. Hamilton asked if the Department has one full-time and one part-time position still available. Chief Newell replied that is the case and the position are still being advertised. Mr. Stivers moved to approve Marlo Taylor as full-time Communications Officer. Mr. Dennington seconded the motion. The motion was unanimously approved by roll call vote: Ms. Landry, aye; Mr. Stivers, aye; Mr. Dennington, aye; Mr. Hamilton, aye; Ms. Cook, aye (5-0-0).

c. Appoint Anthony Vega as FT Police Officer

d. Appoint Andrew Whamond as FT Police Officer

Ms. Cook heard Scheduled Appointments "c" and "d" before Scheduled Appointments "b." Police Chief Ryan Newall appeared before the Board in the matter. Chief Newell presented Mr. Anthony Vega and Mr. Andrew Whamond to the Board and requested that they be appointed as full-time Police Officers with the Southborough Police Department. Chief Newell reported that with the appointment of Mr. Vega and Mr. Whamond, the Southborough Police Department would be fully staffed. The Board welcomed Mr. Vega and Mr. Whamond to the Department. Mr. Stivers moved to appoint Anthony Vega as a full-time Police Officer and Andrew Whamond as a full-time Police Officer. Mr. Dennington seconded the motion. The motion was unanimously approved by roll call vote: Ms. Landry, aye; Mr. Stivers, aye; Mr. Dennington, aye; Mr. Hamilton, aye; Ms. Cook, aye (5-0-0).

The Board recessed at 6:55 PM and resumed meeting at 6:58 PM.

e. Board and Committee appointments:

i. Sheri Widdiss to the Conservation Commission, term to expire 6/30/2027

Ms. Sheri Widdiss appeared before the Board, via ZOOM, in the matter. The Board interviewed Ms. Widdiss. Mr. Hamilton asked Ms. Widdiss for her thoughts on returning Chestnut Hill Farm to a working farm. Ms. Widdiss stated she would need to review the Conservation Restriction on the property and then understand the goals of the Conservation Commission and Board related to the property. Mr. Stivers moved to appoint Sheri Widdiss to the Conservation Commission, term to expire 6/30/2027. Mr. Dennington seconded the motion. The motion was unanimously approved by roll call vote: Ms. Landry, aye; Mr. Stivers, aye; Mr. Dennington, aye; Mr. Hamilton, aye; Ms. Cook, aye (5-0-0).

ii. Jane Gates to Cultural Arts Council, term to expire 8/5/2026

Ms. Jane Gates appeared before the Board in the matter. The Board interviewed Ms. Gates. Mr. Stivers moved to appoint Jane Gates to the Cultural Arts Council, term to expire 8/5/2026. Mr. Dennington seconded the motion. The motion was unanimously approved by roll call vote: Ms. Landry, aye; Mr. Stivers, aye; Mr. Dennington, aye; Mr. Hamilton, aye; Ms. Cook, aye (5-0-0).

iii. Nicole Boloz to Cultural Arts Council, term to expire 10/2/2025 (to complete Jen Hansen's term)

Ms. Nicole Boloz appeared before the Board in the matter. The Board interviewed Ms. Boloz. Mr. Stivers moved to appoint Nicole Boloz to the Cultural Arts Council, term to expire 10/2/2025. Mr. Dennington seconded the motion. The motion was unanimously approved by roll call vote: Ms. Landry, aye; Mr. Stivers, aye; Mr. Dennington, aye; Mr. Hamilton, aye; Ms. Cook, aye (5-0-0).

f. Update from the Cultural Arts Council: Katlyn Heusner

Ms. Katlyn Heusner appeared before the Board on the matter. Ms. Heusner updated the Board on the recent activities of the Cultural Arts Council. She stated that the Council had recently re-organized into an executive committee structure, consistent with the Massachusetts Cultural Arts Council guidelines, and reported that she and members Elizabeth Kesselman and Rajani Kumari sit on

the executive committee. She also stated the Council has focused on recruitment and presently has a full committee of six members. Council member Elizabeth Kesselman appeared before the Board to clarify that the Massachusetts Cultural Arts Council's guidelines require a minimum number of five members in order to award grants. Ms. Heusner stated the committee's goals include: 1) how to functionally improve to ensure they are in general compliance, while also understanding the Board's goals; and 2) identifying and working with other partners in Town to enhance arts and culture for the residents. She stated that the Council annually awards a total of $6,000 in grants and informed the Board that the grant cycle would open on September 1st and close on October 17th. She also stated the Council recently conducted a survey on all aspects of their grants process to obtain public feedback and shared the results of the survey. The Board and Ms. Heusner discussed space needs, greater community involvement and publicity for the upcoming grant cycle. Mr. Stivers suggested that the Board consider budgeting some funds annually for the Cultural Arts Council.

g. Update from Historical Commission: Kevin Miller

Mr. Kevin Miller, Chair of the Historical Commission, appeared before the Board in the matter. Mr. Miller called the Historical Commission meeting to order at 7:36 PM. Members present: Kevin Miller, Grant Farrington, Kelly O'Brien and Dan Blanchard. Vice Chair Annie Phaff appeared via ZOOM. Absent: Michele Hokinson and James Blaschke. Mr. Miller updated the Board on recent activities of the Historical Commission. He stated that ARPA funds were used for the following: 1) the National Historical District Register sign project. The project has been completed and the signs are up; 2) $1,000 to restart the historic house sign project. Mr. Miller stated this project is free to homes that qualify, although the Commission accepts donations and hopes this project will become self-sustaining. Vice Chair Annie Pfaff stated that, to date, the Commission has delivered 55 signs in total, with 12 signs in the pipeline and approximately 350 signs on the list that qualify; and 3) $500 has been used to purchase a sign for the water tower in the Rural Cemetery. Mr. Miller stated that the Commission is looking into the challenges for preserving structures affected by the Demolition Delay Bylaw. He stated that the Bylaw should be consistent with the age of historic buildings in the zoning code, which is 85 years old. Mr. Stivers suggested the Historic Commission bring forth an article at Annual Town Meeting 2025 that makes the Demolition Delay Bylaw consistent with Town Code. The Historic Commission and the Board discussed the status of 42 Main Street. Mr. Hamilton stated that he believes the Demolition Delay Bylaw should be re-examined, as he views the Bylaw as an inconvenience to property owners. Mr. Miller stated that the Historical Commission is also working on the following issues: 1) working with Jon Delli Priscoli regarding the viewscape at the Burnett House; 2) finding a location for historical record storage and to display historical Town documents; 3) marking the graves of the 43 Revolutionary War veterans who are in unmarked graves in the Old Burial Ground; and 4) integrating an education aspect of the 250th anniversary of the Revolutionary War (in 2026) with the Tricentennial Celebration that will take place in 2027. Ms. Landry stated she feels the historical document storage matter should be addressed in the near future. Mr. Dennington stated that CPC grant applications are due by August 31st. The Board and Historical Commission discussed logistics for the Town Common Rail Replacement Project and agreed that Mr. Dennington would draft a grant proposal for the Historical Commission to review prior to August 31st. Mr. Dennington requested that any other potential funding sources for the project be relayed to Mr. Dennington for inclusion in the grant application. Mr. Farrington moved to adjourn the Historical Commission meeting at 8:13 PM. Ms. O'Brien seconded the motion. The motion was unanimously approved by roll call vote: Ms. Pfaff, aye; Ms. O'Brien, aye; Mr. Farrington, aye; Mr. Blanchard, aye; Mr. Miller, aye (5-0-0).

Ms. Cook moved to Other Matters "b" at this time.

VI. Public Comment

There was no public comment.

V. Reports

a. Chair's Report

i. Neary Building Committee report; Recreation Commission vacancies

Ms. Cook reported that the Neary Building Committee (NBC) would decide by next week on the project to recommend for a vote at Annual Town Meeting 2025. She stated the NBC Financial Subcommittee would present the latest estimates to the Board at a meeting this Friday, August 9th, at 1 PM and she urged the public to attend/view.

Ms. Cook stated that at each meeting, the Board would highlight a board/committee to inform residents about vacancies and encourage them to volunteer. She stated this meeting's spotlight is on the Recreation Commission and added they have two vacancies available.

b. Members' Reports

i. RECC update

Mr. Hamilton reported that the Virtual RECC presentation was sent to Ashland, Westborough and Northborough, and added there has been no feedback received from the communities on the concept of a virtual RECC. Mr. Hamilton stated that he spoke with a representative from State 911 regarding a potential virtual RECC and the representative was not encouraging about the concept. Mr. Hamilton stated that he believes the Board should hold 2-3 public forums in the coming months to discuss the options available and to determine a path forward for the Town. Mr. Hamilton and Mr. Stivers agreed to propose a schedule for the public forums prior to Special Town Meeting.

ii. Update on 2025 One Stop grant application for Rt. 9 zoning

Mr. Dennington reported that he and Ms. Cook appeared before the Planning Board to discuss the Board's goal to pursue a One Stop grant application to study zoning improvements on Rt. 9. He stated he was pleased that the Planning Board unanimously expressed their support and interest in collaborating on the One Stop grant application. Mr. Dennington noted that if the Town were successful in receiving a One Stop grant, any work related to the grant would follow the MBTA Communities work presently being addressed by the Planning Board.

Mr. Dennington also reported that the Affordable Housing Working Group met August 1st. Members present were the following: Mr. Dennington and Mr. Hamilton from the Affordable Housing Trust Fund Committee, Doug Manz and Paul Desmond from the Southborough Housing Opportunity Partnership Committee (SHOPC) and Lisa Braccio, member at-large. He stated that he believes the group will have draft language by the end of August for Special Town Meeting.

c. Town Administrator's Report

i. August special meeting: Tuesday, August 27th proposed

Mr. Purple reported that the Board would hold a meeting on Tuesday, August 27th, to finalize the warrant for Special Town Meeting on September 30, 2024. He also stated that the Board and the School Committee would hold a joint meeting on September 11, 2024 at 6:30 PM to appoint the new K-8 School Committee member.

iii. Staffing study update

Mr. Purple reported that he, Police Chief Newell and Fire Chief Puntini, have received a draft of the study and are offering comments to the consultant. He stated he expects to have a final version for the Board to review next week.

iv. Update on Division of Local Services (DLS) Financial Policy Manual

Mr. Purple reported that the DLS's review of the Town's Financial Policy Manual has been completed and is currently under review by Mr. Purple and the Finance team. He stated there is a great deal of information to digest and he believes the Finance team will likely report first on updating current financial policies of the Town. He expects the review/recommendations will be presented to the

Board and Advisory next week. He stated the Town is still awaiting DLS's review of the Town's financial operations.

VI. Consent Agenda

a. Approve Open Session Meeting Minutes: July 10, 2024; July 16, 2024; July 23, 2024

Mr. Stivers and Ms. Landry requested to hold Consent Agenda item "a." **July 10, 2024 Minutes:** Ms. Landry, Mr. Stivers and Mr. Dennington had scrivener's changes to the minutes. **July 16, 2024 Minutes:** Mr. Stivers requested that Atty. William Solomon attendance, via ZOOM, be added to the minutes. Mr. Cook moved to approve the July 10, 2024 minutes, as amended, the July 16, 2024 minutes, as amended and the July 23, 2023 minutes, as written. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Ms. Landry, aye; Mr. Stivers, aye; Mr. Dennington, aye; Mr. Hamilton, aye; Ms. Cook, aye (5-0-0).

b. Approval of 2024 Warrant for State Primary
c. Approve police detail for election
d. Approve Early Voting dates for September and November Elections
e. Approve amended poll workers' rate
f. Appoint Doug Manz as the SHOPC representative to the CPC
g. Appoint Leslie Naditch to OSPC (swearing-in period expired)

Ms. Cook moved to approve Consent Agenda items "b", "c", "d", "e", "f" and "g." Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Ms. Landry, aye; Mr. Stivers, aye; Mr. Dennington, aye; Mr. Hamilton, aye; Ms. Cook, aye (5-0-0).

VII. Other Matters *(Board may vote)*

a. Review of September 30, 2024 Special Town Meeting warrant

i. Review of all warrant article placeholders

Ms. Cook suggested, and the Board agreed to remove two articles from consideration at the Special Town Meeting: increasing the CPA surtax and creating a Storm Water Enterprise Fund.

ii. Review order of warrant articles

The Board discussed the order of the warrant articles. The Board agreed to order the articles as follows (and as numbered in the Draft Warrant): 1) remove Articles #12 and #14 from consideration; 2) Potential Consent Agenda: #1, #2, #7, #8, #9); and 3) the following articles after the Consent Agenda: #10-MBTA, #16-RECC, #11-SHOPC/AHTFC consolidation, #13-Transfer of CPC/Affordable Housing funds, New Article Section 3 (b1/2), #3-Breakneck Hill, #4-Atwood, #5- Public Safety Staffing Study, #6-EDC Coordinator hours and #15-Annual Town Meeting date requirements. The Board agreed to discuss the recommendations from the Public Safety Staffing Study with Chief Newell at its August 27th meeting and suggested a joint meeting with the Advisory Committee at that time. The Board discussed Article #6-EDC increase the coordinator position to full-time. Mr. Hamilton stated that he would like to see performance standards attached to the position to determine if the increase in hours is a benefit to the Town. The Board indicated their unanimous support for Article #6.

iii. Consideration of article to accept MGL Chapter 44B Section 3(b1/2) – to allow use of other municipal funds to supplement CPA funds

Ms. Cook heard this matter prior to Other Matters "a." Mr. Stivers stated that the Town's CPA bylaw language, approved in 2005, does not reflect the State's amended language. Mr. Stivers is proposing that the Town amend the bylaw to accept the State's amendment, as doing so would allow the Town greater flexibility in funding projects using CPA monies. Mr. Stivers stated that this matter is administrative. Ms. Cook stated that the CPC would vote on the matter at its meeting on Thursday evening. The Board discussed the matter and agreed to support an article at Special Town Meeting that amends the Town's CPA bylaw. Mr. Stivers will follow up on the matter.

b. 352 Turnpike Road overview with Ferris Development on proposed 40B project

Mr. David Ferris, Principal of Ferris Development Group, and Atty. George Bahnan, Assistant Counsel for Ferris Development Group, appeared before the Board on the matter. Mr. Ferris thanked the Board for their efforts to cooperate with his 40B projects. He stated that he is proposing a six-story 40B project at 352 Turnpike Road of 68 rental units consisting of 55 one-bedroom units, 6 two-bedroom units and 7 three-bedroom units. He noted that 25% of the units would qualify as affordable. Mr. Ferris stated that he has three potential projects in the pipeline that would allow the Town to reach Safe Harbor and be in control of future proposed projects. Ms. Cook asked about next steps. Mr. Ferris stated that concept plans have been drawn up and he is seeking feedback on those plans. Following any feedback, Mr. Ferris stated that Ferris Development Group would apply to the State for a Project Eligibility Letter. Mr. Dennington asked if the project would use impervious surface (parking lot). Mr. Ferris stated that it would. Mr. Dennington asked if mixed-use was an element of the project. Mr. Ferris stated that at this time, conceptually, it was. The Board discussed the proposed project.

VIII. Public Comment

There was no public comment.

IX. Adjournment

Ms. Cook moved to adjourn at 9:18 PM. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Ms. Landry, aye; Mr. Stivers, aye; Mr. Dennington, aye; Mr. Hamilton, aye; Ms. Cook, aye (5-0-0).

Upcoming Meetings	
August 27, 2024	*September 4, 2024*

Respectfully submitted,

Bridgid Rubin, Recording Secretary

List of Documents referred to at the August 6, 2024 SB Meeting:

- Public hearing notice for the consideration of proposed revisions to Transfer Station Rules and Regulation for FY25
- Draft Transfer Station Rules and Regulations for FY25, red-lined and proposed draft
- Letter from Police Chief Ryan Newell, dated August 2, 2024, RE: Appointment of Full-Time Telecommunication Officer Marlo Taylor
- Resume of Marlo Taylor
- Letter from Police Chief Ryan Newell, dated August 2, 2024, RE: Appointment of Full-Time Police Officer Anthony Vega
- Resume of Anthony Vega
- Letter from Police Chief Ryan Newell, dated August 2, 2024, RE: Appointment of Full-Time Police Officer Andrew Whamond
- Resume of Andrew Whamond
- Email communication from Melissa Danza, dated July 12, 2024, RE: Appointment of Sheri Widdiss
- Board and Committee Volunteer form for Sheri Widdiss

- Email communication from Katlyn Heusner, dated July 9, 2024, RE: Appointment of Jane Gates
- Board and Committee Volunteer form for Jane Gates
- Email communication from Katlyn Heusner, dated July 31, 2024, RE: Appointment of Nicole Boloz
- Board and Committee Volunteer form for Nicole Boloz
- Open Session Meeting Minutes for July 10, 2024; July 16, 2024; July 23, 2024
- Proposal for geotechnical services from Lahlaf Geotechnical Consulting, dated July 22, 2024
- Letter from Town Clerk James Hegarty, dated July 17, 2024, RE: Warrant for September 3, 2024 State Primary Election and Motion Approval
- Letter from Town Clerk James Hegarty, dated July 17, 2024, RE: In-Person Early Voting for the September 3, 2024 State Primary Election
- Letter from Town Clerk James Hegarty, dated July 23, 2023, RE: In-Person Early Voting for the November 5, 2024 State Election
- Letter from Town Clerk James Hegarty, dated July 23, 2024, RE: Pay Rate for Election Workers
- Email Communication from Doug Manz, dated July 26, 2024, RE: SHOPC Appointment to CPC
- Draft Special Town Meeting Warrant, dated September 30, 2024
- Email Communication from Atty. George Bahnan, dated July 16, 2024, RE: Proposed 40B Development at 352 Turnpike Road
- 352 Turnpike Road Site Plan

TOWN OF SOUTHBOROUGH

RECREATION DEPARTMENT
SOUTHBOROUGH RECREATION · 21 HIGHLAND ST. · SOUTHBOROUGH, MASSACHUSETTS 01772
(508) 229-4452 · FAX (508) 229-7969
HTTPS://SOUTHBOROUGH.RECDESK.COM

08.05.2024

Attn: Southborough Select Board

CC: Recreation Commission

Mark Purple, Town Administrator

RE: 2024 Summer Nights Donation Acceptance

The Recreation Department has received generous donations in support of the 2024 Southborough Summer Nights town event to take place on Saturday, August 24th, 2024. I am writing to request the acceptance of the amounts listed below to be deposited into the Recreation Donation account:

Organization	Amount
Ken's Food Inc	$500
Main Street Bank	$500
Andrew Abu Realtors	$500
TOTAL	**$1,500**

If you have any questions, please do not hesitate to reach out to my office at 508-229-4452 or tfarley@southboroughma.org

Sincerely,

Travis Farley

Recreation Director

Town of Southborough

INTEROFFICE MEMORANDUM

To: Select Board as Water Commissioners
From: William J. Cundiff, P.E. , DPW Superintendent
Date: 08/16/2024
RE: Water Abatement requests

In an effort to streamline processes, I am requesting authorization from the Select Board to grant water abatement requests totaling up to $200.00 for individual water user accounts. These requests will only apply to routine requests that users would be clearly entitled to. Any requests that are not routine in nature or require subjective review will still be forwarded to the Select Board. This authorization is only requested until July 1, 2025.

INTEROFFICE MEMORANDUM

To: Select Board
From: William J. Cundiff, P.E. , DPW Superintendent
Date: August 23, 2024
RE: Civil Engineer Position Recommendation – Caitlin Cervello

After reviewing over 20 potential candidates for the Civil Engineer Position in the Public Works Department, the Interview Team (myself, Vanessa Hale and Karina Quinn) interviewed seven potential candidates for the position. The Team agreed that the best candidate for the position was Caitlin Cervello. Ms. Cervello attended University of Hartford where she received her Bachelor of Science in Civil Engineering and continued there to get her Master of Science in Environmental Engineering and her Masters of Business Administration. She graduated in 2021 and has worked for R.H White for a total of four years, as a Construction Management Trainee and an Assistant Project Superintendent.

After meeting with Ms. Cervello, the interview team was unanimous in our support for her appointment to the position of Civil Engineer in the Public Works Department. Accordingly, please consider this my wholehearted support of her appointment to the position.

CAITLIN CERVELLO

[redacted]

WORK EXPERIENCE

June 2022 – Present — Assistant Superintendent, *R.H. White Construction*

Responsible for field operations and technical support in order to achieve the safe, timely, and profitable completion of each project. Daily responsibilities include supervision of field crews, document tracking and review, short- and long-term scheduling, coordination of subcontractors and vendors, execution of purchase orders, safety planning, invoicing, and communication with project owners and engineers. Projects focus on upgrades to water and wastewater treatment facilities, with experience in civil, architectural, structural, process, mechanical, plumbing, HVAC, instrumentation, and electrical disciplines.

June 2020 – June 2022 — Construction Management Trainee, *R.H. White Construction*

Cross-functional training program across various disciplines encompassing the three main areas of construction: project management, site supervision, and estimating.

- *Project Management*: Assisted with submittal review, subcontractor communication, safety planning and compliance, and monthly FBs on the Killingly WPCF, Deans Mill WTP, & Leominster WWTF projects.
- *Site Supervision*: Facilitated daily coordination with crews and subs on site, reviewed daily safety plans, maintained jobsite organization, executed subcontracts and POs, completed short-term scheduling, and updated project documents for Eversource required job book on the Sutton City Gate Station project.
- *Estimating*: Assisted on takeoffs and development of scope sheets for multiple bids, drafted RFIs to owners, assisted in turnover and buyout procedures, solicited vendors for various trades, and prepared bid submission documents.

Participated in Sustainability Committee, Millennial Mentorship Program, and numerous training, professional development, and recruiting events.

EDUCATION

August 2019 – September 2021 — Master of Business Administration, *University of Hartford*

- Major in Business Administration

Courses: Accounting, Economics, Corporate Financial Strategy, Organizational Leadership, Marketing, Managing Organizational Processes, Engineering Program Management, Dynamics of Group Decision Making, Business Law & Compliance, Global Strategic Management

August 2018 – January 2020 — Master of Engineering, *University of Hartford*

- Major in Environmental Engineering

Courses: Water Quality Engineering, Air Quality Engineering, Wastewater Management, Hazardous Waste Management, Environmental Chemistry, CT Environmental Regulations & Policy

August 2015 – May 2019 — Bachelor of Science, *University of Hartford*

- Major in Civil Engineering with an Environmental Concentration

Special Projects: Phosphorus Removal Project at New Hartford WPCF – presented at the NEWEA 2019 Annual Conference & Exhibit

- Worked with operators to collect samples for experimentation, created a mass balance for phosphorus in the plant based on current conditions, and proposed a design for chemically treated side-streams.

CERTIFICATIONS & SKILLS

- Proficient in Microsoft Office Suite, Bluebeam Revu, Sage Estimating, Planswift, Procore, iSqFt, P6
- Certifications – OSHA 10 Hour Training; CPR/AED/First Aid; Bluebeam Revu Basics; Primavera P6 Professional Fundamentals; Identification, Handling, and Disposal of Asbestos Containing Materials; Fall Protection for Construction; Confined Spaces in Construction; Rigger & Signal Person; Hilti PS300/1000: Locating Live Electrical and Rebar Within Concrete; Procore Certified: Project Manager & Superintendent

TOWN OF SOUTHBOROUGH

DEPARTMENT OF PUBLIC WORKS

147 CORDAVILLE ROAD – SOUTHBOROUGH, MASSACHUSETTS 01772-1802 – (508) 485-1210 – FAX (508) 983-7754

August 16, 2024

Town of Southborough
Select Board
Southborough Town House
Southborough, MA 01772

Dear Select Board:

Please be advised that Kenneth J. & Kathleen F. Kimball, 140 Fairbanks Oak Allee, Unit 3B, Daniel Island, SC 29492 has requested that the town buy back one (1) cemetery lots purchased by them in 2020.

If the board approves, they understand that the buyback will be at the price originally paid per lot including perpetual care for a total of $850.00.

Sincerely,

TOWN OF SOUTHBOROUGH
DEPARTMENT OF PUBLIC WORKS

William J. Cundiff, P.E.
Superintendent

Tammi Rice

From: Kenneth Kimball <kjkimball1944@gmail.com>
Sent: Friday, August 16, 2024 1:53 PM
To: Tammi Rice
Subject: Re: Request to Buy Back my 3rd Grave Site

[EXTERNAL]

Tammi, the purpose of this letter/email is to request a buy back of one of grave sites #255 in the Rural Cemetery. The reason is that my wife now has decided to be cremated and will be buried with me. As a result do not need a 3rd grave site #255 and requesting the town buy back the 3rd grave site.
If I can answer any questions please let me know.

Thank You ,
Tammy for your quick response and Andy's advice.
Keneth J. Kimball
508-450-2303

> On Aug 16, 2024, at 10:21 AM, Tammi Rice <trice@southboroughma.com> wrote:
>
> Hi Ken,
>
> Just reply to this email with the request the town buy back your 3rd grave.
>
> Thank you,
>
> ***Tammi Rice***
> *Business Administrator*
> *Southborough Dept. of Public Works*
>
> 147 Cordaville Rd.
> Southborough, MA 01772
> (508) 485-1210
> Fax (508) 983-7754

Town of Southborough
Rural Cemetery

License of burial rights

Know All People By These Presents

That the Town of Southborough, in consideration of *One Thousand Eight Hundred Dollars* ($1,800.00), the receipt of which is hereby acknowledged, do hereby grant, bargain, sell and convey to *Kenneth J. & Kathleen F. Kimball* Grantee, of *140 Fairbanks Oak Allee, Unit 3B, Daniel Island, SC, 29492* the exclusive right of burial, or inurnment of cremated remains, of human dead in a certain lot or niche in the Rural Cemetery in said Town of Southborough, and of placing and maintaining on said lot or niche, tombs, cenotaphs, and monuments authorized by the Department of Public Works, pursuant to the authority of the Special Act of the General Court Chapter 447 of 1991, or any other board or office having charge of the cemetery at the time of placing the same, said lot or niche being described as: ***Grave #'s 253, 254, & 255 located in Section M.***

As shown on the plan of said cemetery, on file in the office of the Rural Cemetery of said Town of Southborough.

TO HAVE AND TO HOLD the said right unto said grantee and *their* heirs, successors and assigns forever, to be used only for the purposes above set forth, and subject to the covenants herein contained and such regulations and restrictions relating to said cemetery, or the graves, lots, niches or lawn crypts therein, as are now or shall from time to time be established by the Board of Selectmen of the Town of Southborough or such board or officer having charge of said cemetery.

FURTHERMORE, receipt of *Seven Hundred and Fifty Dollars---* ($750.00) is hereby acknowledged for the perpetual care of the cemetery in accordance with the rules and regulations of the Rural Cemetery.

This License of Burial Rights is issued subject to the following special conditions:

* *Maximum size base allowed for your 3-grave lot is 4'0" long x 1'2" wide. Only one upright memorial allowed. Said memorial shall be placed at the top and centered on the three graves.*

I hereby certify that the above transactions have been duly recorded in the records of the Rural Cemetery and payment therefore has been deposited with the Town Treasurer:

Department of Public Works
Cemetery Agent

IN WITNESS WHEREOF said Town of Southborough has caused these presents to be signed in its name and behalf by the Board of Selectmen this *21st day of August, 2020.*

Board of Selectmen

NO. 0281

* *Original copy on file at the Town Clerk's Office.*

Mead, Talerman & Costa, LLC
Attorneys at Law

227 Union Street
Suite 606
New Bedford, MA 02740

www.mtclawyers.com

TO: **MARK PURPLE, TOWN ADMINISTRATOR**

FROM: **ELIZABETH LYDON, TOWN COUNSEL**

RE: **DONATION FOR CONTROLLED BURN**

DATE: **AUGUST 27, 2024**

Susan and Paul Pietro have offered to donate their house and garage located at 26 Deerfoot Road in Southborough to the Southborough Fire Department to "use and enjoy as they so determine for a public purpose." The Fire Department intends to use the buildings for a controlled burn conducted for training purposes. Pursuant to M.G.L. c. 44 Section 53A1/2, "…a board of selectmen may, in its sole discretion and authority, accept gifts of tangible personal property on behalf of the town… from an individual, and may, in its sole discretion and authority, use said gifts, without specific appropriation thereof, for the purpose of such a gift or, if no restrictions are attached to the gift, for such other purposes as it deems advisable..." Therefore, the Select Board may accept this gift and use it for the desired purpose.

Given the nature of the use, and that the donors will still own the underlying land, I am advising that the Board condition acceptance upon execution of a release by the donors in the event there is any damage to the surrounding property or injuries resulting from the controlled burn, a copy of which is attached hereto.

As always, please reach out with any questions.

Newburyport Office
30 Green Street
Newburyport, MA 01950

Millis Office
730 Main Street, Suite 1F
Millis, MA 02054
Phone 508.376.8400

TOWN OF SOUTHBOROUGH, MASSACHUSETTS

RELEASE OF LIABILITY

LOCATION: 26 Deerfoot Road, Southborough, MA 01772

I _____, the undersigned, am the record owner of the house and garage ("the buildings") located at 26 Deerfoot Road, Southborough, Massachusetts, and am voluntarily donating the buildings to the Southborough Fire Department to use and enjoy as they so determine for a public purpose, which is proposed to be used for a controlled for training purposes. I hereby acknowledge the proposed use and understand and hereby remise, release and forever discharge the Town of Southborough, Massachusetts, the Southborough Fire Department, and their employees, agents, attorneys (jointly "Released Parties") from all debts, demands, actions, causes of action, suits, sum and sums of money, accounts reckonings, covenants, contracts, controversies, agreements, promises, doings, omissions, damages, and liabilities of every kind, nature and description whatsoever, both in law and equity, against the said Released Parties I now have, ever had, or will have, related to my donation of the buildings for the above stated purpose and proposed use. I further agree to grant access to the property for said purpose.

EXECUTED AS SEALED INSTRUMENT THIS DAY

NAME (Print)_____

ADDRESS:_____

TELEPHONE:_____

SIGNATURE:_____ **DATE:**_____

NAME (Print)_____

ADDRESS:_____

TELEPHONE:_____

SIGNATURE:_____ **DATE:**_____

TOWN OF SOUTHBOROUGH

FACILITIES DEPARTMENT
CORDAVILLE HALL · 9 CORDAVILLE ROAD · SOUTHBOROUGH, MASSACHUSETTS 01772
(508) 485-8175 · FAX (508) 485-7189 · jparent@southboroughma.com

August 21, 2024

Town of Southborough
Select Board
17 Common Street
Southborough, MA 01772

Dear Chairperson Cook,

Please be advised that pursuant to M.G.L. c. 30B, the Southborough Facilities Department recently solicited quotes for the purchase of #2 Fuel Oil for FY25. Attached is a copy of the specification - conditions for quoting, a quote summary sheet, and the subject bid. There were two respondents to the request for quotes, Jamie Oil Company & Falconi Energy.

I recommend that the contract for #2 Fuel Oil for FY25 be awarded to the lowest quoting firm, Jamie Oil Co. Inc., at a price of $2.8775 per gallon.

Funding for this contract will be paid out of the Other Operations Budget, Line Item: 0100-5-159-***-52110.

Sincerely,
TOWN OF SOUTHBOROUGH
FACILITIES DEPARTMENT

John A. Parent
Director of Facilities

JP/sw
Enclosures

TOWN OF SOUTHBOROUGH

FACILITIES DEPARTMENT
CORDAVILLE HALL · 9 CORDAVILLE ROAD · SOUTHBOROUGH, MASSACHUSETTS 01772
(508) 485-8175 · FAX (508) 485-7189 · jparent@southboroughma.com

Specification

Supplying and Delivery of #2 Fuel Oil

CONDITIONS FOR QUOTING

GENERAL
Town of Southborough shall herein be referred to as the "Town".

ACCEPTANCE OF QUOTATIONS
Completed Quotation Forms shall be returned by mail to John Parent, Director of Facilities, 9 Cordaville Road, Southborough, MA 01772 or emailed to swood@southboroughma.com on or before 2:00 PM, Thursday, August 8, 2024. The Town reserves the right to accept or reject any or all quotes or any part thereof.

INSURANCE
Contractor to provide certificates of insurance indicating statutory worker's compensation coverage in addition to $1,000,000 CSL minimum general liability/property damage/bodily injury coverage and $1,000,000 CSL automobile coverage. Certificates of insurance confirming that the Town of Southborough is named as additional insured and acceptable to the Town of Southborough shall be addressed to and filed with the Town of Southborough prior to commencement of the work. Renewal certificates shall be addressed to and filed with the Town of Southborough at least thirty (30) days prior to the expiration date of the required policies. The failure of the insurance policies to name the Town of Southborough as an additional insured will constitute a breach of this contract and will be a defense to any claim against the Town for payments under this contract.

QUOTATION FORM
All quotes must be submitted on the attached Quotation Form.

LENGTH OF CONTRACT
This specification shall cover the period through June 30, 2025.

MINIMUM QUALIFICATIONS

Contractors submitting quotations must:

- Have a minimum of three (3) years of experience supplying and delivering #2 fuel oil to government entities.
- Be able to keep to an automatic delivery schedule in order to ensure that no delivery location will run out of fuel oil.
- Be able to routinely deliver fuel oil to any delivery location listed during normal business hours (M-F 6:30 AM to 4:00 PM).
- Be able to make emergency deliveries of fuel oil to any delivery location listed during all times outside of normal business hours.
- Be able to make deliveries of fuel oil within 24 hours of receiving notice.

NONDISCRIMINATION

The Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, religious creed, national origin, sex, age or ancestry in connection with the performance of the services under Agreement. The Contractor further agrees that it will comply with all laws, local by-laws, rules and regulations of the Massachusetts Department of Labor and all other regulatory bodies having jurisdiction.

INDEMNIFICATION

The Contractor agrees to guarantee and indemnify the Owner against all damages or loss the Owner may incur or sustain by or through the misconduct or negligence of any agent, servant or employee of the Contractor during the performance of services required by this contract. The Contractor further agrees to maintain adequate insurance to ensure compliance with the above provision.

The Contractor shall, to the maximum extent permitted by law, indemnify and save harmless the Political Subdivision, its officers, agents and employees from and against any and all damages, liabilities, actions, suits, proceedings, claims, demands, losses, costs and expenses (including reasonable attorney's fees) that may arise out of or in connection with the work being performed or to be performed by the Contractor, his/her employees, agents, subcontractors or material persons. The existence of insurance shall in no way limit the scope of this indemnification. The Contractor further agrees to reimburse the Political Subdivision for damage to its property caused by the Contractor, his/her employees, agents, subcontractors or material persons, including damages caused by his/her, its or their use of faulty, defective or unsuitable material or equipment, unless the damage is caused by the Political Subdivision's gross negligence or willful misconduct.

INQUIRIES CONTACT

Contact John Parent with any questions regarding this specification at (508) 485-8175 or jparent@southboroughma.com

CONTRACT AWARD

In accordance with M.G.L. c. 30B, the contract will be awarded to the responsive and responsible quoting entity with the lowest overall price to supply and deliver #2 fuel oil as specified.

CONTRACTS

The contractor will be required to execute a proper contract. A Sample contract form is available upon request.

FUEL OIL SPECIFICATIONS - #2 Fuel Oil

SPECIFIC - #2 Fuel Oil

1. The oil shall be distillate oil.
2. The gravity shall not be lower than 30 degrees APO at 60 degrees F.
3. The flash point shall not be lower than 150 degrees F. (Pensky-Martens closed cup tester).
4. The heating volume shall not be less than 137,000 BTU's per gallon at 60 degrees F.
5. The BS & W shall not exceed 0.05 percent

All grades of fuel oil with regard to sulfur content must conform to regulations of the Commonwealth of Massachusetts, and its subdivisions.

QUANTITIES

Quote pricing shall be based on fixed pricing per gallon. The gallon usages listed are estimated amounts to be to be purchased. The quote pricing listed on the contractor's Quotation Form shall be used for additional gallons purchased if needed. Additional quantities shall not exceed fifteen percent of the estimated gallons.

Town of Southborough
Metered: approximately 10,000 gallons

Town of Southborough

DELIVERY LOCATIONS and TANK SIZE

Building	Location	Capacity in Gallons
Cemetery	11 Cordaville Road	330
Cordaville Hall	9 Cordaville Road	2 / 275
South Union	21 Highland Street	2 / 330
DPW Station 2	2 Harrington Street	275
Historic Building	25 Common Street	275

FY25 #2 Fuel Oil Quote Summary Sheet - Contractor Results

	Company Name/ Address	Contact	Phone/ Fax	E-Mail	Bid Amount
1.	**Coan Oil Company**		508-368-1009		
	196 West Central Street Natick, Ma 01760		508-368-1159	service@coanoil.com	No Response
2.	**Jamie Oil Company Inc.**	Nicholas Guerra	508-231-1400		
	171 Main Street Ashland, Ma 01721		508-231-4716	nguerra@jamieoil.com	$2.8775
3.	**Falconi Brothers Inc.**	James Falconi	508-485-0377		
	29 Boston Road Southborough, Ma 01772		508-624-4580	james@falconienergy.com	$2.899
4.					
5.					
6.					

TOWN OF SOUTHBOROUGH

FACILITIES DEPARTMENT
CORDAVILLE HALL 9 CORDAVILLE ROAD SOUTHBOROUGH, MASSACHUSETTS 01772
(508) 485 8175 jparent@southboroughma.com

QUOTATION FORM

To: John Parent
Director of Facilities
Town of Southborough
9 Cordaville Road
Southborough, Massachusetts 01772
swood@southboroughma.com

The undersigned proposes to supply and deliver #2 Fuel Oil in accordance with the accompanying specifications entitled "Supplying and Delivery of # 2 Fuel Oil".

#2 Fuel Oil Metered per gallon: $ 2.8775 .

Certification of Non-collusion: The undersigned certifies under penalties of perjury that this quotation has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Company Name: Jamie Oil Co. Inc.

Address: 171 Main Street
Ashland, MA 01721

Telephone: 508-231-1400 Fax: _____

E-mail: nguerra@jamieoil.com

Name (print): Nicolas Guerra

Signature: _____

Title: CFO Date: 8/1/2024

From: Jen Hansen
To: Melanie Otsuka
Cc: Travis Farley; Kristin LaVault
Subject: Re: 21 Highland Future Use Committee
Date: Thursday, August 22, 2024 8:53:07 PM

Melanie,

Kristin LaVault (cc'd) will be the Recreation Commission member on the 21 Highland Future Use Committee.

Thanks,
Jen

Jen Hansen
Chair, Southborough Recreation Commission
jhansen@southboroughma.com

TOWN OF SOUTHBOROUGH

Senior Center
9 Cordaville Rd. SOUTHBOROUGH, MASSACHUSETTS 01772
Phone (508) – 229-4453 fax (508) – 229-1783

August 21, 2024

Dear Chairperson Cook,

The Senior Center recently received a donation of $25,000 from the Cummings Foundation. The donation was given to fund a Program/Volunteer Coordinator for the Senior Center with an emphasis on intergenerational programing.

The part time position would be about 15 hours per week for one year with the possibility of future funding for the position in the future. Pay rate and job description would need to be determined through the approval process with the Assistant Town Administrator and the Personnel Board.

Attached is an e-mail from the Cummings Foundation referencing the donation and its intended use.

Please feel free to contact me if you have any questions and concerns.

Thank you,

Sincerely,

Pam LeFrancois

Senior Center Director

From: Joyce Vyriotes <jkv@cummings.com>
Sent: Monday, August 19, 2024 1:35 PM
To: Pam Lefrancois <plefrancois@southboroughma.com>
Cc: Betsy Connolly <BEC@cummings.com>
Subject: Southborough Senior Center Donation

[EXTERNAL]

Dear Pam,

Cummings Foundation was delighted to recently make a donation in the amount of $25,000 to the town of Southborough for the purpose of funding the hiring of a volunteer coordinator.

You expressed your intention to hire an employee to create an intergenerational program through the public and private schools in Southborough to build relationships between students/parents and seniors in town. We are happy to support this effort and wish you well with your execution.

Please contact me if you have any questions about this contribution.

Sincerely,

Joyce

Joyce Vyriotes | Executive Director and Trustee | Cummings Foundation
cummingsfoundation.org | Direct: 781-932-7072 | jkv@cummings.com
Connect with us: Facebook | Twitter | LinkedIn | Instagram

$500 MILLION TO NONPROFITS. Learn how your leasing dollars go to the greater good when you lease with Cummings: cummings.com/charity

The information contained in this message may be privileged and confidential and protected from disclosure. If the reader of this message is not the intended recipient, or an employee or agent responsible for delivering this message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately by replying to the message and deleting it from your computer. Messages sent to and from us may be monitored. Cummings Properties.

TOWN OF SOUTHBOROUGH

Tricentennial Committee
TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 · FAX (508) 480-0161 · southborough300@southboroughma.com

8/26/24

Dear Select Board Members

As part of the fundraising for the 2027 celebration of Southborough's Tricentennial, the Friends of Southborough 300 Inc. will sell engraved bricks. Further, we would like these bricks installed in Southborough's new Heritage Park. We propose the bricks be installed in the short walkway from St. Mark's Street to the top plaza (covering the entire path with either engraved bricks or standard bricks). I have attached a photo for reference. DPW Superintendent Bill Cundiff supports this plan.

The cost for the installation will be covered by fundraising. Our kickoff for this program will be this October's Heritage Day.

The Tricentennial Committee would appreciate your unanimous support to place these bricks in Southborough's Heritage Park.

Thank you

Southborough Tricentennial Committee



MEMORANDUM

DATE: August 23, 2024

TO: Select Board

FROM: Melanie Otsuka, Executive Assistant

SUBJECT: PROPOSED SELECT BOARD OFFICE HOURS DATES

Below are the proposed dates for Select Board Office Hours through December 31, 2024:

- September 10
- October 15
- November 12
- December 10

This schedule maintains the typical 2nd Tuesday Office Hours schedule, except October 15, so as not to conflict with the Select Board meeting on October 8.

For CPC use only: Date Received:

Town of Southborough Community Preservation Committee
17 Common Street; Southborough, MA 01746

COMMUNITY PRESERVATION ACT (CPA) APPLICATION FOR 2024 ANNUAL TOWN MEETING

APPLICATION Due August 31, 2023

Name of Proposal: Transfer of CPA Community Housing Funds to the Affordable Housing Trust Fund

Total CPA funds requested: Balance of CPA Community Housing Funds as of the date of the 2025 ATM

Date of Submission:

Name of Applicant: Affordable Housing Trust Fund

Contact Person: Al Hamilton - Chair

Mailing Address: Town House

Daytime Phone Number: 508 527 3952

Email Address: a.hamilton@southboroughma.com

CPA Funding Requested: Balance of CPA Community Housing Funds as 2025 ATM

Sponsoring Organization and/or Affiliations: AHTFC, Select Board, SHOPC

Have you watched the CPC's Annual Public Forum recording on June 27, 2023 starting at 40 minutes and 17 seconds into the presentation? If this is a housing application, you need to watch the presentation by Shelly Goehring, Senior Program Manager at the Massachusetts Housing Partnership (MHP) that begins at the start of the CPC's Annual Public Forum. Link: https://youtu.be/MIhQprxPsyY

CPA Category (Check ALL that apply - refer to Coalition Chart on Last Page)

Open Space ☐ Historic Preservation ☐

Recreation ☐ Community Housing ☑

Please submit the following application by August 31, 2023; for consideration at Southborough Annual Town Meeting in 2024. Please email your completed application to both: Benjamin Smith, CPC Chair at bsmith@southboroughma.com and Frederica Gillespie, CPA Consultant at fg.cpaconsulting@gmail.com

PLEASE COMPLETE THE PROJECT DESCRIPTION BELOW AND INCLUDE WITH YOUR APPLICATION

PROJECT DESCRIPTION

In describing the project, please include answers to the following questions. Applications may be returned as incomplete if all relevant requested information is not provided. Include supporting materials and exhibits, as necessary.

1 **Provide a Project Name (as it will appear on warrant article)**

Transfer of from CPA Community Housing Funds to the Affordable Housing Trust Fund

2 **GOALS: What are the goals of the proposed project? Who will benefit and why? How will success be measured?**

See Exhibit

3 **ELIGIBILITY: Define how the project meets CPA requirements (please refer to the Allowable Use Chart on page 5)**

This is a use that is specifically identified in the CPA. The transfer of CPA funds to Affordable Housing Trusts is a common practice in the Commonwealth.

4 **HISTORIC PROJECTS: If this is a historic project make sure it complies with the attached Flow Chart, last page**

5 **COMMUNITY NEED: Why is this project needed? Does it address needs identified in existing Town plans?**

The Governor has stated that the Commonwealth has an affordable housing crisis. The town is well behind its housing production plan. The need for affordable housing is identified in multiple town planning documents and production plans

6 **COMMUNITY SUPPORT: What is the nature and level of support and/ or opposition for this project?**

Support from SHOPC (Pending), Select Board (Pending), AHTF

7 **BUDGET: What is the total budget for the project and how will CPA funds be spent? All items of expenditure must be clearly identified, and back-up documentation provided. Distinguish between hard and soft costs. Depending on your project, more than one estimate may be required (NOTE: CPA funds may NOT be used for maintenance). Attach a two to five-year budget, if appropriate.**

We are requesting the balance of the CPA Community Housing as of the date of the 2025 ATM. The funds will be used as described in the exhibit.

8 **FUNDING: What additional funding sources are available, committed or under consideration? Include commitment letters, in kind donations and volunteer hours, and describe any other attempts to secure funding for this project.**

The AHTF will seek other funds as appropriate. No Specific funding sources are identified as of this applicaiton

9 **TIMELINE: What is the schedule for project implementation, including a timeline for all critical elements? This should include the timeline for expenditures, receipt of other funds and/or other revenues, if any.**
The AHTFC anticipates that the funds will be deployed within 5 years

10 **IMPLEMENTATION: Who will be responsible for implementing the project? Who will the project manager be? What relevant experience does the proposed project manager have? Who else will be involved in project implementation and what arrangements have been made with them?**
See Attached.

11 **MAINTENANCE: If ongoing maintenance is required, who will be responsible and how will it be funded? Please attach a detailed five-year budget.**
No maintenance requirements are identified at present.

12 **SUMMARY: Brief description of the project to be printed as project summary in the warrant article.**
See Attached

ADDITIONAL INFORMATION: Please provide the following additional information, if applicable

1. **FURTHER DOCUMENTATION: Documentation that you have control over the site, such as a Purchase and Sale Agreement, option to deed. (Letters of support from relevant town entities)**

2. **FEASIBILITY REPORTS: Any feasibility reports, renderings or other relevant studies and material.**

3. **ZONING COMPLIANCE: Evidence that the project does not violate any zoning by-laws or any other laws or regulations, including environmental, and/or plans to obtain necessary approvals.**

4. **If a non-town government entity is the applicant, please list contact information for all relevant contacts for the project and if a non-profit list contact information of the board members.**

5. **OTHER INFORMATION: Any additional information that might benefit the CPC in their consideration of this project.**

A representative from the project will be required to present the project to the CPC.

Applicant requirements after CPC recommends project for Town Meeting:

- The project applicant is required to sign a Memorandum of Understanding (MOU) with the CPC documenting all the agreements made during the application process.

- To assist with fielding questions concerning the project, a Project Representative shall attend the Board of Selectmen and Advisory Committee meetings with the CPC when the CPC warrant articles are reviewed.

- A Project Representative shall attend Town Meeting to answer questions. Any Project Presentation to be reviewed by CPC.

- All Town Meeting approved projects must submit a project schedule and proposed payment timeline. That schedule will be used to determine project completion deadline. The MOU must be signed prior to start of project.

- All Town Meeting approved projects shall present progress reports at 6-month intervals along with written reports to the CPC.

- All Town Meeting approved projects are required to include permanent signage stating that Southborough CPA provided funding for the project (wording shall be reviewed with the CPC prior to completion of the project).

- All project publicity shall include a statement that the Southborough Community Preservation Act provided funding for the project.

The chart below demonstrates the allowable uses of CPA funds in each of the CPA project categories: open space, recreation, housing, and historic preservation. This chart is critical for determining whether a proposed project is eligible for CPA funding. Projects are only eligible for CPA funding if they fit in a "Yes" box below.

All Historic Preservation projects need to meet with the Southborough Historical Commission to determine their historical significance. See flow chart included with this application.

Is Your Project Allowable?

The chart below demonstrates the allowable uses of CPA funds in each of the CPA project categories: open space, recreation, housing, and historic preservation. This chart is critical for determining whether a proposed project is eligible for CPA funding

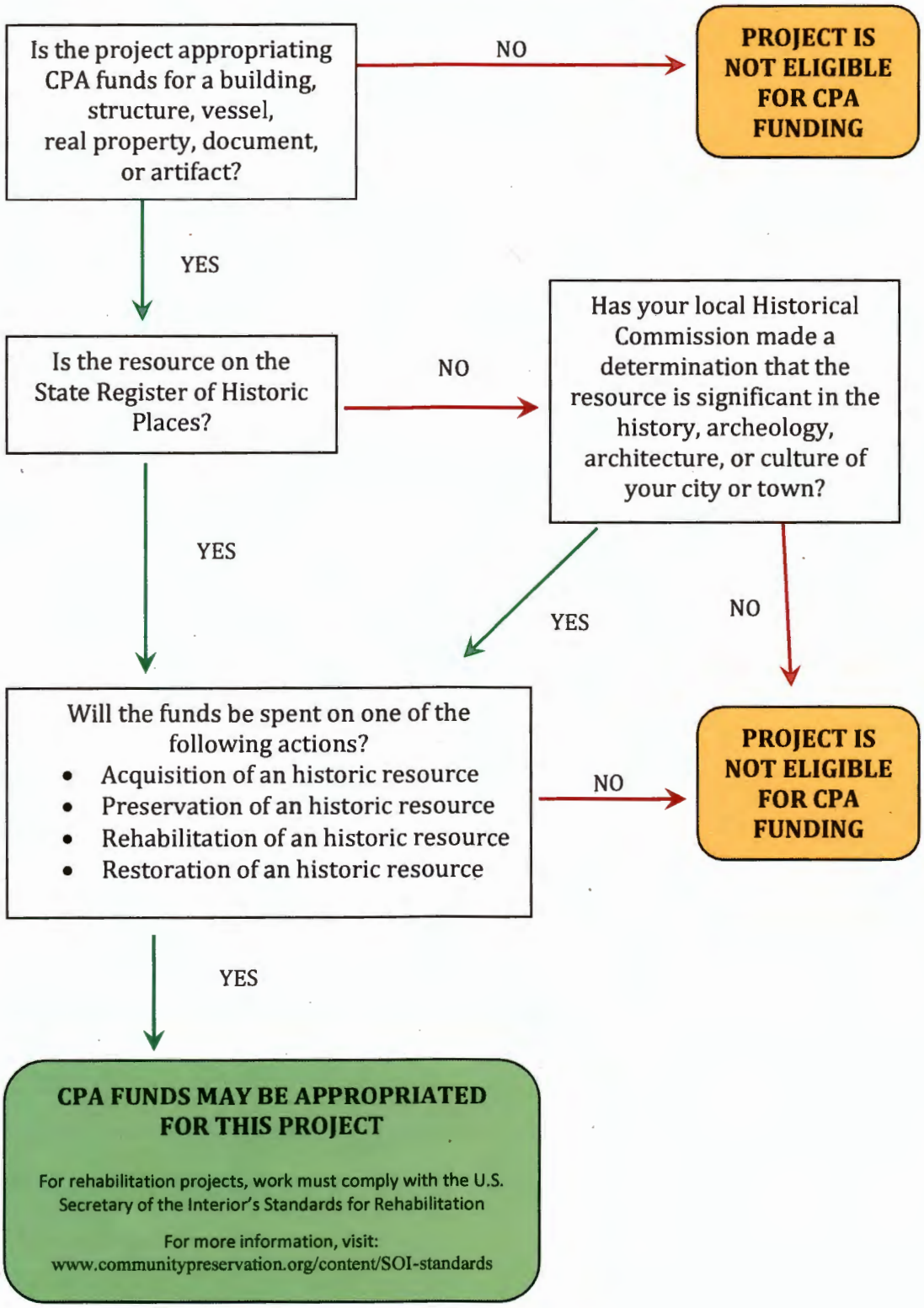
COMMUNITY PRESERVATION FUND ALLOWABLE SPENDING PURPOSES

	Open Space	Historic	Recreation	Housing
Acquire	Yes	Yes	Yes	Yes
Create	Yes	No	Yes	Yes
Preserve	Yes	Yes	Yes	Yes
Support	No	No	No	Yes
Rehabilitate and/or Restore	Yes, if acquired or created with CPA funds	Yes	Yes (new 7/8/2012)	Yes, if acquired or created with CPA funds

NOTE: The 7/8/2012 Legislation prohibits use of CPA funds to pay for Artificial Turf Fields.

Historical Projects need to review the historical chart below

Qualifying Historic Projects for CPA Funding



CPA Application Exhibit

Item 3 Goals

The goal of this program is to expand the number of affordable housing units in the Town of Southborough. Progress will be measured by the number of affordable housing units created.

Item 7 Budget

The CPA housing funds provided pursuant to this application may be used, consistent with Commonwealth's requirements for uses of such funds, by the Trustees of the Affordable Housing Trust Fund (aka Affordable Housing Trust Fund Committee or AHTFC) for the following purposes:

1. The purchase of real or personal property related to the acquisition or creation of affordable housing.
2. The construction, renovation or improvement of property and/or structures related to the acquisition or creation of affordable housing.
3. Programs and payments designed to reduce the cost of the rental cost of housing units.
4. Programs and payments designed to reduce the cost of the acquisition of affordable housing units.
5. For payment to advisors and agents as related to the acquisition or creation of affordable housing.
6. In support of seeking and obtaining other funding for the Affordable Housing Trust Fund.

Item 10 Management

The Trustees of the Affordable Housing Trust Fund (aka Affordable Housing Trust Fund Committee) will be responsible for oversight of any project funded by the Affordable Housing Trust Fund. The committee has the statutory authority to hire experts, consultants and advisors as required if the managerial requirements exceed the capacity of the Trustees.

Item 12 Summary

This article transfers the balance of the Community Preservation Act Community Housing Funds to the Affordable Housing Trust Fund as authorized by the Community Preservation Act. Said funds will be used to promote affordable housing consistent with the requirements of authorizing legislation.

RECEIVED
By Town Clerk/ksb at 2:20 pm, Sep 19, 2024

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Tuesday, August 27, 2024 6:30 PM
Location: McAuliffe Hearing Room, Town House, 17 Common Street, Southborough, MA
Present: Andrew Dennington, Kathryn Cook, Sam Stivers Marguerite Landry and Al Hamilton. Town Administrator Mark Purple and Assistant Town Administrator Vanessa Hale.

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Chair Kathy Cook called the meeting to order at 6:30 PM.

II. Public Comment

Mr. Joe Palmer, 158 Parkerville Road, requested that the Citizen's Petition Recall Bylaw be included in the warrant for Special Town Meeting.

III. Scheduled Appointments *(Board may vote)*

a. Interview/appoint Sandy Pochapin to Tricentennial Committee; term to expire 6/30/2025

Ms. Pochapin appeared before the Board, via ZOOM, on the matter. The Board interviewed Ms. Pochapin. Mr. Dennington moved to appoint Ms. Pochapin to the Tricentennial Committee, term to expire 6/30/2025. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

b. Public forum for regional dispatch services

Mr. Hamilton shared his presentation on regional dispatch services with the Board and public. Ms. Landry asked about the organizational structure, accountability and feedback channels for a Regional Emergency Communications Center (RECC). Mr. Hamilton stated that the RECC would be an independent entity and that an InterMunicipal Agreement (IMA) would need to be negotiated and executed by the member communities. He stated the IMA would create the governing board from the member communities and the governing board, along with the Police/Fire Chiefs would be responsible for RECC performance. Mr. Dennington described checks and balances that were part of the previously negotiated IMA. The Board discussed funding mechanisms for the RECC. Mr. Hamilton explained that, if the Town joins any RECC, it cannot return to the present emergency communications structure. The Board discussed the previously negotiated IMA. Mr. Dennington stated the Board should be prepared to address comments by residents regarding the money spent to construct the present dispatch facilities at the Public Safety Building and potential future use of the space. Police Chief Ryan Newell and Fire Chief Andrew Puntini joined the Board for discussion of this agenda item. Chief Newell stated that the regional approach is the trend in public safety dispatch services and that, if the Town does not strongly consider this option, it may be left behind as surrounding communities adopt the regional approach. He stated Southborough's dispatchers are extremely professional in executing their role but filling open positions has been challenging. Chief Puntini stated that public safety should figure heavily in the decision to pursue a regional approach and, presently, Southborough lacks appropriate staffing to concurrently dispatch police/fire and handle life-threatening emergencies. He stated the opportunity to join a RECC at its creation offers advantages to the Town. Mr. Blair Sutherland, 139 Parkerville Road, stated he has spent his entire career in public safety communications and feels it is important to keep the public discussion of joining a RECC at the forefront. He stated that joining the Westborough RECC offers Southborough

the opportunity to work with surrounding towns and improve the effectiveness of working with mutual aid partners. He stated that, while joining a RECC may not save money in the long term, it would improve public safety for the residents of Southborough and offer the opportunity for technology/equipment upgrades the Town might otherwise not make. He urged the Town to continue to explore joining a RECC. Mr. Michael Nordstrom, 14 Meeting House Lane, asked if there was a cap to annual costs or would the Town be responsible for any cost increases. Mr. Stivers stated that in the previous IMA, costs were divided proportionally among the member communities and acknowledged that there is exposure, but noted the Town had negotiated protections around termination due to objections over financial expenditures. Ms. Cook stated that there would be costs savings if the Town spends less than it would spend to appropriately staff the Town's emergency services (2 dispatchers, 24/7). Mr. Dennington added that, presently, any upcoming technology upgrades for public safety would be born by the Town, as opposed to those costs being covered by the State through a RECC. Mr. Hamilton stated he will make the RECC presentation to the Dull Men's's Club and Southborough Access Media and is available to make the presentation for any other group wishing to hear it.

Ms. Cook heard Scheduled Appointments "d" at this time.

c. EDC – Consideration of increased hours for Coordinator position

Ms. Cook stated that tonight's discussion relates to Article 16 in the draft warrant for Special Town Meeting - increasing the EDC coordinator position to full-time. Mr. Andrew Pfaff called the meeting of the Advisory Committee to order at 7:52 PM. Members present: Andrew Pfaff, Marci Jones Salow, Barry Rubenstein and Howard Rose. Members present via ZOOM: Adam Nodiff, Larry Samberg and Tim Martel. Members of the Economic Development Committee (EDC) present for tonight's meeting included Michael Nordstrom and Karen Anglim. Also in attendance were Julie Connelly and Claire Reynolds, both former members of the EDC. Ms. Leah Emerson, EDC Coordinator, was also present, via ZOOM. Ms. Connelly provided a history of the EDC and the coordinator position. Ms. Reynolds provided a history of the grants that had been received in the last nine years. Ms. Connelly stated that she believes the Town needs to both address zoning issues to attract new businesses and increase the hours for the coordinator position. Mr. Nordstrom stated that the EDC's focus should be on attracting businesses to Town and increasing its visibility to showcase their work. The Board offered comments on the need to increase the commercial base in Southborough and in support of the additional hours for the EDC coordinator position. Ms. Emerson thanked those advocating for an increase in hours for her position and stated she would like to be able to help the Town with the challenges of supporting existing businesses and increasing business in Southborough. Ms. Connelly stated that the Planning Board would need to lead efforts to address zoning issues. Mr. Pfaff stated he is supportive of the additional hours but that it should be monitored to ensure a return on the investment. Mr. Samberg stated his support for the additional hours but agreed metrics should be reviewed regularly. Ms. Jones Salow offered her support for the additional hours but added the EDC will need to be more visible to the public and suggested the EDC be more visible at Planning Board meetings to advocate for businesses. Mr. Rose stated his support for the additional hours but said the EDC should be more public about its work. The Board, Advisory and EDC discussed filling the vacancies on the EDC. Mr. Nodiffstated he is supportive of the additional hours and believes there is enough work to fill the additional hours while also securing additional grant funding. Mr. Hamilton moved that the Board support the article to increase funding for the EDC coordinator. Mr. Stivers seconded the position. Mr. Hamilton asked if the increase of $27,929 covers the cost of benefits. Mr. Dennington stated that it does. The motion was unanimously approved (5-0-0). Mr. Pfaff moved that the Advisory Committee support Article 16 in the draft Warrant for Special Town Meeting. Mr. Rose seconded the motion. The motion was approved by roll call vote: Mr. Samberg, aye; Mr. Martel, aye; Mr.Nodiff, aye; Mr. Rubenstein, aye; Ms. Jones Salow, aye; Mr. Rose, aye; Mr. Pfaff, aye (7-0-0).

The Board recessed at 8:44 PM and resumed meeting at 8:51 PM. Ms. Cook moved to Scheduled Appointments "e."

d. Stewardship Committee – Discussion of revised charge

Ms. Cook stated that the Stewardship Committee wishes to reduce its number of members from seven to five and the Board supports this request. She also stated the Stewardship Committee wishes to clarify its charge as an ad hoc committee. Ms. Freddie Gillespie, Open Space Preservation Commission representative to the Stewardship Committee, stated the Stewardship Committee was set up to secure a Natural Resources Conservation Service (NRCS) grant to address a bittersweet infestation at Breakneck Hill. The Board discussed making the Stewardship Committee a permanent committee and agreed to address this issue at Annual Town Meeting in 2025. Ms. Joyce Greenleaf, Chair of the Stewardship Committee, presented a revised charge to the Board. Mr. Dennington moved to approve the Stewardship Committee charge, as supported by the Stewardship Committee and presented this evening. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

e. Advisory Committee – Sept. 30 Special Town Meeting Review

i. Review warrant articles

The Board and Advisory Committee discussed the following articles that may be included in a Consent Agenda at Special Town Meeting: 1, 2, 3, 4, 5, 6 and 19. **Article #1**: To amend the Salary Administration Plan (SAP) – Ms. Cook reviewed the proposed changes. The Board and Advisory Committee had no changes to the article. **Article #2:** To amend the Town Code to reduce the membership of the PILOT Committee from seven to five. **Article #3:** To see if the Town will vote to delete Chapter 9, Article I, Solid Waste Committee. **Article #4:** To see if the Town will vote to delete Chapter 6, Article II, Consumer Advisory Commission. Mr. Hamilton moved that the Board support Articles 1, 2, 3, and 4, as printed in the Draft Special Town Meeting Warrant, dated August 22, 2024. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Ms. Cook stated the Advisory Committee would vote on its positions on the above listed articles at a later date. **Article #5:** To see if the Town will vote to amend Town Code Section 9-25-Meeting Minutes. The Board agreed not to take a position on this article until Mr. Hamilton has discussed it with Town Clerk Hegarty. **Article #6:** To see if the Town will vote to allow the Treasurer-Collector to collect unclaimed checks. Mr. Hamilton moved that the Board support Article 6, as printed in the Draft Special Town Meeting Warrant, dated August 22, 2024. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). **Article #19:** To see if the Town will vote to accept General Laws Chapter 44, Section 53F3/4, to establish a Public Education Government (PEG) Access and Cable Related Fund. Ms. Cook stated that the contract with Southborough Access Media (SAM) had expired and that the new contract will contain language so the Town can create a fund to receive cable-licensing fees. Mr. Hamilton moved that the Board support Article 19, as printed in the Draft Special Town Meeting Warrant, dated August 22, 2024. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Ms. Cook suggested and the Board agreed to move Article 19 as the new Article 7. **Article #8:** MBTA Communities Zoning Overlay District and Bylaw. The Board and Advisory Committee agreed to withhold a vote on the article until they have met with the Planning Board to review the final version of the bylaw. The Board and Advisory agreed to meet with the Planning Board on or before September 9th to review the bylaw. **Article #9:** Regionalization of Emergency Communication Services (RECC). Mr. Stivers read the proposed language for the warrant. Mr. Hamilton moved to adopt the language for the article, as read by Mr. Stivers. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Mr. Hamilton moved that the Board insert the above-approved language as Article 8 (9) in the Draft Special Town Meeting Warrant, dated August 22, 2024. Mr. Stivers seconded the motion. The motion was unanimously

approved (5-0-0). **Article #10:** Elimination of Southborough Housing and Opportunity Partnership Committee (SHOPC) and creation of a new committee that addresses the responsibilities of SHOPC and the Affordable Housing Trust Fund Committee (AHTFC). Mr. Hamilton informed the Board and Advisory Committee that through his research, he learned that the AHTFC needed to be restructured in order to dissolve SHOPC and create a new committee. The Board discussed how best to accomplish the goals. Mr. Hamilton moved that the Board reserve a place for Article 9A (to replace the 2005 article that created the AHTFC) and Article 9B (to dissolve SHOPC). Mr. Stivers seconded the motion. The Board agreed to draft and share the language for the articles with the Advisory Committee. **Article #10:** A process to transfer funds from the Affordable Housing Fund of Community Preservation Act (CPA) monies to the AHTFC. The Board and Advisory Committee discussed the difficulties that the AHTFC encounters in acting on properties that become available to increase the Town's affordable housing stock. The Board agreed to remove Article 10 from the Draft Warrant. **Article #11:** To see if the Town will vote to allow other funding sources to be used in conjunction with CPA projects. Mr. Stivers stated this article brings the Town into alignment with a recent change in State law. Mr. Hamilton moved that the Board support Article 11, as printed in the Draft Special Town Meeting Warrant, dated August 22, 2024. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). **Article #12:** To see if the Town will vote to transfer $17,068 from the Assessor's Overlay Surplus to fund miscellaneous adjustments to the FY 25 budget. Mr. Hamilton moved that the Board support Article 12, as printed in the Draft Special Town Meeting Warrant, dated August 22, 2024. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). **Article #13 (old #14):** Breakneck Hill Remediation. Ms. Melissa Danza, Conservation Commissioner, appeared before the Board and the Advisory Committee, via Zoom, on the matter. Ms. Danza provided an update on the cleanup project. She stated that the Town had previously approved $2.2 million dollars for remediation at the site. She stated that additional testing revealed the presence of asbestos containing materials (ACMs) and Article 13 requests an additional $2.1 million dollars to address the newly discovered ACMs at the site. Ms. Cook asked about non-compliance. Ms. Danza stated that non-compliance is not an option and that the State would work with the Town as long as progress is evident, noting that the deadline for completion of the remediation is September 2024. Ms. Cook asked if CPA or other funding sources for the remediation have been investigated. Ms. Danza stated that the remediation did not qualify for CPA funds and that she has looked into other funding sources but not found any to cover the cost of remediation. She stated she would review the matter again. Mr. Stivers and Mr. Hamilton asked Ms. Danza to speak with DPW Superintendent Cundiff, as he may have some knowledge in the area of remediation. Mr. Pfaff suggested that the Town's State and Federal representatives be contacted to assist in finding any grants or funds available for remediation. Mr. Purple added that this property was a private farm dump in the middle of the woods that the Town purchased so there are fewer funds available for cleanup. Ms. Danza stated that, barring any weather issues, she expects completion of the project by the end of this year. Mr. Stivers suggested that Mr. Purple ask the Town's grant consultant if any funds might be available for remediation. Ms. Danza agreed to speak with DPW Superintendent Cundiff on the matter and a Board member will reach out to State and Federal representatives to determine if any financial relief is available. Mr. Hamilton moved that the Board support Article 13, as printed in the Draft Special Town Meeting Warrant, dated August 22, 2024. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). **Article #14:** Atwood Remediation. Ms. Cook stated that this article would be removed from the warrant for Special Town Meeting. **Article #15:** Implementation of the Public Safety Staffing Study. Ms. Cook stated this article would be removed from the warrant for Special Town Meeting. The Board and Advisory Committee agreed to appoint liaisons to review the finding of the Public Safety Staffing Study and make recommendations for FY26. Fire Chief Puntini appeared before the Board and the Advisory Committee on the matter. Chief Puntini stated he is supportive of the recommendations in

the study. He asked that the Board and Advisory Committee consider the expenditure of approximately $250,000 for the deputy chief position and staffing each shift with 5 firefighters as priorities. Police Chief Newell appeared before the Board and Advisory Committee and stated he would like consideration of the lieutenant position for Special Town Meeting. The Board and Advisory Committee discussed Chief Newell's request. The Board agreed to create information for a lieutenant position, with financial information, to review at its September 4th meeting. **Article #16:** See Scheduled Appointment "c" above. **Article #17:** Annual Town Meeting. The Board agreed to address this issue at its September 4th meeting. **Article #18:** Citizen's Petition RE: CPC Appointments. Mr. Hamilton moved that the Board support Article 18, as printed in the Draft Special Town Meeting Warrant, dated August 22, 2024. Mr. Stivers seconded the motion. The motion was unanimously defeated (0-5-0). **Article #19:** Citizen's Petition – Recall. The Board agreed to address this matter at its September 4th meeting. Mr. Rubenstein moved to adjourn the Advisory Committee meeting at 10:03 PM. Mr. Rose seconded the motion. The motion was approved by roll call vote: Mr. Samberg, aye; Mr. Martel, aye; Ms. Jones Salow, aye; Mr. Rubenstein, aye; Mr. Rose, aye; Mr. Pfaff, aye (6-0-0).

ii. Consideration of additional articles

See discussion above.

III. Reports

Ms. Cook moved to reports after Other Matters "a."

a. Chair's Report

i. Neary Building Committee and next steps

Ms. Cook reported that the Neary Building Committee has proposed to build a new 4-grade school at an estimated cost of $84 million dollars to the residents of Southborough. She stated schematic design will occur between now and April 2025, when a Special Town Meeting will be held for a Town vote on the project. Ms. Cook stated that if the Town approves the proposal, Finn School would be closed and the Board would need to consider a future use for Finn School.

ii. Update on four 40B projects

Ms. Cook reported that on September 4th, the Zoning Board of Appeals would meet to vote on the Park Central project and discuss 120 Turnpike Road project. She reported that the plans for the 250 Turnpike Road project would be submitted shortly. She stated that the 352 Turnpike Road project is in the early stages of development.

iii. Summer Nights 2024

Ms. Cook reported that Summer Nights was a tremendous success and thanked Christina McCarthy for her efforts with the event.

Ms. Cook reported that Code Red is expanding its business and will move to another location on Turnpike Road for additional space.

b. Members' Reports

i. SHOPC/AHTFC merger update

The Board agreed that this matter had been discussed under Scheduled Appointments "e."

ii. Considering future space for Historical Commission

Ms. Landry reported that she is in discussions with Kevin Miller, John Parent and Jim Hegarty about a location for the Historical Commission and its inventory.

c. Town Administrator's Report

i. Eversource work on Main Street near CSX Railroad Crossing

Mr. Purple reported that Eversource would be working on Main Street starting on September 2, 2024, and he described the scope of work. He thanked DPW Superintendent Cundiff for this outreach to local businesses regarding the work schedule.

V. Consent Agenda

a. Approve Open Session Meeting Minutes: August 6, 2024

The Board agreed to approve the minutes at its September 4th meeting.

b. Accept $1500 donation to Summer Nights: Ken's Foods, $500; Main Street Bank, $500; Andrew Abu Realtors, $500

c. Approve request from DPW Superintendent for minor water abatement approvals

d. Appoint Civil Engineer position in Public Works Department

DPW Superintendent Bill Cundiff and Caitlin Cervello appeared, via ZOOM, before the Board on the matter. Superintendent Cundiff introduced Ms. Cervello to the Board and shared her qualifications. Mr. Stivers moved to appoint Caitlin Cervello as Civil Engineer in the Public Works Department. Mr. Dennington seconded the motion. The motion was unanimously approved (5-0-0).

Ms. Cook heard Scheduled Appointments "c" at this time.

e. Approve cemetery plot buy back

f. Approve release of liability for live Fire training at 26 Deerfoot Road

Chief Puntini stated that 26 Deerfoot would be the site for an active fire training exercise. Mr. Hamilton moved to approve the release, as amended by Ms. Landry. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

g. Approve FY25 fuel oil contract

h. Appoint Kristen LeVault as Rec. Commission representative to the 21 Highland Future Use Committee; term to expire 6/30/2025

Ms. Cook reported that consideration of this matter would be postponed until a later date.

i. Accept $25,000 donation from the Cummings Foundation for intergenerational programming at the Senior Center

j. Approve request from Tricentennial Committee for alterations at Heritage Park

Mr. Dennington clarified that the Friends of Southborough 300 would be selling the bricks for the fundraiser at Heritage Park.

Ms. Cook moved to approve Consent Agenda items "b", "c", "e", "g", "i" and "j." Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

VI. Other Matters *(Board may vote)*

a. Review ARPA funding and requests

Chief Puntini stated he believes the fire alert system is in need of replacement at a cost of approximately $75,000. He stated that he has appeared before the Capital Planning and Improvement Committee (CPIC) and his request is part of the Capital plan. Chief Puntini confirmed that the project would be under contract by December 31, 2024. The Board agreed to table this matter until its September 4th meeting.

Ms. Cook moved to Reports at this time.

b. Select Board Office Hours schedule for remainder of 2024

The Board agreed to table this matter until its September 4th meeting.

c. CPC application for Town Common rail replacement project

Ms. Cook moved to Other Matter "c" after Scheduled Appointments "e." Mr. Dennington stated that the CPA application is due this Friday, September 6th. He stated that he has been working with DPW Superintendent Cundiff and Kevin Miller, Chair of the Historical Commission, and they have determined that the best estimate for the project is $110,000. He stated he would submit an application to the CPC for that amount. Mr. Dennington moved that the Board approve submitting the CPC application for the Town rail replacement. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

d. Approval of application to CPC from AHTFC, RE: movement of funds from CPC to Southborough Affordable Housing Trust

Mr. Hamilton moved approve the AHTFC's application to the CPC to move funds from the CPC to the Southborough Affordable Housing Trust. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

VII. Public Comment

There was no public comment.

VIII. Executive Session

The Board agreed to address this matter at its September 4th meeting.

IX. Adjournment

Mr. Hamilton moved to adjourn the meeting at 10:30 PM. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

Upcoming Meetings	
September 4, 2024	*September 17, 2024*

Respectfully submitted,

Bridgid Rubin, Recording Secretary

List of Documents referred to at the August 27, 2024 SB Meeting:

- Board and Committee Volunteer Form for Sandy Pochapin
- RECC Investigation Results Presentation
- Select Board Draft Charge for the Southborough Stewardship Committee
- Draft Special Town Meeting Warrant, dated August 22, 2024
- Open Session Meeting Minutes for August 6, 2024
-

TOWN OF SOUTHBOROUGH

Tricentennial Committee

TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 · FAX (508) 480-0161 ·
southborough300@southboroughma.com

August 26, 2024

Dear Honorable Select Board,

After a successful interview with Sandy Pochapin at our August 26, 2024 meeting, the Tricentennial unanimously voted to appoint Sandy Pochapin to the Tricentennial Committee, term through 6/30/2025. We respectfully ask you do the same as her background and motivation are in line with our committee. We believe she will be an excellent addition.

Respectfully,

Don Morris
Tricentennial Committee Chair

From: noreply@civicplus.com
To: SelectmenOffice
Subject: Online Form Submittal: Board and Committee Volunteer Form
Date: Wednesday, August 21, 2024 12:26:33 PM

[EXTERNAL]

Board and Committee Volunteer Form

First Name	Sandy
Last Name	Pochapin
Address	149 Woodland Rd
City	Southborough
State	Massachusetts
Zip Code	01772
Phone Number	[redacted]
Email Address	[redacted]
To view a list of the Board and Committee and current membership as well as vacancies	Click here
Name of Board(s) or Committee(s) you would like to volunteer for?	Tricentennial
Have you previously served on a Board or Committee for the Town of Southborough?	No
Current Occupation / Current Employer	*Field not completed.*
Please tell us how much volunteer time you have available and	marketing/promotion/event marketing

any education, experience or special skills that may be relevant to the Committee(s) you are interested in.	
Upload resume preferred but not required	Sandy Pochapin July 15 24 Events Trade Shows EY Gignow.docx

Email not displaying correctly? View it in your browser.

RECC Investigation Results

What is a RECC?
"Regional Emergency Communications Center"

- A "RECC" is a "Regional Emergency Communication Center", where the member communities combine their Public Safety (Police and Fire) Emergency Dispatch Operations into a single entity.
- In principle, this is no different from other regional organizations we currently participate in, such as:
  - Regional High School
  - Regional Vocational & Technical Schools
  - Regional Public Health Operations
  - Regional Library Resources
  - Mutual Aid for both Fire and Police.

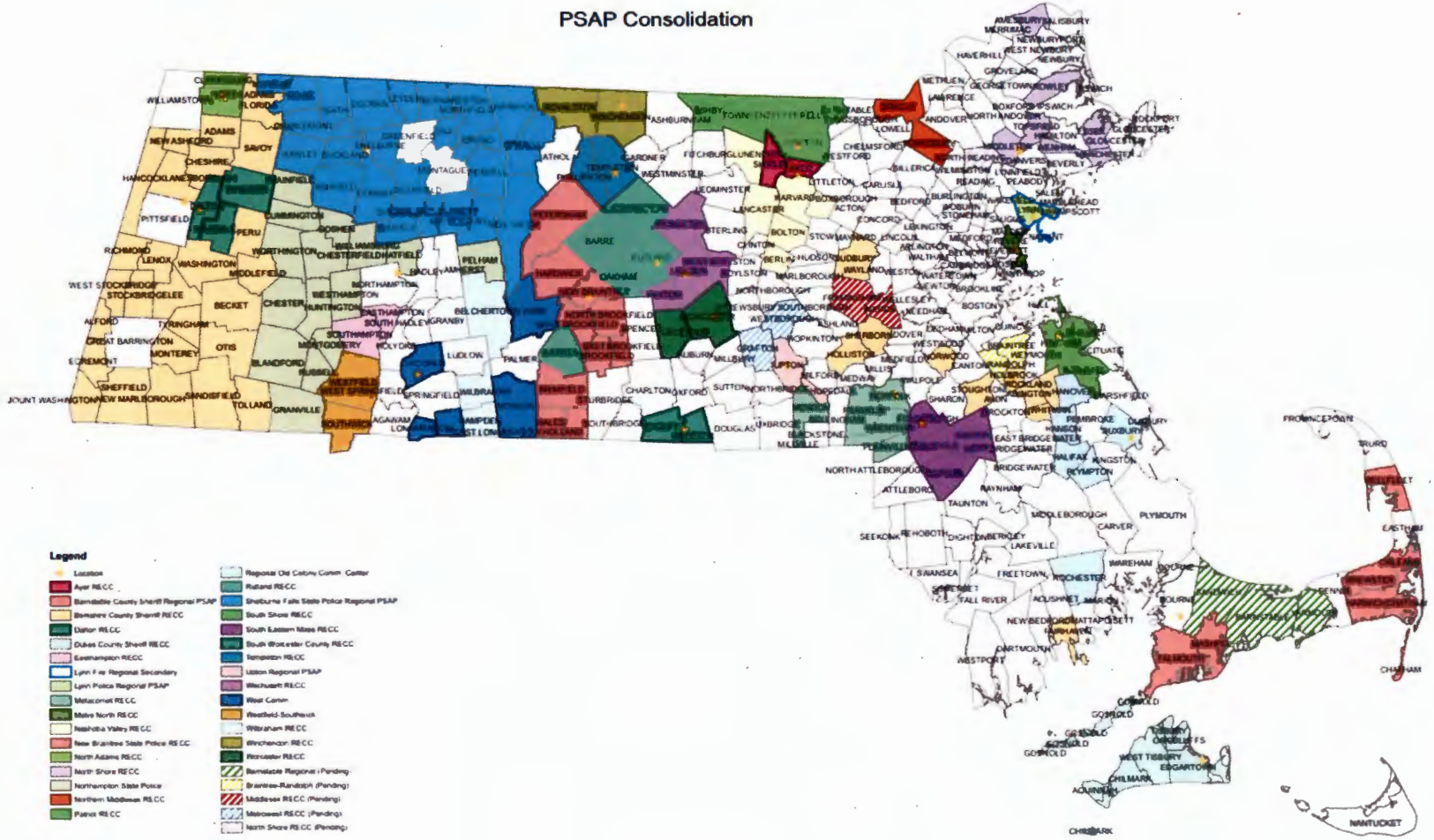
RECC's Are Common in the US

- RECC's have been in operation for decades in much of the rest of the US. – Often County Wide or Centered on a City
- RECC's can be Fire only or Police only or combined.
- The Technology is mature.
- Massachusetts is late in adopting RECC's

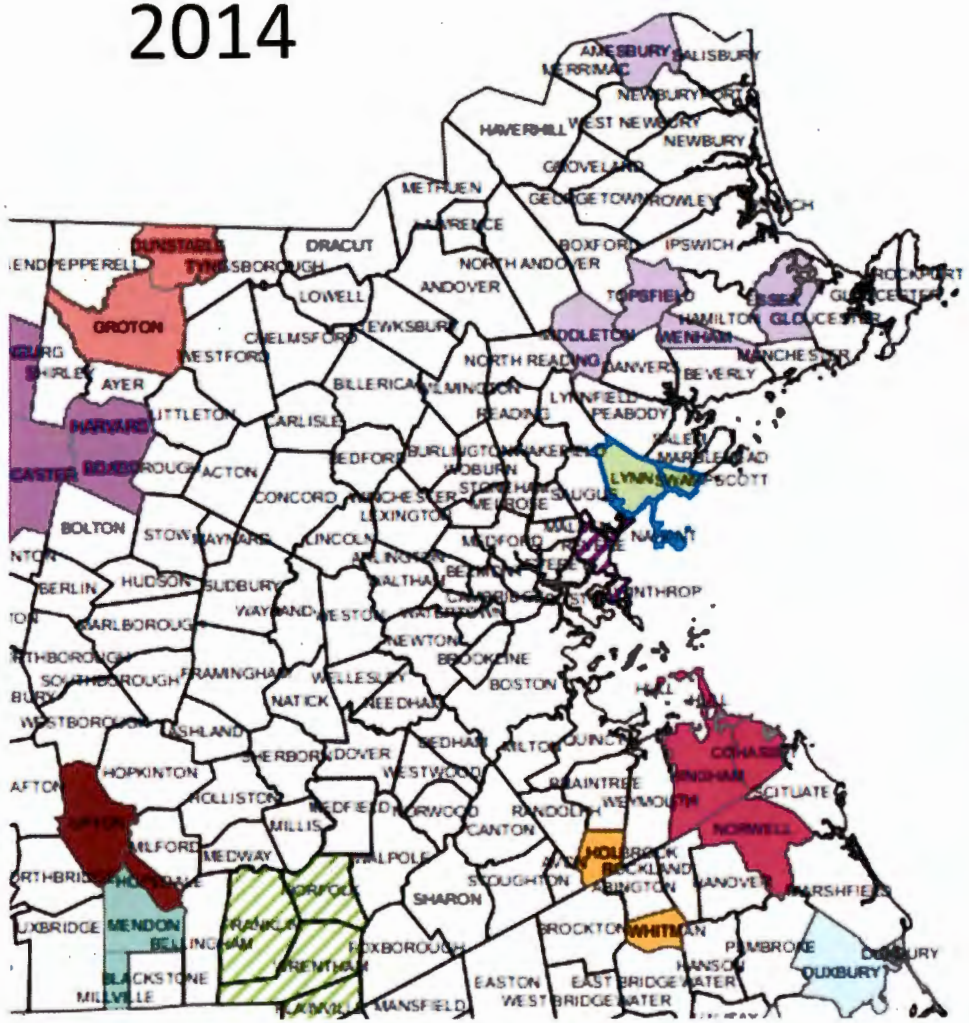
Holbrook Dispatch Center – Serves 7 Communities / 150,000 people



RECC's are Common in Massachusetts Today

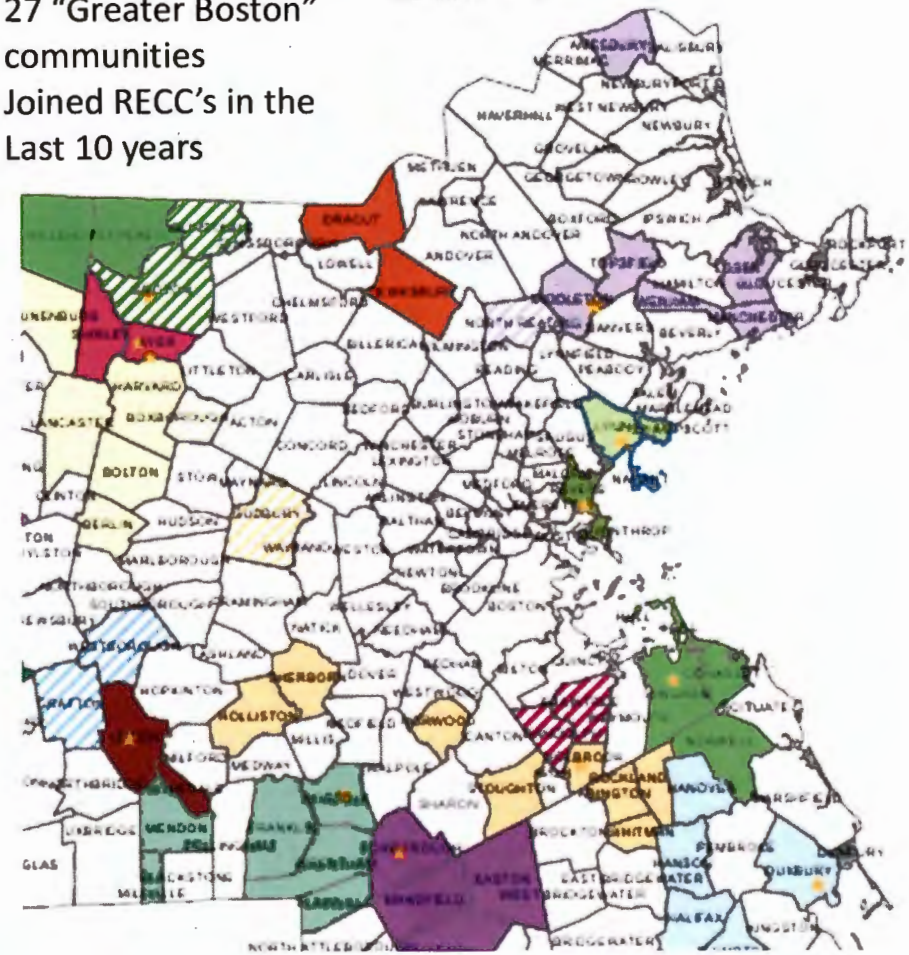


2014



2024

27 “Greater Boston” communities Joined RECC’s in the Last 10 years

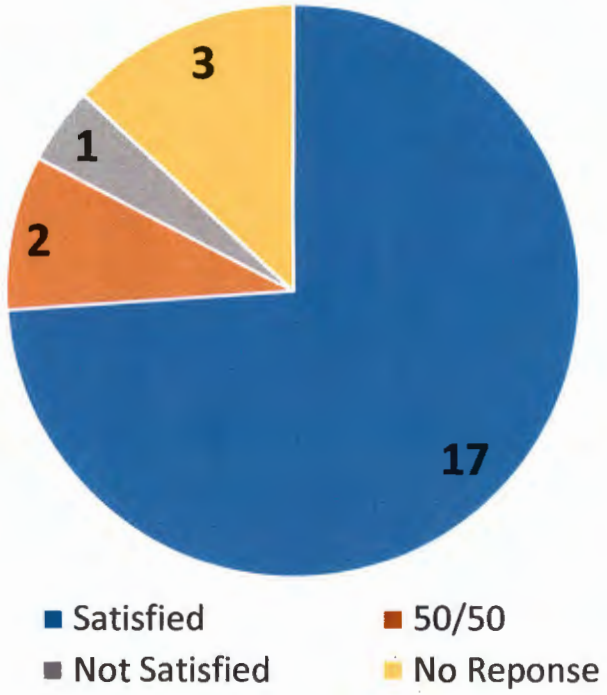


"Should Southborough Join a RECC?" How Have We Evaluated This Question?

- 2 Select Board Members, the Police and Fire Chiefs and the Town Administrator have been conducting due diligence investigations related to this issue for the past 15 months, including the following activities:
  - Visited 3 Operating RECC's: Holbrook, Devens and Foxborough
  - Met with 2 RECC's that are in the process of being formed: Westborough & Framingham
  - Confirmed that Metrowest (Westborough) building location is no longer at the "Superfund" site.
  - Met with relevant individuals from Northborough, Marlborough, Ashland, Sudbury.
  - Investigated a new concept – A Virtual RECC
  - Participated in several Discussions with the State 911 managers
  - Surveyed Mass Police Chiefs
  - Interviewed 5 Retired Fire Chiefs
  - Surveyed existing Greater Boston RECC's for performance data

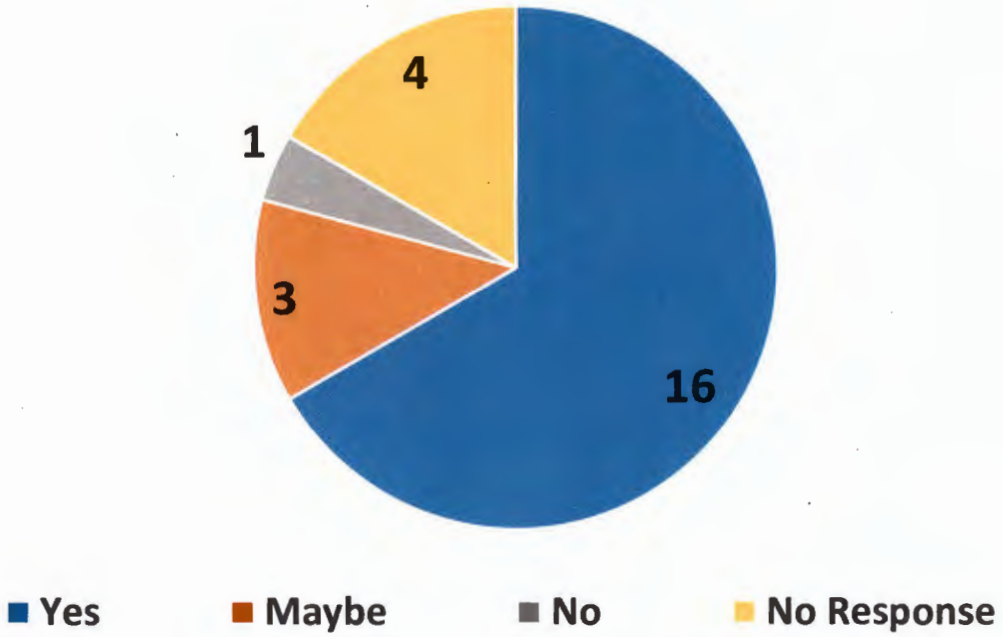
Police Chiefs are Satisfied with RECC's:

A survey of Police Chiefs who are part of a RECC asked "Are you satisfied with the RECC?". **85% of those responding said YES!**



Police Chiefs Survey : "Would you join again?"

80% of those responding said "Yes", only 5% said "No".



Police Chiefs Survey:
"What was your motivation to join a RECC?"

- 6 of 13 mentioned difficulty hiring dispatchers
- 6 of 13 mentioned cost savings
- Single Dispatcher Risk
- Equipment Upgrades
- Quality improvements

Fire Chiefs Input

Discussion with 5 Fire Chiefs at the Fire Chief Assessment Center, and Discussion with (former) Chief Achilles. Key Points Are:

- By its nature, our Fire/Ambulance Operations are already Regionalized. Almost any fire of significance will involve a regional response. Our fire and ambulance crews regularly back up other departments when they go out on a call and vice versa. "We are in and out of each others stations every day"
- A Primary Focus is on the integration of a RECC with Mutual Aid Network.
- Having a RECC overlap with a mutual Aid network has substantial benefits.
- Value of RECC Dispatchers having instant access to the status of crews and equipment in communities that overlap with mutual aid.
- Multiple stories about RECC's being able to offer faster (and therefore safer) mutual aid response—particularly in large or complex events
- RECC overlap with Mutual Aid structure is also important for Police response

RECC Economics

- A survey of Greater Boston RECC's found that:
  - Busiest Shifts
    - 1 Dispatcher per 9,500 people to 1 dispatcher per 12,000 people
    - Southborough (FY 2024) had 1:10,450
  - Per Capita Operating Budget
    - Greater Boston RECC's – Run between $42 and $65 per person covered
    - Southborough
      - FY 24 – Single Dispatcher $58 per person covered.
      - FY 25 – 2+ Full Time Dispatchers - $78 per person covered.
      - 2 additional dispatchers to provide 2 person 24/7 coverage - $98 per person covered.

"Why are we considering joining a RECC?"
Answer: Improved Public Safety!

- Even with 2 additional dispatchers, we will have many shifts with only a single dispatcher.
- A single dispatcher system is not safe – both Town Meeting and the Select Board have recognized this and have stated this on multiple occasions:
  - Dispatchers can be required to perform multiple complex tasks--simultaneously:
    - In a life threatening situation they may be called on to provide over-the-phone instruction on first aid such as CPR.
    - At the same time, they must locate and dispatch the resources needed to respond—resources not only in Southborough but in other (mutual aid) communities.
- Just like other communities, we are having trouble hiring and retaining dispatchers—we are now 2 months into the new fiscal year we still have 1 full time and 1 part time dispatch position open. We can fund a position, but we can't make candidates apply for a position.
- We could benefit with faster response times if we have better integration with our Mutual Aid Partners—in public safety response, Minutes Matter!

Dark Station

- Dark Station is a Misnomer
  - Today, if someone arrives at the Public Safety Building with an emergency, they will be greeted by the Dispatcher behind the glass window.
  - The Dispatcher cannot come out to render aid. He/She will dispatch the required aid. Dispatchers are able to lock and unlock doors to provide safety.
  - In a RECC, the person arriving at the Public Safety Building will interact with a Dispatcher just as they would today. That Dispatcher will have a video link to the lobby, and will be able to summon aid the same way today's local Dispatcher can.
  - RECC Dispatchers can lock and unlock doors just as in-person Dispatcher can.

Dark Station Solutions

- Chiefs report a mix of solutions:
  - 4 of 15 reported that their stations are staffed 24/7
  - 7 of 15 reported that their lobbies are linked to the RECC:
    - Typically Video and Voice
    - Dispatchers can lock and unlock doors
    - Patrolling officers or EMT's can be summoned quickly
  - 4 of 15 reported a Hybrid Model
    - Staffed Lobby for part of day (typically "Business Hours")
    - Video/Voice per above when not staffed

Risks of Joining a RECC

- Start Up Risks – RECC's use mature technologies, but any new venture comes with attendant risks. Risks can be mitigated by
  - Don't turn on the RECC until everything works as it should
  - Staff Training – Each dispatcher should do "ride alongs" with each local Public Safety department to get to know the community and the local team
  - Coordination of procedures – Having a RECC means that dispatch procedures need to be standardized in the covered communities
  - Training, Training, Training!
  - Communication, Communication, Communication!
- Finance
  - There are some short-term (3-5 year) financial benefits from joining a RECC, but we cannot expect that there will be long-term annual operating cost savings versus what we have paid for a single dispatcher system.
- Growth
  - There is evidence that RECC's need to achieve critical mass to be most effective. Covering a minimum of 100,000 people should be a goal.

Recommendation

- Apply for membership in the Westborough-based "Metrowest RECC":
  - This is the best opportunity for strong integration with Mutual Aid
  - With Metrowest RECC's 50,000 covered lives, there is initial "critical mass" and there are a number of "non-RECC" neighbors to provide good opportunity RECC growth
  - Metrowest RECC offers sufficient response resources to provide deep coverage
  - This is an opportunity to be in on the "Ground Floor", to influence policies and procedures when they are initially put in place.
- Start Out with 24/7 staffed Public Safety Building Dispatch Office
  - Fully staff for the first year of operation
  - Assess the results after the first year (and ongoing)
- Don't expect to save a lot of money on operating costs. There are some opportunities to save on capital costs, such as Radios and CAD System.

TOWN OF SOUTHBOROUGH

OFFICE OF THE SELECT BOARD
TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 · FAX (508) 480-0161 · selectmenoffice@southboroughma.com

Southborough Stewardship Committee

Charge:

The charge of the ad-hoc Southborough Stewardship Committee is to support the Conservation Commission by providing conservation-based stewardship of the Breakneck Hill Conservation Land, balancing multiple conservation and passive recreational uses.

Composition:

The Stewardship Committee shall consist of five (5) Southborough residents, appointed by the Select Board for one-year terms.

DRAFT 240822

SPECIAL TOWN MEETING WARRANT

of the

TOWN OF SOUTHBOROUGH

MASSACHUSETTS

For the Special Town Meeting
on

Monday, September 30, 2024
7:00PM

P. Brent Trottier Middle School
49 Parkerville Road

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11. Acceptance of MGL c.44, section 3(b1/2) – CPA funding sources XX
12. Amend Fiscal Year 2025 budget XX
13. Appropriation for Breakneck Hill Farm Dump Remediation XX
14. Appropriation for cleanup of former Atwood water tank site XX
15. Appropriation for implementation of Public Safety Staffing study XX
16. Appropriation for Economic Development Coordinator position XX
17. Amend Town Code – Annual Town Meeting date XX
18. Citizen petition – Appointments to CPC from boards and committees XX
19. Acceptance of MGL 53E3/4 – Special Revenue Fund for Cable-related Revenue XX

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Town Finance Terminology

The following terms are frequently used in the Advisory Committee Report and at Town Meeting. For your convenience, we provide the following definitions:

Surplus Revenue: (Often referred to as "Excess and Deficiency")
The fund represents the amount by which the Cash, Accounts Receivable and other floating assets exceed the liabilities and reserves.

Available Funds: (Often referred to as "Free Cash")
The amount of the Unreserved Fund Balance (Surplus Revenue) account over and above uncollected taxes of prior years constitutes "free cash" or "available funds".

Overlay:
The Overlay is the amount raised by the Assessors in excess of appropriations and other charges for the purpose of creating a fund to cover abatements and exemptions as granted.

Overlay Reserve:
This is the accumulated amount of the Overlay for various years not used or required to be held in the specific Overlay account for a given year, and may be used by vote of the town for extraordinary or unforeseen purposes or voted into the Reserve Fund.

Stabilization Fund:
An outside section of Chapter 138 of the Acts of 1991 (the FY92 State budget) modifies limitations on the Stabilization Fund appropriation process by enabling communities to appropriate from this fund for any non-capital, lawful purpose without Emergency Finance Board approval (section 333). Beginning in FY92, the Stabilization Fund will thus become a source of revenue for general operating expenses for communities.

The Stabilization Fund is a mechanism for setting aside money for capital projects. It equalizes the effect of capital expenditures over time, as capital appropriations can change considerably from year to year. The balance in the fund will build up during years when expenditures for capital items are low. During years with high capital expenditures, the community will transfer money from the fund to reduce the project's impact on the tax rate or the amount of borrowing required for the project.

A community may appropriate up to 10% of its tax levy each year, as long as the balance in the Stabilization Fund does not exceed 10% of the community's equalized valuation. Interest earned on any fund balance is retained as part of the fund.

Appropriations into a Stabilization Fund can be made at either an annual or special town or district meeting. Chapter 94 of the Acts of 1985 permits appropriations to be made from a Stabilization fund at a special town or district meeting, not just at the annual meeting. Regardless of the timing, appropriations from the Stabilization Fund require a two-thirds vote by the appropriating authority. Until the FY92 state budget, a community could only appropriate from the Stabilization Fund for a none-capital purpose with the approval of the Emergency Finance Board.

Reserve Fund:
This fund is established by the voters at the Annual Town Meeting only and may be composed of (a) an appropriation (not exceeding 5% of the tax levy of the preceding year), (b) money transferred from Overlay Reserve, or (c) both. Transfers from the Reserve fund may be made only by the Advisory Committee and are for "extraordinary or unforeseen expenditures" only.

Conservation Fund:
For land purchases and any other conservation use.

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Introduction to the Rules of Town Meeting

Southborough's Town Meeting is an open town meeting in which all registered voters may participate. Town Meeting is a deliberative assembly, conducted via a defined process, charged with considering a maximum number of questions of varying complexity in a minimum amount of time and with full regard to the rights of the majority, strong minority, individuals, absentees and all of these together. In other words, we gather for the purpose of conducting the Town's business thoughtfully and efficiently.

AUTHORITY

The three elements of authority at Town Meeting are a quorum of one hundred (100) registered voters or more, the Clerk and the Moderator. Of these three, the quorum is the most important.

The Town Clerk is responsible for voter registration, certification of a quorum, setting up the hall and keeping the record of the proceedings. He may also officiate Town Meeting in the absence of a Moderator.

The Moderator presides at and regulates the proceedings, decides all questions of order, and makes declarations of all votes. No one may speak on an issue without being recognized by the Moderator. It is the Moderator's responsibility to approve the distribution of materials, and persons wishing to do so must seek his permission. The Moderator appoints Tellers and alternates for the purpose of counting votes of the meeting.

THE WARRANT

All matters to be considered at Town Meeting must be published in the Town Meeting Warrant, which is the responsibility of the Board of Selectmen. The primary and most important purpose of the Warrant is to notify voters in advance the nature of the business to be taken up at Town Meeting. By state law, Town by-law or custom, several business articles (such as budget appropriations) must be presented in the Town Warrant each year for consideration. Other items are added by warrant articles proposed by Town officials, committees, boards, or groups of ten or more registered voters. The Advisory Committee reviews the Warrant, making recommendations on all the items of business to be presented. In accordance with the Town by-laws, all articles in the Warrant are considered in the order in which they appear in the Warrant, unless the Town Meeting votes to change the order for reasons that reasonable people would entertain.

PARTICIPATION

Any voter wishing to participate in Town Meeting must go to one of the floor microphones and wait to be recognized by the Moderator. Upon recognition by the Moderator, first state your name and address, and then state your business.

Anyone whose name is not on the list of registered voters requires the approval of either the Moderator or a majority of the Meeting to sit in the voting area.

All remarks shall be limited to the subject then under discussion. It is improper to indulge in references to personalities, and all expressions of approval or disapproval, such as applause or booing, are out of order. The Moderator may request any person to keep silent. If after warning from the Moderator, a person refuses to be silent or persists in other disorderly behavior, the Moderator may order a person to withdraw and if he fails to withdraw, may order a police officer to remove such person from Town Meeting.

Individuals who have a personal or financial interest with respect to a matter may speak or vote thereon but should frankly disclose their interest. However, no Town Meeting voter should accept compensation for participating without disclosing that fact.

There is no fixed time limit to the debate of any question. However, out of consideration for the others in attendance and the need to give adequate time to all matters coming before Town Meeting, each individual who speaks should make an effort to be as brief as possible and avoid repeating facts, views or opinions already expressed by others.

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Anyone wishing to make a presentation with respect to any article must, prior to Town Meeting, obtain the Moderator's approval.

In order to give all a fair opportunity to speak, no one who has addressed any particular motion shall speak again, except to answer questions, until all others wishing to speak to the motion have done so.

HOW ARE MOTIONS CLASSIFIED?

Main Motions
Motions of this group are for the bringing of questions, or propositions, before Town Meeting for consideration. Only one main motion can be considered at a given time, and once introduced such a motion excludes all other main motions until it has been disposed.

Subsidiary Motions
Motions of this group have are for the modification or disposition of the main motion that is being considered. Their existence as motions depends entirely upon the principal motion to which they are subordinate. Since they relate to the question then under consideration, it is in order to propose them when a main motion is pending and to vote upon them before voting upon the main motion.

Privileged Motions
Motions of this group have no connection whatsoever with any main motion, but are motions of such importance that they are entitled to immediate consideration. These motions have the privilege of temporarily setting aside the main business then before Town Meeting.

Incidental Motions
Motions of this group have few characteristics in common, but for convenience have been grouped into one class. The name "incidental" applies because they arise only incidentally out of the business of Town Meeting.

RULES RELATIVE TO MOTIONS

A motion is the means of bringing a proposal or question for consideration by Town Meeting. When first put forward it is a motion; after it is seconded and acknowledged by the Moderator, it becomes the question or proposal. Except for complimentary resolutions (the presentation of which must be approved in advance by the Moderator), no main motion shall be entertained unless it's substance is contained within the scope of a Warrant article. Upon completion of debate, articles will be voted upon.

The Moderator shall determine whether a motion, or any discussion relative to a motion, is within the scope of the Warrant article under consideration. That is, the motion and the debate must be relevant to the article as written in the Warrant, since the purpose of the Warrant is to apprise voters of the actions to be taken at Town Meeting.

Articles only give notice to the voters and do not initiate action; motions do. Motions may be withdrawn; articles may not be withdrawn – articles must be acted upon by Town Meeting.

There are four types of amendments: striking out, inserting, striking out and inserting, and substitution. Motions to amend may be hostile as long as they are germane. An amendment to a motion is an amendment of the first rank; an amendment to an amendment is of the second rank; there can be no amendment beyond that of the second rank.

Some motions do not lead to a final determination by Town Meeting. A motion to commit or to refer sends the matter to an existing board or committee or one to be established. The motion to postpone indefinitely disposes of the question without bringing it to a direct vote. The motion to postpone indefinitely should not be confused with the motion to table which only temporarily delays a vote. As previously stated, articles may not be withdrawn; so when the Meeting does not wish to act on a particular article, the proper motion is to postpone consideration indefinitely.

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Motions to reconsider shall be entertained when new information is available that is materially different than was presented (or could have been presented) at the time of the original vote on the article. Articles may be reconsidered only once. If a motion to reconsider is passed by the necessary 2/3 vote, it brings the original article back to the floor (which requires a new motion and additional debate); if the motion to reconsider is defeated, then the original article stands as previously voted and may not be reconsidered again. Actions to reconsider can be taken at the same session or any subsequent session of Town Meeting. A notice of reconsideration may be filed in advance with the Town Clerk stating that, at a specific point during the current Town Meeting, a voter will move for reconsideration on a particular article, and the Moderator will inform the hall of said action. Note that such a motion so noticed in advance must still be in order (i.e., must comply with all conditions required of any reconsideration motion).

All motions other than purely procedural motions must be in writing and signed by the sponsor.

CHART OF PRECEDENCE OF MOTIONS AND SUMMARY OF GOVERNING RULES

	May interrupt a speaker	Req. a sec.	Debatable	Vote Required	Motions that may apply
PRIVILEGED MOTIONS					
1. To dissolve	no	yes	no	majority	none
2. To adjourn	no	yes	limited	majority	amend
3. Point of no quorum	no	no	no	none	none
4. Recess	no	yes	limited	majority	amend
5. Question of privilege	yes	no	no	chair rules	none
SUBSIDIARY MOTIONS					
6. To lay on the table	no	yes	no	2/3	none
7. Previous question	no	yes	no	2/3	none
8. Limit or extend debate	no	yes	no	2/3	amend, reconsider
9. To postpone to time certain	no	yes	limited	majority	amend, reconsider
10. To commit or refer	no	yes	limited	majority	amend, reconsider
11. To amend	no	yes	yes	majority	amend, reconsider
12. To postpone indefinitely	no	yes	yes	majority	reconsider
MAIN MOTIONS					
Main Motions	no	yes	yes	majority*	all
To reconsider or rescind	no	yes	yes	2/3	table previous question postpone definitely
To take from the table	no	yes	no	majority	none
To advance an article	no	yes	yes	majority	amend, reconsider
INCIDENTAL MOTIONS					
Point of order	yes	no	no	chair rules	none
Division of a question	no	yes	no	majority	none
Separate consideration	no	yes	no	majority	none
To withdraw a motion	no	no	no	majority	reconsider
To suspend rules	no	yes	no	2/3	none
Orders of the day	yes	no	no	none	none

*The vote required to pass an affirmative main motion is a matter of substantive law, but is usually a majority.

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FORM USED IN MAKING MOTIONS

1. Main Motion	Mr. Moderator, I move that...(statement of the proposal)
2. Adjourn	Mr. Moderator, I move to adjourn to...(state time)
3. Amend	Mr. Moderator, I move to amend by adding...
	Mr. Moderator, I move to amend by inserting...before...
	Mr. Moderator, I move to amend by stroking out...
	Mr. Moderator, I move to amend by striking out...and inserting...
	Mr. Moderator, I move to substitute...for...
4. Amend an Amendment	Mr. Moderator, I move to amend the pending amendment by (see above)
5. Amend Something Previously Adopted	Mr. Moderator, I move to amend the resolution under Article...by...
6. Commit or Refer	Mr. Moderator, I move that the proposal be referred to a committee of...
8. Division of a Question	Mr. Moderator, I move to divide the question.
9. Lay on the Table	Mr. Moderator, I move that the proposal be laid on the table.
10. Point of Order	Mr. Moderator, I rise to a point of order.
11. Postpone to a time certain	Mr. Moderator, I move to postpone the question to...
12. Postpone Indefinitely	Mr. Moderator, I move that the question be postponed indefinitely.
13. Previous Question	Mr. Moderator, I move the previous question.
14. Question of Privilege	Mr. Moderator, I rise to a question of privilege.
15. Recess	Mr. Moderator, I move to recess for...
16. Reconsider	Mr. Moderator, I move to reconsider the vote under Article...
	Mr. Moderator, I move to reconsider the vote on the amendment to...
17. Separate Consideration	Mr. Moderator, I move for separate consideration.
18. Suspend the Rules	Mr. Moderator, I move to suspend the rules which interfere with...
19. Take from the Table	Mr. Moderator, I move to take from the table the motion relating to...

INTERRUPTING A SPEAKER

No one may interrupt a speaker except for a point of order or a question of privilege.

POINT OF ORDER

A point of order if a question of the Moderator about whether the speaker is entitled to be speaking, or whether the current subject under discussion (or what the speaker is saying) is irrelevant, illegal or contrary to proper procedure. No other "point of order" is proper.

PREVIOUS QUESTION

To call or move the question is a request to stop discussion and to take an immediate vote. This requires a 2/3 vote.

VOTING

Voting is by hand vote and the Moderator declares the result of such votes. If seven or more voters immediately question the declared result, the Moderator shall determine the result by a standing count of votes by the Tellers. After the vote counted by the Tellers is presented to the Moderator and announced to the floor, any further motions for recount are out of order.

ADJOURNMENT AND DISSOLUTION

Sessions of Town Meeting normally adjourn at eleven o'clock in the evening but may adjourn at such earlier or later time as vote of the majority may determine. Town Meeting shall not dissolve until all articles in the warrant have been properly considered.

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TOWN WARRANT
COMMONWEALTH OF MASSACHUSETTS

SPECIAL TOWN MEETING

Worcester, ss. September XX, 2024

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the Inhabitants of the Town of Southborough qualified to vote in town affairs, to meet in the P. Brent Trottier Middle School, 49 Parkerville Road, in said Southborough, on

Monday, September 30, 2024

at ***7:00 p.m.***, then and there to take action on the following Articles:

ARTICLE 1: To see if the Town will vote to amend the Personnel Salary Administration Plan, as specified in Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL, as follows:

PERSONNEL BYLAW
ENTITLED "THE SALARY ADMINISTRATION PLAN"
[revised at September 30, 2024 Special Town Meeting
Effective October 1, 2024 if warrant article is approved]

SECTION 20: CLASSIFICATION SCHEDULE: *SCHEDULE A: GRADED POSITIONS*

Title	Grade
DPW Laborer	1
Library Page	1
Library Technician	1
Administrative Assistant	2
Library Assistant	2
Administrative Assistant	3
Library Associate	3
Business Administrator I	4
Library Supervisor	4
Maintenance Technician	4
Police Dispatcher**	4
Assistant Town Accountant	5
Business Administrator II	5
Clinician	5
EDC Coordinator	5
Executive Assistant to Select Board	5
Health Agent*	5
Program Coordinator	5
Youth Services Librarian	5
Assistant Library Director	6
Assistant Director, Youth & Family Services	6

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Civil Engineer	6
Deputy Assessor	6
Deputy Town Clerk	6
Deputy Treasurer/Collector	6
Electrician	6
Local Inspector	6
Nurse	6
Outreach Coordinator	6
Police Business Administrator	6
Program Manager	6
Assistant Director/Nurse/Outreach	7
Conservation Agent	7
Recreation Director	7
Senior IT Specialist	7
Town Planner	7
Youth & Family Services Director	7

Assistant Town Administrator	8
Building Commissioner	8
Council on Aging Director	8
Director of Facilities	8
Health Director*	8
IT Manager	8
Library Director*	8
Police Lieutenant	8
Principal Assessor*	8
Town Accountant*	8
Finance Director/Treasurer-Collector*	9
Superintendent of Public Works*	9

*when not under contract
**effective March 25, 2024

SCHEDULE A

GRADE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
A-1	$15.38	$15.68	$15.99	$16.31	$16.64	$16.97	$17.31	$17.66	$18.01	$18.37	$18.74	$19.11	$19.49	$19.88	$20.28
A-2	$19.22	$19.60	$19.99	$20.39	$20.80	$21.22	$21.64	$22.07	$22.51	$22.96	$23.42	$23.89	$24.37	$24.86	$25.36
A-3	$23.06	$23.52	$23.99	$24.47	$24.96	$25.46	$25.97	$26.49	$27.02	$27.56	$28.11	$28.67	$29.24	$29.82	$30.42
A-4	$26.53	$27.06	$27.60	$28.15	$28.71	$29.28	$29.87	$30.47	$31.08	$31.70	$32.33	$32.98	$33.64	$34.31	$35.00
A-5	$29.18	$29.77	$30.37	$30.98	$31.60	$32.23	$32.87	$33.53	$34.20	$34.88	$35.58	$36.29	$37.02	$37.76	$38.52
A-6	$32.10	$32.75	$33.41	$34.08	$34.76	$35.46	$36.17	$36.89	$37.63	$38.38	$39.15	$39.93	$40.73	$41.54	$42.37
A-7	$40.13	$40.93	$41.75	$42.59	$43.44	$44.31	$45.20	$46.10	$47.02	$47.96	$48.92	$49.90	$50.90	$51.92	$52.96
A-8	$48.15	$49.12	$50.10	$51.10	$52.12	$53.16	$54.22	$55.30	$56.41	$57.54	$58.69	$59.86	$61.06	$62.28	$63.53
A-9	$52.97	$54.03	$55.11	$56.21	$57.33	$58.48	$59.65	$60.84	$62.06	$63.30	$64.57	$65.86	$67.18	$68.52	$69.89

Municipalities are subject to the federal minimum wage law, not the state law.

SCHEDULE C: SEASONAL PERSONNEL

Positions
Grade 1
Camp Counselor*

Program Aide* (1:1)
Program Supervisor* (i.e. RAP Monitor)
Grade 2
Camp Assistant Supervisor*
Intern**
Grade 3
Camp Supervisor*
Assistant Coach*
Head Coach*
Grade 4
Program Instructor*

*Fee based personnel
**Effective October 1, 2024

Rates for Seasonal Personnel

Grade	Minimum		Midpoint		Maximum	
	Hourly	Annual	Hourly	Annual	Hourly	Annual
1	$ 15.00	$ 31,200.00	$ 16.00	$ 33,280.00	$ 17.00	$ 35,360.00
2	$ 19.00	$ 39,520.00	$ 20.00	$ 41,600.00	$ 21.00	$ 43,680.00
3	$ 23.00	$ 47,840.00	$ 24.00	$ 49,920.00	$ 25.00	$ 52,000.00
4	$ 30.00	$ 62,400.00	$ 31.00	$ 64,480.00	$ 32.00	$ 66,560.00

; or do or act anything in relation thereto.

Proposed by: PERSONNEL BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 2: To see if the Town will vote to amend Town Code to reduce the membership of the PILOT Committee from 7 to 5 members; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 3: To see if the Town will vote to delete Chapter 9, Article I of the Town Code, Solid Waste Disposal Committee; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 4: To see if the Town will vote to delete Chapter 6, Article II of the Town Code, Consumer Advisory Commission; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 5: To see if the Town will vote to amend Town Code § 9-25 Meeting Minutes, by deleting it in its entirety and replacing it with:

Each board, committee, or commission shall provide minutes for each of its meetings to the Town clerk within 45 days of the meeting. Minutes shall be kept by the Town clerk for a period as required by applicable state law. This requirement shall not apply to Executive Session Minutes, which shall only be provided to the Town clerk within 45 days from the date that they are released for public disclosure.

A. Minutes shall indicate whether they have or have not been approved by the board, committee or commission when submitted to the Town clerk.
   (1) Minutes that have not been approved at the time of their receipt shall be labeled "Draft."
   (2) The Town clerk shall log the receipt of all minutes, and the Town clerk shall post minutes on the Town website.

B. Minutes shall be submitted in a manner consistent with the Open Meeting Law (MGL c. 30A, § 22), and the Attorney General's Open Meeting Law Guide, and must include:
   - The date, time and place of the meeting;
   - The members present or absent;
   - The decisions made and actions taken, including a record of all votes;
   - A summary of the discussions on each subject;
   - A list of all documents and exhibits used at the meeting; and
   - The name of any member who participated in the meeting remotely.

C. Minutes submitted to the Town clerk shall include, as reasonably possible, copies of all documents, exhibits, and electronic files of any audio or video presentations used at the meeting, including items created by the board members, or by others allowed to make presentations at the meeting.
   (1) The term "used at the meeting," as defined by the Attorney General, shall mean a document, exhibit, audio or video presentation that was (1) identified by name, or (2) presented at the meeting, and (3) discussed at the meeting. This requirement shall apply equally to meetings held in-person, hybrid, or virtual meetings.
   (2) If copies of documents or other exhibits used at the meeting cannot be provided due to the physical nature of the exhibit (e.g., size of the exhibit, etc.), the specific filing location of the document or exhibit shall be identified.

D. The last page of the minutes shall include a section labeled Documents Used at This Meeting and shall list the names of each document that was used at the meeting.

E. The town clerk shall maintain and publish a monthly summary of every instance when a board or committee has not complied with the provisions of this bylaw.

; or do or act anything in relation thereto.

Proposed by: TOWN CLERK
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This Article clarifies the existing requirements for a board, committee, or commission ("the board") to maintain minutes and documents used at a meeting and clarifies that this requirement applies to both in-person meetings, hybrid and fully virtual meetings. This Article also requires the town clerk to maintain and publish a monthly summary of board and committees that have not complied with the provisions of this bylaw. A recent review of board meetings revealed many instances where no documents were submitted by a board.*

ARTICLE 6: To see if the Town will vote to accept M.G.L c.200A, §9A to allow the Treasurer-Collector to collect unclaimed checks or "tailings"; or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *MGL Chapter 200A S9A provides for an alternative procedure for the disposing of abandoned funds known as tailings, held in the custody of the Town. Adopting this statute allows for a more efficient and expedited process for the disposing of abandoned funds, allowing the Treasurer to take these funds as General Fund revenue after there have been several attempts to notify the check recipient, once a full year has passed since the original issuance. Not passing this MGL means the Town must follow Massachusetts Unclaimed annual reporting guidelines whereby there is a 3-year waiting period and the funds transfer to the state not the Town.*

ARTICLE 7: To see if the Town will vote to add a new §174-10.3 to the Town of Southborough's Zoning Bylaws, amend the zoning map to include the MBTA Communities Overlay District (MCOD) as shown on the maps prepared by Bohler Engineering in March 2024 as further depicted in the handout, amend certain other sections to integrate the new section into the current zoning bylaw, and make any minor modifications to the text required for consistency with the existing format of the bylaws or do or act anything in relation thereto.

Proposed by: PLANNING BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 8: To see if the Town will provide feedback to the Select Board on the Board's recommended approach to provide public safety dispatch services

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 9: To see if the Town will vote to amend the Town Code to eliminate the Southborough Housing Opportunity Partnership Committee (SHOPC), and create a new committee that consolidates the responsibilities of SHOPC and the Affordable Housing Trust Fund Committee (AHTFC)

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 10: To see if the Town will vote to approve a process to transfer funds from the Affordable Housing bucket of CPA to the Southborough Affordable Housing Trust.

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 11: To see if the Town will vote to accept M.G.L. c.44, §3(b1/2), to allow for additional funding sources to be used in conjunction with Community Preservation Act projects; or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 12: To see if the Town will vote to transfer $17,068 from Assessor's Overlay Surplus for funding miscellaneous adjustments to the Fiscal Year 2025 budget as follows:

Department	Line Item	Amount
Treasurer-Collector Personnel Services	145-51100	$1,004
Select Board Personnel Services	122-51100	$1,004
Assessor's Personnel Services	141-51100	$2,987
Fire Personnel Services	210-51100	$1,847
Youth Commission Personnel Services	542-51100	$2,276
Recreation Personnel Services	630-51100	$ 250
Youth Commission Other Charges & Expenses	542-57100	$ 750
Treasurer-Collector Other Charges & Expenses	145-57800	$ 750
Assessors Other Charges & Expenses	141-52540	$6,200

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *This article funds salaries for various employees which were not finalized until after Annual Town Meeting was concluded. Additionally, there are three non-salary requests:*

(a) Treasurer-Collector – Costs have increased for required bonds for Treasurer and Deputy Treasurer;

(b) Assessor - The Assessor's database was due to be migrated to the cloud in FY26 however access to the server has created multiple problems that are adversely affecting the Department's operations, so migration needs to happen sooner;

(c) Youth &Family Services – Mileage reimbursement for new intern position.

ARTICLE 13: To see if the Town will vote to appropriate $2,127,960, or any other amount, to be expended with the approval of the Select Board, to pay additional costs of remediating pollution at the Breakneck Hill dumpsite, as required by an administrative consent order between the Town and the Department of Environmental Protection,

including the payment of all costs incidental and related thereto; to determine whether this amount shall be raised by taxation, transfer from available funds, borrowing or otherwise provided, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *Due to recently discovered site conditions, and to remain in compliance with the Administrative Consent Order from DEP, the total cost of the project has increased from what was originally voted to be borrowed under Article 9 of the March 2023 town meeting.*

ARTICLE 14: To see if the Town will vote to raise and appropriate by borrowing a sum of money to clean up the former Atwood water tank property

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 15: To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to implement the results of the Public Safety Staffing study

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 16: To see if the Town will vote to raise and appropriate or transfer from available funds the sum of $27,929 to increase the weekly hours to full-time and any related benefits for the Economic Development Coordinator position effective January 1, 2025; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 17: To see if the Town will vote to amend §41-1 of the Town Code to change the date for Annual Town Meeting as follows:

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 18: To see if the Town of Southborough will vote to amend Chapter 9 of the code of the Town of Southborough, entitled Committees, by amending Article IV, Section 9-16 Establishment (A); terms of the Community Preservation Committee by inserting the following changes, as noted in **BOLD** and striking those in ~~*ITALICS*~~ with a strikethrough. Sections B-D are unchanged.

Section 9-16 Establishment, terms.

(A) There is hereby established a Community Preservation Committee consisting of nine voting members pursuant to the Massachusetts General Laws, Chapter 44B. ~~*The Committee shall be appointed by the Select Board and shall consist of the following members:*~~ **The composition of the Committee, the appointment authority and the term of office for the Committee Members shall be as follows:**

(1) One member of the Historical Commission as designated by **a majority vote of** the Commission for an initial term of three years and thereafter for a term of three years.
(2) One member of the Housing Authority as designated by **a majority vote of** the Authority for an initial term of one-year and thereafter for a term of three years.
(3) One member of the Conservation Commission as designated by **a majority vote of** the Commission for an initial term of two years and thereafter for a term of three years.
(4) One member of the Planning Board as designated by **a majority vote of** the Board for an initial term of two years and thereafter for a term of three years.
(5) One member of the Recreation Commission as designated by **a majority vote of** the Commission for an initial term of one-year and thereafter for a term of three years.
(6) One member of the Open Space Preservation Commission as designated by **a majority vote of** the Commission for an initial term of three years and thereafter for a term of three years.
(7) One member of the Southborough Housing Opportunity Partnership Committee (SHOPC) as designated **by a majority vote of** by the ~~Commission~~ Committee for a term of three years.
(8) Two members at large to be appointed by **a majority vote of** the Select Board, for an initial term of one-year and thereafter for a term of three years.

; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *This is a citizen petition (SIGNATURES NOT CERTIFIED)*

ARTICLE 19: To see if the Town will accept General Laws Chapter 44, Section 53F¾, which establishes a special revenue fund known as the PEG Access and Cable Related Fund, to reserve cable franchise fees and other cable-related revenues for appropriation to support PEG access services and oversight and renewal of the cable franchise agreement, the fund to begin operation for fiscal year 2026, which begins on July 1, 2025, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

DRAFT

And you are to give notice hereby by posting true and attested copies of the Warrant on the Town website, the Southborough Town House, 17 Common Street, Southborough Senior Center, 9 Cordaville Road, Southborough Library, 25 Main Street, and Southborough Transfer Station, 147 Cordaville Road; fourteen (14) days at least before the time appointed for such meeting.

Given under our hand this _____ (XXth) day of September, 2024.

_____

Kathryn M. Cook, Chair

_____

Andrew R. Dennington, Vice-Chair

_____

Sam Stivers

_____

Alfred Hamilton

_____

Marguerite Landry

SELECT BOARD OF THE TOWN OF SOUTHBOROUGH

Attest:

_____

Ryan Newell, **Chief of Police**

DRAFT

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Tuesday, August 6, 2024 6:00 PM
Location: McAuliffe Hearing Room, Town House, 17 Common Street, Southborough, MA
Present: Kathryn Cook, Andrew Dennington, Sam Stivers and Marguerite Landry. Al Hamilton appeared via ZOOM. Town Administrator Mark Purple and Assistant Town Administrator Vanessa Hale.

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Chair Kathy Cook called the meeting to order at 6:00 PM.

II. Executive Session

Mr. Stivers moved to enter into Executive Session at 6:00 PM, per M.G.L. Chapter 30A, Section 21, and return to Open Session, to discuss strategy with respect to litigation (Exemption 3) where an open meeting will have a detrimental effect on the litigating position of the public body and the chair so declares: Louise Barron v Daniel Kolenda. Mr. Dennington seconded the motion. The motion was unanimously approved by roll call vote: Ms. Landry, aye; Mr. Stivers, aye; Mr. Dennington, aye; Mr. Hamilton, aye; Ms. Cook, aye (5-0-0).

Ms. Cook returned the Board to Open Session at 6:36 PM.

Ms. Cook heard Public Comment after IV. Scheduled Appointments.

III. Scheduled Appointments *(Board may vote)*

a. 6:30 PM – Public Hearing; FY25 Transfer Station Regulations

Mr. Purple read the public hearing notice into the public record at 6:36 PM. DPW Superintendent Bill Cundiff appeared before the Board on the matter. Superintendent Cundiff reviewed the proposed changes, noting that the changes are minor and some are grammatical in nature. Mr. Dennington asked about the insertion of "commercial refuse not accepted." Superintendent Cundiff stated he has seen refuse that he suspects is commercial and would like to come up with better ways to identify violators. Mr. Dennington stated he is supportive of this change. Mr. Mike Canova, 41 Highland Street, asked if vehicles with commercial license plates would be excluded from the transfer station. Superintendent Cundiff stated that only commercial refuse would be excluded from the transfer station. Mr. Shawn Rose, 3 Lovers Lane, asked that the exclusion of paper bags for yard waste be added to the rules. Superintendent Cundiff stated that Mr. Rose's recommendation is a good one that could be added to next year's regulations. Ms. Cook stated that the Board is only being asked to vote on the regulations as presented this evening. Mr. Stivers moved to close the public hearing at 6:49 PM. Mr. Dennington seconded the motion. The motion was unanimously approved by roll call vote: Ms. Landry, aye; Mr. Stivers, aye; Mr. Dennington, aye; Mr. Hamilton, aye; Ms. Cook, aye (5-0-0). Mr. Stivers moved to approve the Transfer Station Regulations for FY25, as amended. Mr. Dennington seconded the motion. The motion was unanimously approved by roll call vote: Ms. Landry, aye; Mr. Stivers, aye; Mr. Dennington, aye; Mr. Hamilton, aye; Ms. Cook, aye (5-0-0).

b. Appoint Marlo Taylor as FT Communications Officer

Chief Newell requested that the Board appoint Ms. Marlo Taylor as a full-time Communications Officer. Ms. Taylor was not in attendance at the meeting and Chief Newell stated she would be filling one of the two full-time positions approved at Annual Town Meeting. Mr. Hamilton asked if the Department has one full-time and one part-time position still available. Chief Newell replied that is the case and the position are still being advertised. Mr. Stivers moved to approve Marlo Taylor as full-time Communications Officer. Mr. Dennington seconded the motion. The motion was unanimously approved by roll call vote: Ms. Landry, aye; Mr. Stivers, aye; Mr. Dennington, aye; Mr. Hamilton, aye; Ms. Cook, aye (5-0-0).

c. Appoint Anthony Vega as FT Police Officer

d. Appoint Andrew Whamond as FT Police Officer

Ms. Cook heard Scheduled Appointments "c" and "d" before Scheduled Appointments "b." Police Chief Ryan Newall appeared before the Board in the matter. Chief Newell presented Mr. Anthony Vega and Mr. Andrew Whamond to the Board and requested that they be appointed as full-time Police Officers with the Southborough Police Department. Chief Newell reported that with the appointment of Mr. Vega and Mr. Whamond, the Southborough Police Department would be fully staffed. The Board welcomed Mr. Vega and Mr. Whamond to the Department. Mr. Stivers moved to appoint Anthony Vega as a full-time Police Officer and Andrew Whamond as a full-time Police Officer. Mr. Dennington seconded the motion. The motion was unanimously approved by roll call vote: Ms. Landry, aye; Mr. Stivers, aye; Mr. Dennington, aye; Mr. Hamilton, aye; Ms. Cook, aye (5-0-0).

The Board recessed at 6:55 PM and resumed meeting at 6:58 PM.

e. Board and Committee appointments:

i. Sheri Widdiss to the Conservation Commission, term to expire 6/30/2027

Ms. Sheri Widdiss appeared before the Board, via ZOOM, in the matter. The Board interviewed Ms. Widdiss. Mr. Hamilton asked Ms. Widdiss for her thoughts on returning Chestnut Hill Farm to a working farm. Ms. Widdiss stated she would need to review the Conservation Restriction on the property and then understand the goals of the Conservation Commission and Board related to the property. Mr. Stivers moved to appoint Sheri Widdiss to the Conservation Commission, term to expire 6/30/2027. Mr. Dennington seconded the motion. The motion was unanimously approved by roll call vote: Ms. Landry, aye; Mr. Stivers, aye; Mr. Dennington, aye; Mr. Hamilton, aye; Ms. Cook, aye (5-0-0).

ii. Jane Gates to Cultural Arts Council, term to expire 8/5/2026

Ms. Jane Gates appeared before the Board in the matter. The Board interviewed Ms. Gates. Mr. Stivers moved to appoint Jane Gates to the Cultural Arts Council, term to expire 8/5/2026. Mr. Dennington seconded the motion. The motion was unanimously approved by roll call vote: Ms. Landry, aye; Mr. Stivers, aye; Mr. Dennington, aye; Mr. Hamilton, aye; Ms. Cook, aye (5-0-0).

iii. Nicole Boloz to Cultural Arts Council, term to expire 10/2/2025 (to complete Jen Hansen's term)

Ms. Nicole Boloz appeared before the Board in the matter. The Board interviewed Ms. Boloz. Mr. Stivers moved to appoint Nicole Boloz to the Cultural Arts Council, term to expire 10/2/2025. Mr. Dennington seconded the motion. The motion was unanimously approved by roll call vote: Ms. Landry, aye; Mr. Stivers, aye; Mr. Dennington, aye; Mr. Hamilton, aye; Ms. Cook, aye (5-0-0).

f. Update from the Cultural Arts Council: Katlyn Heusner

Ms. Katlyn Heusner appeared before the Board on the matter. Ms. Heusner updated the Board on the recent activities of the Cultural Arts Council. She stated that the Council had recently re-organized into an executive committee structure, consistent with the Massachusetts Cultural Arts Council guidelines, and reported that she and members Elizabeth Kesselman and Rajani Kumari sit on

the executive committee. She also stated the Council has focused on recruitment and presently has a full committee of six members. Council member Elizabeth Kesselman appeared before the Board to clarify that the Massachusetts Cultural Arts Council's guidelines require a minimum number of five members in order to award grants. Ms. Heusner stated the committee's goals include: 1) how to functionally improve to ensure they are in general compliance, while also understanding the Board's goals; and 2) identifying and working with other partners in Town to enhance arts and culture for the residents. She stated that the Council annually awards a total of $6,000 in grants and informed the Board that the grant cycle would open on September 1st and close on October 17th. She also stated the Council recently conducted a survey on all aspects of their grants process to obtain public feedback and shared the results of the survey. The Board and Ms. Heusner discussed space needs, greater community involvement and publicity for the upcoming grant cycle. Mr. Stivers suggested that the Board consider budgeting some funds annually for the Cultural Arts Council.

g. Update from Historical Commission: Kevin Miller

Mr. Kevin Miller, Chair of the Historical Commission, appeared before the Board in the matter. Mr. Miller called the Historical Commission meeting to order at 7:36 PM. Members present: Kevin Miller, Grant Farrington, Kelly O'Brien and Dan Blanchard. Vice Chair Annie Phaff appeared via ZOOM. Absent: Michele Hokinson and James Blaschke. Mr. Miller updated the Board on recent activities of the Historical Commission. He stated that ARPA funds were used for the following: 1) the National Historical District Register sign project. The project has been completed and the signs are up; 2) $1,000 to restart the historic house sign project. Mr. Miller stated this project is free to homes that qualify, although the Commission accepts donations and hopes this project will become self-sustaining. Vice Chair Annie Pfaff stated that, to date, the Commission has delivered 55 signs in total, with 12 signs in the pipeline and approximately 350 signs on the list that qualify; and 3) $500 has been used to purchase a sign for the water tower in the Rural Cemetery. Mr. Miller stated that the Commission is looking into the challenges for preserving structures affected by the Demolition Delay Bylaw. He stated that the Bylaw should be consistent with the age of historic buildings in the zoning code, which is 85 years old. Mr. Stivers suggested the Historic Commission bring forth an article at Annual Town Meeting 2025 that makes the Demolition Delay Bylaw consistent with Town Code. The Historic Commission and the Board discussed the status of 42 Main Street. Mr. Hamilton stated that he believes the Demolition Delay Bylaw should be re-examined, as he views the Bylaw as an inconvenience to property owners. Mr. Miller stated that the Historical Commission is also working on the following issues: 1) working with Jon Delli Priscoli regarding the viewscape at the Burnett House; 2) finding a location for historical record storage and to display historical Town documents; 3) marking the graves of the 43 Revolutionary War veterans who are in unmarked graves in the Old Burial Ground; and 4) integrating an education aspect of the 250th anniversary of the Revolutionary War (in 2026) with the Tricentennial Celebration that will take place in 2027. Ms. Landry stated she feels the historical document storage matter should be addressed in the near future. Mr. Dennington stated that CPC grant applications are due by August 31st. The Board and Historical Commission discussed logistics for the Town Common Rail Replacement Project and agreed that Mr. Dennington would draft a grant proposal for the Historical Commission to review prior to August 31st. Mr. Dennington requested that any other potential funding sources for the project be relayed to Mr. Dennington for inclusion in the grant application. Mr. Farrington moved to adjourn the Historical Commission meeting at 8:13 PM. Ms. O'Brien seconded the motion. The motion was unanimously approved by roll call vote: Ms. Pfaff, aye; Ms. O'Brien, aye; Mr. Farrington, aye; Mr. Blanchard, aye; Mr. Miller, aye (5-0-0).

Ms. Cook moved to Other Matters "b" at this time.

VI. Public Comment

There was no public comment.

V. Reports

a. Chair's Report

i. Neary Building Committee report; Recreation Commission vacancies

Ms. Cook reported that the Neary Building Committee (NBC) would decide by next week on the project to recommend for a vote at Annual Town Meeting 2025. She stated the NBC Financial Subcommittee would present the latest estimates to the Board at a meeting this Friday, August 9th, at 1 PM and she urged the public to attend/view.

Ms. Cook stated that at each meeting, the Board would highlight a board/committee to inform residents about vacancies and encourage them to volunteer. She stated this meeting's spotlight is on the Recreation Commission and added they have two vacancies available.

b. Members' Reports

i. RECC update

Mr. Hamilton reported that the Virtual RECC presentation was sent to Ashland, Westborough and Northborough, and added there has been no feedback received from the communities on the concept of a virtual RECC. Mr. Hamilton stated that he spoke with a representative from State 911 regarding a potential virtual RECC and the representative was not encouraging about the concept. Mr. Hamilton stated that he believes the Board should hold 2-3 public forums in the coming months to discuss the options available and to determine a path forward for the Town. Mr. Hamilton and Mr. Stivers agreed to propose a schedule for the public forums prior to Special Town Meeting.

ii. Update on 2025 One Stop grant application for Rt. 9 zoning

Mr. Dennington reported that he and Ms. Cook appeared before the Planning Board to discuss the Board's goal to pursue a One Stop grant application to study zoning improvements on Rt. 9. He stated he was pleased that the Planning Board unanimously expressed their support and interest in collaborating on the One Stop grant application. Mr. Dennington noted that if the Town were successful in receiving a One Stop grant, any work related to the grant would follow the MBTA Communities work presently being addressed by the Planning Board.

Mr. Dennington also reported that the Affordable Housing Working Group met August 1st. Members present were the following: Mr. Dennington and Mr. Hamilton from the Affordable Housing Trust Fund Committee, Doug Manz and Paul Desmond from the Southborough Housing Opportunity Partnership Committee (SHOPC) and Lisa Braccio, member at-large. He stated that he believes the group will have draft language by the end of August for Special Town Meeting.

c. Town Administrator's Report

i. August special meeting: Tuesday, August 27th proposed

Mr. Purple reported that the Board would hold a meeting on Tuesday, August 27th, to finalize the warrant for Special Town Meeting on September 30, 2024. He also stated that the Board and the School Committee would hold a joint meeting on September 11, 2024 at 6:30 PM to appoint the new K-8 School Committee member.

iii. Staffing study update

Mr. Purple reported that he, Police Chief Newell and Fire Chief Puntini, have received a draft of the study and are offering comments to the consultant. He stated he expects to have a final version for the Board to review next week.

iv. Update on Division of Local Services (DLS) Financial Policy Manual

Mr. Purple reported that the DLS's review of the Town's Financial Policy Manual has been completed and is currently under review by Mr. Purple and the Finance team. He stated there is a great deal of information to digest and he believes the Finance team will likely report first on updating current financial policies of the Town. He expects the review/recommendations will be presented to the

Board and Advisory next week. He stated the Town is still awaiting DLS's review of the Town's financial operations.

VI. Consent Agenda

a. Approve Open Session Meeting Minutes: July 10, 2024; July 16, 2024; July 23, 2024

Mr. Stivers and Ms. Landry requested to hold Consent Agenda item "a." **July 10, 2024 Minutes:** Ms. Landry, Mr. Stivers and Mr. Dennington had scrivener's changes to the minutes. **July 16, 2024 Minutes:** Mr. Stivers requested that Atty. William Solomon attendance, via ZOOM, be added to the minutes. Mr. Cook moved to approve the July 10, 2024 minutes, as amended, the July 16, 2024 minutes, as amended and the July 23, 2023 minutes, as written. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Ms. Landry, aye; Mr. Stivers, aye; Mr. Dennington, aye; Mr. Hamilton, aye; Ms. Cook, aye (5-0-0).

b. Approval of 2024 Warrant for State Primary
c. Approve police detail for election
d. Approve Early Voting dates for September and November Elections
e. Approve amended poll workers' rate
f. Appoint Doug Manz as the SHOPC representative to the CPC
g. Appoint Leslie Naditch to OSPC (swearing-in period expired)

Ms. Cook moved to approve Consent Agenda items "b", "c", "d", "e", "f" and "g." Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Ms. Landry, aye; Mr. Stivers, aye; Mr. Dennington, aye; Mr. Hamilton, aye; Ms. Cook, aye (5-0-0).

VII. Other Matters *(Board may vote)*

a. Review of September 30, 2024 Special Town Meeting warrant

i. Review of all warrant article placeholders

Ms. Cook suggested, and the Board agreed to remove two articles from consideration at the Special Town Meeting: increasing the CPA surtax and creating a Storm Water Enterprise Fund.

ii. Review order of warrant articles

The Board discussed the order of the warrant articles. The Board agreed to order the articles as follows (and as numbered in the Draft Warrant): 1) remove Articles #12 and #14 from consideration; 2) Potential Consent Agenda: #1, #2, #7, #8, #9); and 3) the following articles after the Consent Agenda: #10-MBTA, #16-RECC, #11-SHOPC/AHTFC consolidation, #13-Transfer of CPC/Affordable Housing funds, New Article Section 3 (b1/2), #3-Breakneck Hill, #4-Atwood, #5- Public Safety Staffing Study, #6-EDC Coordinator hours and #15-Annual Town Meeting date requirements. The Board agreed to discuss the recommendations from the Public Safety Staffing Study with Chief Newell at its August 27th meeting and suggested a joint meeting with the Advisory Committee at that time. The Board discussed Article #6-EDC increase the coordinator position to full-time. Mr. Hamilton stated that he would like to see performance standards attached to the position to determine if the increase in hours is a benefit to the Town. The Board indicated their unanimous support for Article #6.

iii. Consideration of article to accept MGL Chapter 44B Section 3(b1/2) – to allow use of other municipal funds to supplement CPA funds

Ms. Cook heard this matter prior to Other Matters "a." Mr. Stivers stated that the Town's CPA bylaw language, approved in 2005, does not reflect the State's amended language. Mr. Stivers is proposing that the Town amend the bylaw to accept the State's amendment, as doing so would allow the Town greater flexibility in funding projects using CPA monies. Mr. Stivers stated that this matter is administrative. Ms. Cook stated that the CPC would vote on the matter at its meeting on Thursday evening. The Board discussed the matter and agreed to support an article at Special Town Meeting that amends the Town's CPA bylaw. Mr. Stivers will follow up on the matter.

b. 352 Turnpike Road overview with Ferris Development on proposed 40B project

Mr. David Ferris, Principal of Ferris Development Group, and Atty. George Bahnan, Assistant Counsel for Ferris Development Group, appeared before the Board on the matter. Mr. Ferris thanked the Board for their efforts to cooperate with his 40B projects. He stated that he is proposing a six-story 40B project at 352 Turnpike Road of 68 rental units consisting of 55 one-bedroom units, 6 two-bedroom units and 7 three-bedroom units. He noted that 25% of the units would qualify as affordable. Mr. Ferris stated that he has three potential projects in the pipeline that would allow the Town to reach Safe Harbor and be in control of future proposed projects. Ms. Cook asked about next steps. Mr. Ferris stated that concept plans have been drawn up and he is seeking feedback on those plans. Following any feedback, Mr. Ferris stated that Ferris Development Group would apply to the State for a Project Eligibility Letter. Mr. Dennington asked if the project would use impervious surface (parking lot). Mr. Ferris stated that it would. Mr. Dennington asked if mixed-use was an element of the project. Mr. Ferris stated that at this time, conceptually, it was. The Board discussed the proposed project.

VIII. Public Comment

There was no public comment.

IX. Adjournment

Ms. Cook moved to adjourn at 9:18 PM. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Ms. Landry, aye; Mr. Stivers, aye; Mr. Dennington, aye; Mr. Hamilton, aye; Ms. Cook, aye (5-0-0).

Upcoming Meetings	
August 27, 2024	*September 4, 2024*

Respectfully submitted,

Bridgid Rubin, Recording Secretary

List of Documents referred to at the August 6, 2024 SB Meeting:

- Public hearing notice for the consideration of proposed revisions to Transfer Station Rules and Regulation for FY25
- Draft Transfer Station Rules and Regulations for FY25, red-lined and proposed draft
- Letter from Police Chief Ryan Newell, dated August 2, 2024, RE: Appointment of Full-Time Telecommunication Officer Marlo Taylor
- Resume of Marlo Taylor
- Letter from Police Chief Ryan Newell, dated August 2, 2024, RE: Appointment of Full-Time Police Officer Anthony Vega
- Resume of Anthony Vega
- Letter from Police Chief Ryan Newell, dated August 2, 2024, RE: Appointment of Full-Time Police Officer Andrew Whamond
- Resume of Andrew Whamond
- Email communication from Melissa Danza, dated July 12, 2024, RE: Appointment of Sheri Widdiss
- Board and Committee Volunteer form for Sheri Widdiss

- Email communication from Katlyn Heusner, dated July 9, 2024, RE: Appointment of Jane Gates
- Board and Committee Volunteer form for Jane Gates
- Email communication from Katlyn Heusner, dated July 31, 2024, RE: Appointment of Nicole Boloz
- Board and Committee Volunteer form for Nicole Boloz
- Open Session Meeting Minutes for July 10, 2024; July 16, 2024; July 23, 2024
- Proposal for geotechnical services from Lahlaf Geotechnical Consulting, dated July 22, 2024
- Letter from Town Clerk James Hegarty, dated July 17, 2024, RE: Warrant for September 3, 2024 State Primary Election and Motion Approval
- Letter from Town Clerk James Hegarty, dated July 17, 2024, RE: In-Person Early Voting for the September 3, 2024 State Primary Election
- Letter from Town Clerk James Hegarty, dated July 23, 2023, RE: In-Person Early Voting for the November 5, 2024 State Election
- Letter from Town Clerk James Hegarty, dated July 23, 2024, RE: Pay Rate for Election Workers
- Email Communication from Doug Manz, dated July 26, 2024, RE: SHOPC Appointment to CPC
- Draft Special Town Meeting Warrant, dated September 30, 2024
- Email Communication from Atty. George Bahnan, dated July 16, 2024, RE: Proposed 40B Development at 352 Turnpike Road
- 352 Turnpike Road Site Plan

TOWN OF SOUTHBOROUGH

RECREATION DEPARTMENT
SOUTHBOROUGH RECREATION · 21 HIGHLAND ST. · SOUTHBOROUGH, MASSACHUSETTS 01772
(508) 229-4452 · FAX (508) 229-7969
HTTPS://SOUTHBOROUGH.RECDESK.COM

08.05.2024

Attn: Southborough Select Board

CC: Recreation Commission

Mark Purple, Town Administrator

RE: 2024 Summer Nights Donation Acceptance

The Recreation Department has received generous donations in support of the 2024 Southborough Summer Nights town event to take place on Saturday, August 24th, 2024. I am writing to request the acceptance of the amounts listed below to be deposited into the Recreation Donation account:

Organization	Amount
Ken's Food Inc	$500
Main Street Bank	$500
Andrew Abu Realtors	$500
TOTAL	**$1,500**

If you have any questions, please do not hesitate to reach out to my office at 508-229-4452 or tfarley@southboroughma.org

Sincerely,

Travis Farley

Recreation Director

Town of Southborough

INTEROFFICE MEMORANDUM

To: Select Board as Water Commissioners
From: William J. Cundiff, P.E. , DPW Superintendent
Date: 08/16/2024
RE: Water Abatement requests

In an effort to streamline processes, I am requesting authorization from the Select Board to grant water abatement requests totaling up to $200.00 for individual water user accounts. These requests will only apply to routine requests that users would be clearly entitled to. Any requests that are not routine in nature or require subjective review will still be forwarded to the Select Board. This authorization is only requested until July 1, 2025.

INTEROFFICE MEMORANDUM

To: Select Board
From: William J. Cundiff, P.E. , DPW Superintendent
Date: August 23, 2024
RE: Civil Engineer Position Recommendation – Caitlin Cervello

After reviewing over 20 potential candidates for the Civil Engineer Position in the Public Works Department, the Interview Team (myself, Vanessa Hale and Karina Quinn) interviewed seven potential candidates for the position. The Team agreed that the best candidate for the position was Caitlin Cervello. Ms. Cervello attended University of Hartford where she received her Bachelor of Science in Civil Engineering and continued there to get her Master of Science in Environmental Engineering and her Masters of Business Administration. She graduated in 2021 and has worked for R.H White for a total of four years, as a Construction Management Trainee and an Assistant Project Superintendent.

After meeting with Ms. Cervello, the interview team was unanimous in our support for her appointment to the position of Civil Engineer in the Public Works Department. Accordingly, please consider this my wholehearted support of her appointment to the position.

CAITLIN CERVELLO

[redacted]

WORK EXPERIENCE

June 2022 – Present — Assistant Superintendent, *R.H. White Construction*

Responsible for field operations and technical support in order to achieve the safe, timely, and profitable completion of each project. Daily responsibilities include supervision of field crews, document tracking and review, short- and long-term scheduling, coordination of subcontractors and vendors, execution of purchase orders, safety planning, invoicing, and communication with project owners and engineers. Projects focus on upgrades to water and wastewater treatment facilities, with experience in civil, architectural, structural, process, mechanical, plumbing, HVAC, instrumentation, and electrical disciplines.

June 2020 – June 2022 — Construction Management Trainee, *R.H. White Construction*

Cross-functional training program across various disciplines encompassing the three main areas of construction: project management, site supervision, and estimating.

- *Project Management*: Assisted with submittal review, subcontractor communication, safety planning and compliance, and monthly FBs on the Killingly WPCF, Deans Mill WTP, & Leominster WWTF projects.
- *Site Supervision*: Facilitated daily coordination with crews and subs on site, reviewed daily safety plans, maintained jobsite organization, executed subcontracts and POs, completed short-term scheduling, and updated project documents for Eversource required job book on the Sutton City Gate Station project.
- *Estimating*: Assisted on takeoffs and development of scope sheets for multiple bids, drafted RFIs to owners, assisted in turnover and buyout procedures, solicited vendors for various trades, and prepared bid submission documents.

Participated in Sustainability Committee, Millennial Mentorship Program, and numerous training, professional development, and recruiting events.

EDUCATION

August 2019 – September 2021 — Master of Business Administration, *University of Hartford*

- Major in Business Administration

Courses: Accounting, Economics, Corporate Financial Strategy, Organizational Leadership, Marketing, Managing Organizational Processes, Engineering Program Management, Dynamics of Group Decision Making, Business Law & Compliance, Global Strategic Management

August 2018 – January 2020 — Master of Engineering, *University of Hartford*

- Major in Environmental Engineering

Courses: Water Quality Engineering, Air Quality Engineering, Wastewater Management, Hazardous Waste Management, Environmental Chemistry, CT Environmental Regulations & Policy

August 2015 – May 2019 — Bachelor of Science, *University of Hartford*

- Major in Civil Engineering with an Environmental Concentration

Special Projects: Phosphorus Removal Project at New Hartford WPCF – presented at the NEWEA 2019 Annual Conference & Exhibit

- Worked with operators to collect samples for experimentation, created a mass balance for phosphorus in the plant based on current conditions, and proposed a design for chemically treated side-streams.

CERTIFICATIONS & SKILLS

- Proficient in Microsoft Office Suite, Bluebeam Revu, Sage Estimating, Planswift, Procore, iSqFt, P6
- Certifications – OSHA 10 Hour Training; CPR/AED/First Aid; Bluebeam Revu Basics; Primavera P6 Professional Fundamentals; Identification, Handling, and Disposal of Asbestos Containing Materials; Fall Protection for Construction; Confined Spaces in Construction; Rigger & Signal Person; Hilti PS300/1000: Locating Live Electrical and Rebar Within Concrete; Procore Certified: Project Manager & Superintendent

TOWN OF SOUTHBOROUGH

DEPARTMENT OF PUBLIC WORKS

147 CORDAVILLE ROAD – SOUTHBOROUGH, MASSACHUSETTS 01772-1802 – (508) 485-1210 – FAX (508) 983-7754

August 16, 2024

Town of Southborough
Select Board
Southborough Town House
Southborough, MA 01772

Dear Select Board:

Please be advised that Kenneth J. & Kathleen F. Kimball, 140 Fairbanks Oak Allee, Unit 3B, Daniel Island, SC 29492 has requested that the town buy back one (1) cemetery lots purchased by them in 2020.

If the board approves, they understand that the buyback will be at the price originally paid per lot including perpetual care for a total of $850.00.

Sincerely,

TOWN OF SOUTHBOROUGH
DEPARTMENT OF PUBLIC WORKS

William J. Cundiff, P.E.
Superintendent

Tammi Rice

From: Kenneth Kimball <kjkimball1944@gmail.com>
Sent: Friday, August 16, 2024 1:53 PM
To: Tammi Rice
Subject: Re: Request to Buy Back my 3rd Grave Site

[EXTERNAL]

Tammi, the purpose of this letter/email is to request a buy back of one of grave sites #255 in the Rural Cemetery. The reason is that my wife now has decided to be cremated and will be buried with me. As a result do not need a 3rd grave site #255 and requesting the town buy back the 3rd grave site.
If I can answer any questions please let me know.

Thank You ,
Tammy for your quick response and Andy's advice.
Keneth J. Kimball
508-450-2303

> On Aug 16, 2024, at 10:21 AM, Tammi Rice <trice@southboroughma.com> wrote:
>
> Hi Ken,
>
> Just reply to this email with the request the town buy back your 3rd grave.
>
> Thank you,
>
> ***Tammi Rice***
> *Business Administrator*
> *Southborough Dept. of Public Works*
>
> 147 Cordaville Rd.
> Southborough, MA 01772
> (508) 485-1210
> Fax (508) 983-7754

Town of Southborough
Rural Cemetery

License of burial rights

Know All People By These Presents

That the Town of Southborough, in consideration of *One Thousand Eight Hundred Dollars* ($1,800.00), the receipt of which is hereby acknowledged, do hereby grant, bargain, sell and convey to *Kenneth J. & Kathleen F. Kimball* Grantee, of *140 Fairbanks Oak Allee, Unit 3B, Daniel Island, SC, 29492* the exclusive right of burial, or inurnment of cremated remains, of human dead in a certain lot or niche in the Rural Cemetery in said Town of Southborough, and of placing and maintaining on said lot or niche, tombs, cenotaphs, and monuments authorized by the Department of Public Works, pursuant to the authority of the Special Act of the General Court Chapter 447 of 1991, or any other board or office having charge of the cemetery at the time of placing the same, said lot or niche being described as: ***Grave #'s 253, 254, & 255 located in Section M.***

As shown on the plan of said cemetery, on file in the office of the Rural Cemetery of said Town of Southborough.

TO HAVE AND TO HOLD the said right unto said grantee and *their* heirs, successors and assigns forever, to be used only for the purposes above set forth, and subject to the covenants herein contained and such regulations and restrictions relating to said cemetery, or the graves, lots, niches or lawn crypts therein, as are now or shall from time to time be established by the Board of Selectmen of the Town of Southborough or such board or officer having charge of said cemetery.

FURTHERMORE, receipt of *Seven Hundred and Fifty Dollars---* ($750.00) is hereby acknowledged for the perpetual care of the cemetery in accordance with the rules and regulations of the Rural Cemetery.

This License of Burial Rights is issued subject to the following special conditions:

* *Maximum size base allowed for your 3-grave lot is 4'0" long x 1'2" wide. Only one upright memorial allowed. Said memorial shall be placed at the top and centered on the three graves.*

I hereby certify that the above transactions have been duly recorded in the records of the Rural Cemetery and payment therefore has been deposited with the Town Treasurer:

Department of Public Works
Cemetery Agent

IN WITNESS WHEREOF said Town of Southborough has caused these presents to be signed in its name and behalf by the Board of Selectmen this *21st day of August, 2020.*

Board of Selectmen

NO. 0281

* *Original copy on file at the Town Clerk's Office.*

Mead, Talerman & Costa, LLC
Attorneys at Law

227 Union Street
Suite 606
New Bedford, MA 02740

www.mtclawyers.com

TO: **MARK PURPLE, TOWN ADMINISTRATOR**

FROM: **ELIZABETH LYDON, TOWN COUNSEL**

RE: **DONATION FOR CONTROLLED BURN**

DATE: **AUGUST 27, 2024**

Susan and Paul Pietro have offered to donate their house and garage located at 26 Deerfoot Road in Southborough to the Southborough Fire Department to "use and enjoy as they so determine for a public purpose." The Fire Department intends to use the buildings for a controlled burn conducted for training purposes. Pursuant to M.G.L. c. 44 Section 53A1/2, "…a board of selectmen may, in its sole discretion and authority, accept gifts of tangible personal property on behalf of the town… from an individual, and may, in its sole discretion and authority, use said gifts, without specific appropriation thereof, for the purpose of such a gift or, if no restrictions are attached to the gift, for such other purposes as it deems advisable..." Therefore, the Select Board may accept this gift and use it for the desired purpose.

Given the nature of the use, and that the donors will still own the underlying land, I am advising that the Board condition acceptance upon execution of a release by the donors in the event there is any damage to the surrounding property or injuries resulting from the controlled burn, a copy of which is attached hereto.

As always, please reach out with any questions.

Newburyport Office
30 Green Street
Newburyport, MA 01950

Millis Office
730 Main Street, Suite 1F
Millis, MA 02054
Phone 508.376.8400

TOWN OF SOUTHBOROUGH, MASSACHUSETTS

RELEASE OF LIABILITY

LOCATION: 26 Deerfoot Road, Southborough, MA 01772

I _____, the undersigned, am the record owner of the house and garage ("the buildings") located at 26 Deerfoot Road, Southborough, Massachusetts, and am voluntarily donating the buildings to the Southborough Fire Department to use and enjoy as they so determine for a public purpose, which is proposed to be used for a controlled for training purposes. I hereby acknowledge the proposed use and understand and hereby remise, release and forever discharge the Town of Southborough, Massachusetts, the Southborough Fire Department, and their employees, agents, attorneys (jointly "Released Parties") from all debts, demands, actions, causes of action, suits, sum and sums of money, accounts reckonings, covenants, contracts, controversies, agreements, promises, doings, omissions, damages, and liabilities of every kind, nature and description whatsoever, both in law and equity, against the said Released Parties I now have, ever had, or will have, related to my donation of the buildings for the above stated purpose and proposed use. I further agree to grant access to the property for said purpose.

EXECUTED AS SEALED INSTRUMENT THIS DAY

NAME (Print)_____

ADDRESS:_____

TELEPHONE:_____

SIGNATURE:_____ **DATE:**_____

NAME (Print)_____

ADDRESS:_____

TELEPHONE:_____

SIGNATURE:_____ **DATE:**_____

TOWN OF SOUTHBOROUGH

FACILITIES DEPARTMENT
CORDAVILLE HALL · 9 CORDAVILLE ROAD · SOUTHBOROUGH, MASSACHUSETTS 01772
(508) 485-8175 · FAX (508) 485-7189 · jparent@southboroughma.com

August 21, 2024

Town of Southborough
Select Board
17 Common Street
Southborough, MA 01772

Dear Chairperson Cook,

Please be advised that pursuant to M.G.L. c. 30B, the Southborough Facilities Department recently solicited quotes for the purchase of #2 Fuel Oil for FY25. Attached is a copy of the specification - conditions for quoting, a quote summary sheet, and the subject bid. There were two respondents to the request for quotes, Jamie Oil Company & Falconi Energy.

I recommend that the contract for #2 Fuel Oil for FY25 be awarded to the lowest quoting firm, Jamie Oil Co. Inc., at a price of $2.8775 per gallon.

Funding for this contract will be paid out of the Other Operations Budget, Line Item: 0100-5-159-***-52110.

Sincerely,
TOWN OF SOUTHBOROUGH
FACILITIES DEPARTMENT

John A. Parent
Director of Facilities

JP/sw
Enclosures

TOWN OF SOUTHBOROUGH

FACILITIES DEPARTMENT
CORDAVILLE HALL · 9 CORDAVILLE ROAD · SOUTHBOROUGH, MASSACHUSETTS 01772
(508) 485-8175 · FAX (508) 485-7189 · jparent@southboroughma.com

Specification

Supplying and Delivery of #2 Fuel Oil

CONDITIONS FOR QUOTING

GENERAL
Town of Southborough shall herein be referred to as the "Town".

ACCEPTANCE OF QUOTATIONS
Completed Quotation Forms shall be returned by mail to John Parent, Director of Facilities, 9 Cordaville Road, Southborough, MA 01772 or emailed to swood@southboroughma.com on or before 2:00 PM, Thursday, August 8, 2024. The Town reserves the right to accept or reject any or all quotes or any part thereof.

INSURANCE
Contractor to provide certificates of insurance indicating statutory worker's compensation coverage in addition to $1,000,000 CSL minimum general liability/property damage/bodily injury coverage and $1,000,000 CSL automobile coverage. Certificates of insurance confirming that the Town of Southborough is named as additional insured and acceptable to the Town of Southborough shall be addressed to and filed with the Town of Southborough prior to commencement of the work. Renewal certificates shall be addressed to and filed with the Town of Southborough at least thirty (30) days prior to the expiration date of the required policies. The failure of the insurance policies to name the Town of Southborough as an additional insured will constitute a breach of this contract and will be a defense to any claim against the Town for payments under this contract.

QUOTATION FORM
All quotes must be submitted on the attached Quotation Form.

LENGTH OF CONTRACT
This specification shall cover the period through June 30, 2025.

MINIMUM QUALIFICATIONS

Contractors submitting quotations must:

- Have a minimum of three (3) years of experience supplying and delivering #2 fuel oil to government entities.
- Be able to keep to an automatic delivery schedule in order to ensure that no delivery location will run out of fuel oil.
- Be able to routinely deliver fuel oil to any delivery location listed during normal business hours (M-F 6:30 AM to 4:00 PM).
- Be able to make emergency deliveries of fuel oil to any delivery location listed during all times outside of normal business hours.
- Be able to make deliveries of fuel oil within 24 hours of receiving notice.

NONDISCRIMINATION

The Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, religious creed, national origin, sex, age or ancestry in connection with the performance of the services under Agreement. The Contractor further agrees that it will comply with all laws, local by-laws, rules and regulations of the Massachusetts Department of Labor and all other regulatory bodies having jurisdiction.

INDEMNIFICATION

The Contractor agrees to guarantee and indemnify the Owner against all damages or loss the Owner may incur or sustain by or through the misconduct or negligence of any agent, servant or employee of the Contractor during the performance of services required by this contract. The Contractor further agrees to maintain adequate insurance to ensure compliance with the above provision.

The Contractor shall, to the maximum extent permitted by law, indemnify and save harmless the Political Subdivision, its officers, agents and employees from and against any and all damages, liabilities, actions, suits, proceedings, claims, demands, losses, costs and expenses (including reasonable attorney's fees) that may arise out of or in connection with the work being performed or to be performed by the Contractor, his/her employees, agents, subcontractors or material persons. The existence of insurance shall in no way limit the scope of this indemnification. The Contractor further agrees to reimburse the Political Subdivision for damage to its property caused by the Contractor, his/her employees, agents, subcontractors or material persons, including damages caused by his/her, its or their use of faulty, defective or unsuitable material or equipment, unless the damage is caused by the Political Subdivision's gross negligence or willful misconduct.

INQUIRIES CONTACT

Contact John Parent with any questions regarding this specification at (508) 485-8175 or jparent@southboroughma.com

CONTRACT AWARD

In accordance with M.G.L. c. 30B, the contract will be awarded to the responsive and responsible quoting entity with the lowest overall price to supply and deliver #2 fuel oil as specified.

CONTRACTS

The contractor will be required to execute a proper contract. A Sample contract form is available upon request.

FUEL OIL SPECIFICATIONS - #2 Fuel Oil

SPECIFIC - #2 Fuel Oil

1. The oil shall be distillate oil.
2. The gravity shall not be lower than 30 degrees APO at 60 degrees F.
3. The flash point shall not be lower than 150 degrees F. (Pensky-Martens closed cup tester).
4. The heating volume shall not be less than 137,000 BTU's per gallon at 60 degrees F.
5. The BS & W shall not exceed 0.05 percent

All grades of fuel oil with regard to sulfur content must conform to regulations of the Commonwealth of Massachusetts, and its subdivisions.

QUANTITIES

Quote pricing shall be based on fixed pricing per gallon. The gallon usages listed are estimated amounts to be to be purchased. The quote pricing listed on the contractor's Quotation Form shall be used for additional gallons purchased if needed. Additional quantities shall not exceed fifteen percent of the estimated gallons.

Town of Southborough
Metered: approximately 10,000 gallons

Town of Southborough

DELIVERY LOCATIONS and TANK SIZE

Building	Location	Capacity in Gallons
Cemetery	11 Cordaville Road	330
Cordaville Hall	9 Cordaville Road	2 / 275
South Union	21 Highland Street	2 / 330
DPW Station 2	2 Harrington Street	275
Historic Building	25 Common Street	275

FY25 #2 Fuel Oil Quote Summary Sheet - Contractor Results

	Company Name/ Address	Contact	Phone/ Fax	E-Mail	Bid Amount
1.	**Coan Oil Company**		508-368-1009		
	196 West Central Street Natick, Ma 01760		508-368-1159	service@coanoil.com	No Response
2.	**Jamie Oil Company Inc.**	Nicholas Guerra	508-231-1400		
	171 Main Street Ashland, Ma 01721		508-231-4716	nguerra@jamieoil.com	$2.8775
3.	**Falconi Brothers Inc.**	James Falconi	508-485-0377		
	29 Boston Road Southborough, Ma 01772		508-624-4580	james@falconienergy.com	$2.899
4.					
5.					
6.					

TOWN OF SOUTHBOROUGH

FACILITIES DEPARTMENT
CORDAVILLE HALL 9 CORDAVILLE ROAD SOUTHBOROUGH, MASSACHUSETTS 01772
(508) 485 8175 jparent@southboroughma.com

QUOTATION FORM

To: John Parent
Director of Facilities
Town of Southborough
9 Cordaville Road
Southborough, Massachusetts 01772
swood@southboroughma.com

The undersigned proposes to supply and deliver #2 Fuel Oil in accordance with the accompanying specifications entitled "Supplying and Delivery of # 2 Fuel Oil".

#2 Fuel Oil Metered per gallon: $ 2.8775 .

Certification of Non-collusion: The undersigned certifies under penalties of perjury that this quotation has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Company Name: Jamie Oil Co. Inc.

Address: 171 Main Street
Ashland, MA 01721

Telephone: 508-231-1400 Fax: _____

E-mail: nguerra@jamieoil.com

Name (print): Nicolas Guerra

Signature: _____

Title: CFO Date: 8/1/2024

From: Jen Hansen
To: Melanie Otsuka
Cc: Travis Farley; Kristin LaVault
Subject: Re: 21 Highland Future Use Committee
Date: Thursday, August 22, 2024 8:53:07 PM

Melanie,

Kristin LaVault (cc'd) will be the Recreation Commission member on the 21 Highland Future Use Committee.

Thanks,
Jen

Jen Hansen
Chair, Southborough Recreation Commission
jhansen@southboroughma.com

TOWN OF SOUTHBOROUGH

Senior Center
9 Cordaville Rd. SOUTHBOROUGH, MASSACHUSETTS 01772
Phone (508) – 229-4453 fax (508) – 229-1783

August 21, 2024

Dear Chairperson Cook,

The Senior Center recently received a donation of $25,000 from the Cummings Foundation. The donation was given to fund a Program/Volunteer Coordinator for the Senior Center with an emphasis on intergenerational programing.

The part time position would be about 15 hours per week for one year with the possibility of future funding for the position in the future. Pay rate and job description would need to be determined through the approval process with the Assistant Town Administrator and the Personnel Board.

Attached is an e-mail from the Cummings Foundation referencing the donation and its intended use.

Please feel free to contact me if you have any questions and concerns.

Thank you,

Sincerely,

Pam LeFrancois

Senior Center Director

From: Joyce Vyriotes <jkv@cummings.com>
Sent: Monday, August 19, 2024 1:35 PM
To: Pam Lefrancois <plefrancois@southboroughma.com>
Cc: Betsy Connolly <BEC@cummings.com>
Subject: Southborough Senior Center Donation

[EXTERNAL]

Dear Pam,

Cummings Foundation was delighted to recently make a donation in the amount of $25,000 to the town of Southborough for the purpose of funding the hiring of a volunteer coordinator.

You expressed your intention to hire an employee to create an intergenerational program through the public and private schools in Southborough to build relationships between students/parents and seniors in town. We are happy to support this effort and wish you well with your execution.

Please contact me if you have any questions about this contribution.

Sincerely,

Joyce

Joyce Vyriotes | Executive Director and Trustee | Cummings Foundation
cummingsfoundation.org | Direct: 781-932-7072 | jkv@cummings.com
Connect with us: Facebook | Twitter | LinkedIn | Instagram

$500 MILLION TO NONPROFITS. Learn how your leasing dollars go to the greater good when you lease with Cummings: cummings.com/charity

The information contained in this message may be privileged and confidential and protected from disclosure. If the reader of this message is not the intended recipient, or an employee or agent responsible for delivering this message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately by replying to the message and deleting it from your computer. Messages sent to and from us may be monitored. Cummings Properties.

TOWN OF SOUTHBOROUGH

Tricentennial Committee
TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 · FAX (508) 480-0161 · southborough300@southboroughma.com

8/26/24

Dear Select Board Members

As part of the fundraising for the 2027 celebration of Southborough's Tricentennial, the Friends of Southborough 300 Inc. will sell engraved bricks. Further, we would like these bricks installed in Southborough's new Heritage Park. We propose the bricks be installed in the short walkway from St. Mark's Street to the top plaza (covering the entire path with either engraved bricks or standard bricks). I have attached a photo for reference. DPW Superintendent Bill Cundiff supports this plan.

The cost for the installation will be covered by fundraising. Our kickoff for this program will be this October's Heritage Day.

The Tricentennial Committee would appreciate your unanimous support to place these bricks in Southborough's Heritage Park.

Thank you

Southborough Tricentennial Committee



MEMORANDUM

DATE: August 23, 2024

TO: Select Board

FROM: Melanie Otsuka, Executive Assistant

SUBJECT: PROPOSED SELECT BOARD OFFICE HOURS DATES

Below are the proposed dates for Select Board Office Hours through December 31, 2024:

- September 10
- October 15
- November 12
- December 10

This schedule maintains the typical 2nd Tuesday Office Hours schedule, except October 15, so as not to conflict with the Select Board meeting on October 8.

For CPC use only: Date Received:

Town of Southborough Community Preservation Committee
17 Common Street; Southborough, MA 01746

COMMUNITY PRESERVATION ACT (CPA) APPLICATION FOR 2024 ANNUAL TOWN MEETING

APPLICATION Due August 31, 2023

Name of Proposal: Transfer of CPA Community Housing Funds to the Affordable Housing Trust Fund

Total CPA funds requested: Balance of CPA Community Housing Funds as of the date of the 2025 ATM

Date of Submission:

Name of Applicant: Affordable Housing Trust Fund

Contact Person: Al Hamilton - Chair

Mailing Address: Town House

Daytime Phone Number: 508 527 3952

Email Address: a.hamilton@southboroughma.com

CPA Funding Requested: Balance of CPA Community Housing Funds as 2025 ATM

Sponsoring Organization and/or Affiliations: AHTFC, Select Board, SHOPC

Have you watched the CPC's Annual Public Forum recording on June 27, 2023 starting at 40 minutes and 17 seconds into the presentation? If this is a housing application, you need to watch the presentation by Shelly Goehring, Senior Program Manager at the Massachusetts Housing Partnership (MHP) that begins at the start of the CPC's Annual Public Forum. Link: https://youtu.be/MIhQprxPsyY

CPA Category (Check ALL that apply - refer to Coalition Chart on Last Page)

Open Space ☐ Historic Preservation ☐

Recreation ☐ Community Housing ☑

Please submit the following application by August 31, 2023; for consideration at Southborough Annual Town Meeting in 2024. Please email your completed application to both: Benjamin Smith, CPC Chair at bsmith@southboroughma.com and Frederica Gillespie, CPA Consultant at fg.cpaconsulting@gmail.com

PLEASE COMPLETE THE PROJECT DESCRIPTION BELOW AND INCLUDE WITH YOUR APPLICATION

PROJECT DESCRIPTION

In describing the project, please include answers to the following questions. Applications may be returned as incomplete if all relevant requested information is not provided. Include supporting materials and exhibits, as necessary.

1 **Provide a Project Name (as it will appear on warrant article)**

Transfer of from CPA Community Housing Funds to the Affordable Housing Trust Fund

2 **GOALS: What are the goals of the proposed project? Who will benefit and why? How will success be measured?**

See Exhibit

3 **ELIGIBILITY: Define how the project meets CPA requirements (please refer to the Allowable Use Chart on page 5)**

This is a use that is specifically identified in the CPA. The transfer of CPA funds to Affordable Housing Trusts is a common practice in the Commonwealth.

4 **HISTORIC PROJECTS: If this is a historic project make sure it complies with the attached Flow Chart, last page**

5 **COMMUNITY NEED: Why is this project needed? Does it address needs identified in existing Town plans?**

The Governor has stated that the Commonwealth has an affordable housing crisis. The town is well behind its housing production plan. The need for affordable housing is identified in multiple town planning documents and production plans

6 **COMMUNITY SUPPORT: What is the nature and level of support and/ or opposition for this project?**

Support from SHOPC (Pending), Select Board (Pending), AHTF

7 **BUDGET: What is the total budget for the project and how will CPA funds be spent? All items of expenditure must be clearly identified, and back-up documentation provided. Distinguish between hard and soft costs. Depending on your project, more than one estimate may be required (NOTE: CPA funds may NOT be used for maintenance). Attach a two to five-year budget, if appropriate.**

We are requesting the balance of the CPA Community Housing as of the date of the 2025 ATM. The funds will be used as described in the exhibit.

8 **FUNDING: What additional funding sources are available, committed or under consideration? Include commitment letters, in kind donations and volunteer hours, and describe any other attempts to secure funding for this project.**

The AHTF will seek other funds as appropriate. No Specific funding sources are identified as of this applicaiton

9 **TIMELINE: What is the schedule for project implementation, including a timeline for all critical elements? This should include the timeline for expenditures, receipt of other funds and/or other revenues, if any.**
The AHTFC anticipates that the funds will be deployed within 5 years

10 **IMPLEMENTATION: Who will be responsible for implementing the project? Who will the project manager be? What relevant experience does the proposed project manager have? Who else will be involved in project implementation and what arrangements have been made with them?**
See Attached.

11 **MAINTENANCE: If ongoing maintenance is required, who will be responsible and how will it be funded? Please attach a detailed five-year budget.**
No maintenance requirements are identified at present.

12 **SUMMARY: Brief description of the project to be printed as project summary in the warrant article.**
See Attached

ADDITIONAL INFORMATION: Please provide the following additional information, if applicable

1. **FURTHER DOCUMENTATION: Documentation that you have control over the site, such as a Purchase and Sale Agreement, option to deed. (Letters of support from relevant town entities)**

2. **FEASIBILITY REPORTS: Any feasibility reports, renderings or other relevant studies and material.**

3. **ZONING COMPLIANCE: Evidence that the project does not violate any zoning by-laws or any other laws or regulations, including environmental, and/or plans to obtain necessary approvals.**

4. **If a non-town government entity is the applicant, please list contact information for all relevant contacts for the project and if a non-profit list contact information of the board members.**

5. **OTHER INFORMATION: Any additional information that might benefit the CPC in their consideration of this project.**

A representative from the project will be required to present the project to the CPC.

Applicant requirements after CPC recommends project for Town Meeting:

- The project applicant is required to sign a Memorandum of Understanding (MOU) with the CPC documenting all the agreements made during the application process.

- To assist with fielding questions concerning the project, a Project Representative shall attend the Board of Selectmen and Advisory Committee meetings with the CPC when the CPC warrant articles are reviewed.

- A Project Representative shall attend Town Meeting to answer questions. Any Project Presentation to be reviewed by CPC.

- All Town Meeting approved projects must submit a project schedule and proposed payment timeline. That schedule will be used to determine project completion deadline. The MOU must be signed prior to start of project.

- All Town Meeting approved projects shall present progress reports at 6-month intervals along with written reports to the CPC.

- All Town Meeting approved projects are required to include permanent signage stating that Southborough CPA provided funding for the project (wording shall be reviewed with the CPC prior to completion of the project).

- All project publicity shall include a statement that the Southborough Community Preservation Act provided funding for the project.

The chart below demonstrates the allowable uses of CPA funds in each of the CPA project categories: open space, recreation, housing, and historic preservation. This chart is critical for determining whether a proposed project is eligible for CPA funding. Projects are only eligible for CPA funding if they fit in a "Yes" box below.

All Historic Preservation projects need to meet with the Southborough Historical Commission to determine their historical significance. See flow chart included with this application.

Is Your Project Allowable?

The chart below demonstrates the allowable uses of CPA funds in each of the CPA project categories: open space, recreation, housing, and historic preservation. This chart is critical for determining whether a proposed project is eligible for CPA funding

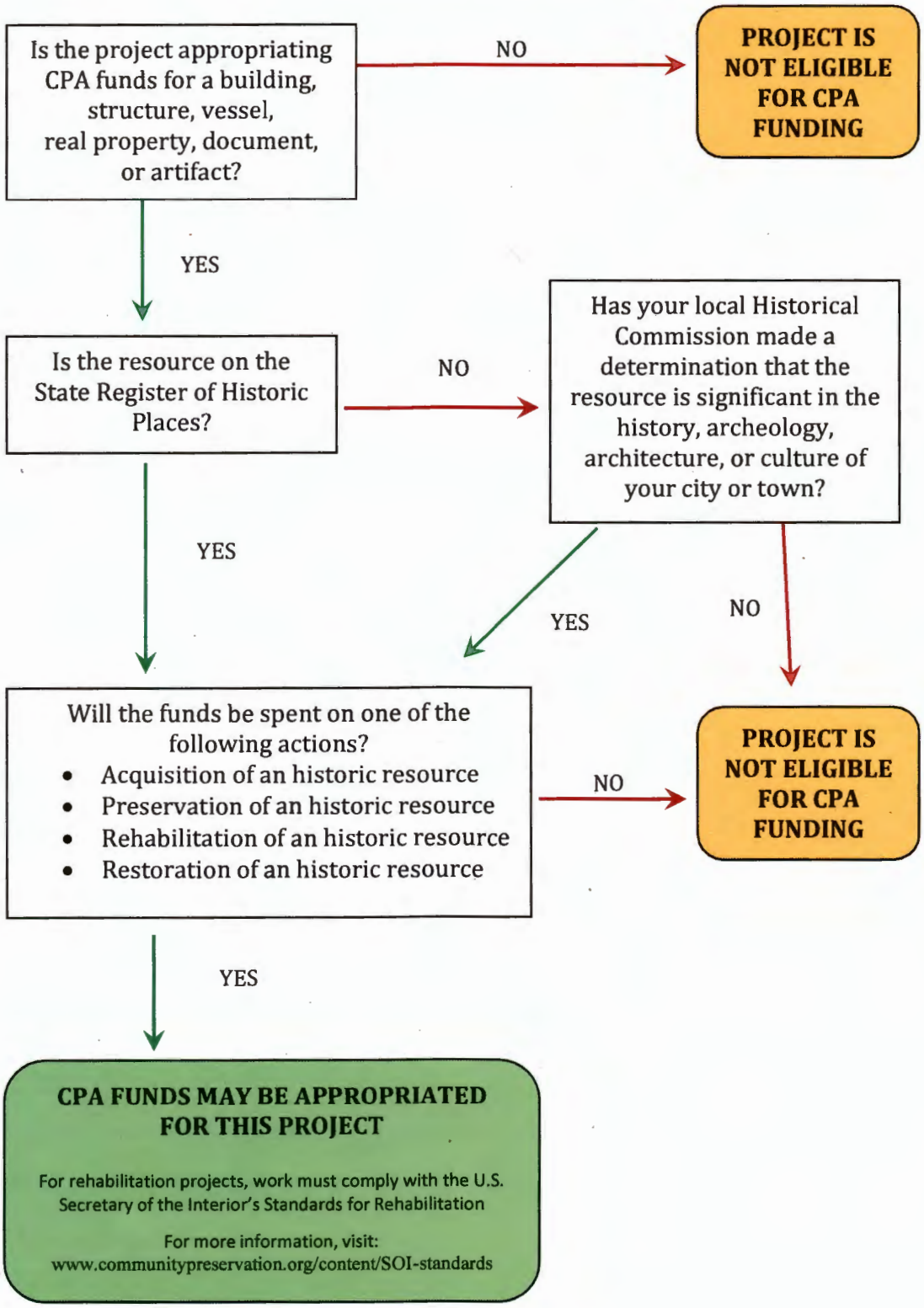
COMMUNITY PRESERVATION FUND ALLOWABLE SPENDING PURPOSES

	Open Space	Historic	Recreation	Housing
Acquire	Yes	Yes	Yes	Yes
Create	Yes	No	Yes	Yes
Preserve	Yes	Yes	Yes	Yes
Support	No	No	No	Yes
Rehabilitate and/or Restore	Yes, if acquired or created with CPA funds	Yes	Yes (new 7/8/2012)	Yes, if acquired or created with CPA funds

NOTE: The 7/8/2012 Legislation prohibits use of CPA funds to pay for Artificial Turf Fields.

Historical Projects need to review the historical chart below

Qualifying Historic Projects for CPA Funding



CPA Application Exhibit

Item 3 Goals

The goal of this program is to expand the number of affordable housing units in the Town of Southborough. Progress will be measured by the number of affordable housing units created.

Item 7 Budget

The CPA housing funds provided pursuant to this application may be used, consistent with Commonwealth's requirements for uses of such funds, by the Trustees of the Affordable Housing Trust Fund (aka Affordable Housing Trust Fund Committee or AHTFC) for the following purposes:

1. The purchase of real or personal property related to the acquisition or creation of affordable housing.
2. The construction, renovation or improvement of property and/or structures related to the acquisition or creation of affordable housing.
3. Programs and payments designed to reduce the cost of the rental cost of housing units.
4. Programs and payments designed to reduce the cost of the acquisition of affordable housing units.
5. For payment to advisors and agents as related to the acquisition or creation of affordable housing.
6. In support of seeking and obtaining other funding for the Affordable Housing Trust Fund.

Item 10 Management

The Trustees of the Affordable Housing Trust Fund (aka Affordable Housing Trust Fund Committee) will be responsible for oversight of any project funded by the Affordable Housing Trust Fund. The committee has the statutory authority to hire experts, consultants and advisors as required if the managerial requirements exceed the capacity of the Trustees.

Item 12 Summary

This article transfers the balance of the Community Preservation Act Community Housing Funds to the Affordable Housing Trust Fund as authorized by the Community Preservation Act. Said funds will be used to promote affordable housing consistent with the requirements of authorizing legislation.

RECEIVED
By Town Clerk/ksb at 9:30 am, Oct 10, 2024

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Tuesday, September 4, 2024 6:00 PM
Location: McAuliffe Hearing Room, Town House, 17 Common Street, Southborough, MA
Present: Kathryn Cook, Andrew Dennington, Sam Stivers, Marguerite Landry and Al Hamilton. Town Administrator Mark Purple and Assistant Town Administrator Vanessa Hale.

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Chair Kathy Cook called the meeting to order at 6:00 PM.

II. Executive Session

Ms. Cook moved to enter the Board into Executive Session per M.G.L. Chapter 30A, Section 21, at 6:00 PM for the purposes of (1) discussing strategy as it relates to a successor agreement with the Police Union (Exemption 3), as the Chair declares that an open meeting may have a detrimental effect on the bargaining position of the public body, and (2) to review and approve Executive Session minutes from the August 6, 2024 (Exemption 7). Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Ms. Landry, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Cook, aye (5-0-0).

The Board returned to Open Session at 7:18 PM. Ms. Cook moved to Other Matters "d" at this time.

III. Public Comment

Ms. Cook heard Public Comment after Other Matters "b." There was no public comment.

IV. Reports

a. Chair's Report

There was no Chair's Report.

b. Members' Reports

Mr. Dennington reported that, on behalf of the Board, he submitted the application to the Community Preservation Commission (CPC) requesting Community Preservation Act (CPA) funds for the Town Common rail replacement project. Mr. Hamilton stated he submitted an application for the transfer of CPA Affordable Housing funds to the Affordable Housing Trust Fund (AHTF).

Mr. Hamilton reported that he and Mr. Stivers would meet with the Westborough Regional Emergency Communication Center (RECC) next Monday to discuss regionalization.

c. Town Administrator's Report

Mr. Purple reported that Chief Newell issued a personnel order congratulating Officer Theo Davis on completing the department's 12-week field training program and added he will begin regular shifts.

V. Consent Agenda

a. Approve Open Session Meeting Minutes: August 6, 2024

Mr. Stivers requested to hold Consent Agenda item "a." Mr. Stivers requested the following changes: Line 247: impervious to pervious. Ms. Landry requested scrivener's changes to the minutes. Ms. Cook requested scrivener's changes to the minutes and the following: Line 149: insert "costs" after latest; Line 148: delete after "at" and insert "a Special Town Meeting expected to be held in April

2025; Line 156: delete "sent" and insert "made"; Line 233: delete after "funding" and insert "CPA eligible projects." Mr. Stivers moved to approve the August 6, 2024 minutes, as edited. Mr. Hamilton seconded the motion. The motion was unanimously approved (5-0-0).

b. Approve Eversource request to use DPW as staging area

Mr. Michael Conkemd appeared before the Board, via ZOOM, on the matter. DPW Superintendent Bill Cundiff also appeared before the Board, via ZOOM. Superintendent Cundiff stated that Eversource is requesting to have its contractor, New England Utilities Contractors (Neuco), use the DPW as a staging area to repair the gas line along Route 9 between Cordaville Road and Parkerville Road over the next two months. He stated the work would occur overnight and the staging area would occur past the transfer station. Mr. Conkemd stated that hours of operation would be from 8 PM- 5 AM and work would occur at the DPW between 9 PM and midnight. Mr. Conkemd also stated that that he would reach out to residents on Middle Road to inform them of the work and address any noise and light concerns/complaints. Superintendent Cundiff stated that the DPW would get an additional storage as part of the Eversource request. Mr. Dennington asked about concerns regarding the open door at the transfer station between 9 PM and midnight. Superintendent Cundiff stated that Neuco would maintain a presence at the transfer station and that there are cameras on site as well. Mr. Stivers moved to approve the Property Use Agreement between the Town and Neuco, pending approval by Town Counsel. Mr. Dennington seconded the motion. The motion was unanimously approved (5-0-0).

c. Close warrant for September 30, 2024 Special Town Meeting

The Board agreed to close the warrant at its September 9th meeting following the Planning Board meeting on Article #8 and the Board's subsequent meeting on Articles #10 and #11.

VI. Other Matters *(Board may vote)*

a. Review ARPA funding and requests

Ms. Cook stated that the Board would need to reallocate approximately $223,000 dollars of ARPA funds that need to be committed by December 31, 2024, and reviewed a potential list of items to fund. The Board discussed the list. Ms. Cook moved that the Board transfer $223,463.62 out of the following projects: ARPA Consultant-$29,760; Northboro Rd./Johnson Rd. Culvert-$5,518.50; Town Meeting Clickers-$755; Town Hall Furniture-$5,000; Trottier Rooftop HVAC-$30,004.71; Finn Mold Remediation-$28,159.19; Town Survey for Seniors-$35,000; Mental Health Clinician-$36,650; and National Grid-$52,616.22 and into the General Tax Relief Category. Mr. Hamilton seconded the motion. The Board agreed to leave $35,000 allocated to the Senior Survey. Ms. Cook amended her motion to transfer $188,463.62 out of the projects listed above, excluding $35,000 for the Senior Center Survey, and transfer into the General Tax Relief Category. Mr. Hamilton seconded the motion. The motion was unanimously approved (5-0-0). Mr. Hamilton moved to transfer the following out of the General Tax Relief Category: $75,000 for the Fire Notification System and $125,000 for the Transfer Station Trailer. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Mr. Hamilton moved to confirm that the Board allocated ARPA funds for the following: $85,000 for the Town Website Improvements and $20,000 for the McAuliffe Hearing Room. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

b. Continued review of warrant articles for September 30, 2024 Special Town Meeting

Police Chief Ryan Newell appeared before the Board to discuss implementation of the Public Safety Staffing Study (PSSS) recommendations. Ms. Cook asked the Board if they wanted to implement any recommendations from the PSSS in the FY25 Police budget. The Board discussed the lieutenant position. The Board agreed they are supportive of adding the lieutenant position to the budget in January 2025. Ms. Cook stated that Mr. Purple had provided the Board with the financial impact of adding the lieutenant position. Ms. Cook moved that the Board support adding a second lieutenant to the Police Department as of January 1, 2025, at Special Town Meeting on September 30, 2024.

Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Mr. Purple stated the lieutenant position would be Article #16 in the warrant for Special Town Meeting. Ms. Cook stated the Board would review other recommendations from the PSSS after Special Town Meeting. The Board agreed to discuss the following articles: Article #5 – Minutes; Article #10-Establishing the Board of Trustees of the Affordable Housing Trust Fund (AHTF); Article #11- Dissolving Southborough Housing Opportunity Partnership Committee (SHOPC); Article #17 – Time of Annual Town Meeting; and #19 – Citizen's Petition-Recall. Mr. Purple reviewed the timeline for inclusion in the Special Town Meeting warrant and stated that his goal is to send the document to the printer on September 10th. Mr. Hamilton stated he had spoken with Town Clerk Hegarty and is comfortable with the Article #5. Mr. Hamilton moved that the Board support Article #5, as printed in the Draft Warrant dated August 30, 2024. Ms. Landry seconded the motion. The motion was unanimously approved (5-0-0). Mr. Dennington stated that the Working Group would meet on Friday, September 6th, to finalize Articles #10 and #11. The Board discussed qualifications for members on the newly formed committee in Article #10. The Board agreed to vote on Articles #10 and #11 on Monday, September 9th, at a meeting immediately following the Board's appearance and vote on Article #8 at the Planning Board meeting. The Board discussed the language in Article #17. The Board agreed to change the language to "Annual Town Meeting will occur no later than the last Saturday in April at a date and time to be determined by the Select Board." Mr. Purple agreed to ask Town Counsel for an opinion regarding suspension of Town Meeting by 11:00 PM. Mr. Hamilton moved that the Board support Article #17, as amended this evening by Mr. Dennington's printed revisions. Ms. Landry seconded the motion. The motion was unanimously approved (5-0-0). The Board discussed Article #19. Mr. Dennington moved that the Board support at Special Town Meeting Article #19. Mr. Stivers seconded the motion. The motion unanimously failed (0-5-0). The Board discussed the ordering of articles for the warrant. Mr. Hamilton moved to reorder Article #18 after Article #7 and before Article #8. Ms. Landry seconded the motion. Mr. Dennington amended the motion to reorder Article #18 as the new Article #10 after Article #8-MBTA Communities and Article #9-RECC. Ms. Landry seconded the motion. The motion was unanimously approved (5-0-0).

c. Select Board Office Hours: schedule for remainder of 2024

The Board agreed to the following schedule for office hours on the following dates: September 10th: Mr. Stivers and Mr. Hamilton; October 15: Ms. Landry and Mr. Stivers; November 12th: Ms. Cook and Mr. Dennington; and December 10th: Ms. Landry and Mr. Hamilton.

The Board recessed at 8:29 PM and resumed meeting at 8:34 PM. The Board moved to Other Matters "b" at this time.

d. Review proposed Health Agent IMA with Northborough

Ms. Chelsea Malinowski, Board of Health (BOH) Chair, and Taylor West, RN and Health Director, appeared before the Board on the matter. Ms. Cook stated that Ms. Malinowski and Ms. West were appearing before the Board to discuss the proposed InterMunicipal Agreement (IMA) with Northborough to share a Health Agent. Ms. Malinowski stated that the BOH engaged the Collins Center to conduct a staffing study to determine if the BOH was utilizing its Public Health Excellence Grant (PHEG) effectively. She stated that Northborough, Southborough and Boylston participated in the study that focused on shared resources with future consideration of regionalization, adding that the BOH is not recommending a regional approach at this time. Ms. Malinowski stated that the BOH has recently restructured and Ms. West will now be responsible for the Health Director position, nursing position and supervising inspections. She stated that Dennis Costello would perform food and septic inspections. Ms. Malinowski stated the BOH is proposing the Town adopt Option 2 from the Collins Study, which would add a shared Health Agent position between Southborough and Northborough. She explained that although the FY25 BOH budget would increase, the increase

would be offset by local receipts and result in no net increase or a minimal increase. Mr. Hamilton requested that, in shared arrangements with other communities, all costs are captured to determine the actual cost of shared services. The Board discussed edits to the IMA and requested that the IMA have an exhibit detailing all costs. Ms. Malinowski stated an exhibit detailing costs would be included. Mr. Dennington suggested that the IMA include language that equally splits the costs of any judgment not covered by insurance between Northborough and Southborough and Ms. Malinowski edited the IMA to include that language. The Board requested Ms. Malinowski speak with Mr. Brian Ballantine regarding how to address the pension for the shared employee. The Board agreed to approve the revised IMA at its September 17th meeting.

VII. Public Comment

There was no public comment.

VIII. Adjournment

Mr. Hamilton moved to adjourn the meeting at 9:10 PM. Ms. Landry seconded the motion. The motion was unanimously approved (5-0-0).

Upcoming Meetings	
September 9, 2024	*September 11, 2024*

Respectfully submitted,

Bridgid Rubin, Recording Secretary

List of Documents referred to at the September 4, 2024 SB Meeting:

- Email from Jen Hansen, dated August 22, 2024, RE: 21 Highland Street Future Use Committee
- Open Session Meeting Minutes, dated August 6, 2024
- Letter of Request from Dan Wisz, dated August 26, 2024, RE: New England Utility Contractors (NEUCO), with attachment
- Draft Town Meeting Warrant, dated August 30, 2024
- Memorandum from Melanie Otsuka, dated August 30, 2024, RE: Proposed Select Board Office Hour Dates
- Proposed Intermunicipal Services Agreement between Southborough and Northborough
- Memorandum from Mark Purple, dated September 3, 2024, RE: Police Lieutenant Position
- Letter from Southborough Board of Health, dated September 3, 2024, RE: Health Agent IMA
- Collins Center Report on Public Health Shared Services/Regionalization Assessment, dated June 2024
- Draft Article #17 language proposed by Andrew Dennington

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Tuesday, August 6, 2024 6:00 PM
Location: McAuliffe Hearing Room, Town House, 17 Common Street, Southborough, MA
Present: Kathryn Cook, Andrew Dennington, Sam Stivers and Marguerite Landry. Al Hamilton appeared via ZOOM. Town Administrator Mark Purple and Assistant Town Administrator Vanessa Hale.

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Chair Kathy Cook called the meeting to order at 6:00 PM.

II. Executive Session

Mr. Stivers moved to enter into Executive Session at 6:00 PM, per M.G.L. Chapter 30A, Section 21, and return to Open Session, to discuss strategy with respect to litigation (Exemption 3) where an open meeting will have a detrimental effect on the litigating position of the public body and the chair so declares: Louise Barron v Daniel Kolenda. Mr. Dennington seconded the motion. The motion was unanimously approved by roll call vote: Ms. Landry, aye; Mr. Stivers, aye; Mr. Dennington, aye; Mr. Hamilton, aye; Ms. Cook, aye (5-0-0).

Ms. Cook returned the Board to Open Session at 6:36 PM.

Ms. Cook heard Public Comment after IV. Scheduled Appointments.

III. Scheduled Appointments *(Board may vote)*

a. 6:30 PM – Public Hearing; FY25 Transfer Station Regulations

Mr. Purple read the public hearing notice into the public record at 6:36 PM. DPW Superintendent Bill Cundiff appeared before the Board on the matter. Superintendent Cundiff reviewed the proposed changes, noting that the changes are minor and some are grammatical in nature. Mr. Dennington asked about the insertion of "commercial refuse not accepted." Superintendent Cundiff stated he has seen refuse that he suspects is commercial and would like to come up with better ways to identify violators. Mr. Dennington stated he is supportive of this change. Mr. Mike Canova, 41 Highland Street, asked if vehicles with commercial license plates would be excluded from the transfer station. Superintendent Cundiff stated that only commercial refuse would be excluded from the transfer station. Mr. Shawn Rose, 3 Lovers Lane, asked that the exclusion of paper bags for yard waste be added to the rules. Superintendent Cundiff stated that Mr. Rose's recommendation is a good one that could be added to next year's regulations. Ms. Cook stated that the Board is only being asked to vote on the regulations as presented this evening. Mr. Stivers moved to close the public hearing at 6:49 PM. Mr. Dennington seconded the motion. The motion was unanimously approved by roll call vote: Ms. Landry, aye; Mr. Stivers, aye; Mr. Dennington, aye; Mr. Hamilton, aye; Ms. Cook, aye (5-0-0). Mr. Stivers moved to approve the Transfer Station Regulations for FY25, as amended. Mr. Dennington seconded the motion. The motion was unanimously approved by roll call vote: Ms. Landry, aye; Mr. Stivers, aye; Mr. Dennington, aye; Mr. Hamilton, aye; Ms. Cook, aye (5-0-0).

b. Appoint Marlo Taylor as FT Communications Officer

Chief Newell requested that the Board appoint Ms. Marlo Taylor as a full-time Communications Officer. Ms. Taylor was not in attendance at the meeting and Chief Newell stated she would be filling one of the two full-time positions approved at Annual Town Meeting. Mr. Hamilton asked if the Department has one full-time and one part-time position still available. Chief Newell replied that is the case and the position are still being advertised. Mr. Stivers moved to approve Marlo Taylor as full-time Communications Officer. Mr. Dennington seconded the motion. The motion was unanimously approved by roll call vote: Ms. Landry, aye; Mr. Stivers, aye; Mr. Dennington, aye; Mr. Hamilton, aye; Ms. Cook, aye (5-0-0).

c. Appoint Anthony Vega as FT Police Officer

d. Appoint Andrew Whamond as FT Police Officer

Ms. Cook heard Scheduled Appointments "c" and "d" before Scheduled Appointments "b." Police Chief Ryan Newall appeared before the Board in the matter. Chief Newell presented Mr. Anthony Vega and Mr. Andrew Whamond to the Board and requested that they be appointed as full-time Police Officers with the Southborough Police Department. Chief Newell reported that with the appointment of Mr. Vega and Mr. Whamond, the Southborough Police Department would be fully staffed. The Board welcomed Mr. Vega and Mr. Whamond to the Department. Mr. Stivers moved to appoint Anthony Vega as a full-time Police Officer and Andrew Whamond as a full-time Police Officer. Mr. Dennington seconded the motion. The motion was unanimously approved by roll call vote: Ms. Landry, aye; Mr. Stivers, aye; Mr. Dennington, aye; Mr. Hamilton, aye; Ms. Cook, aye (5-0-0).

The Board recessed at 6:55 PM and resumed meeting at 6:58 PM.

e. Board and Committee appointments:

i. Sheri Widdiss to the Conservation Commission, term to expire 6/30/2027

Ms. Sheri Widdiss appeared before the Board, via ZOOM, in the matter. The Board interviewed Ms. Widdiss. Mr. Hamilton asked Ms. Widdiss for her thoughts on returning Chestnut Hill Farm to a working farm. Ms. Widdiss stated she would need to review the Conservation Restriction on the property and then understand the goals of the Conservation Commission and Board related to the property. Mr. Stivers moved to appoint Sheri Widdiss to the Conservation Commission, term to expire 6/30/2027. Mr. Dennington seconded the motion. The motion was unanimously approved by roll call vote: Ms. Landry, aye; Mr. Stivers, aye; Mr. Dennington, aye; Mr. Hamilton, aye; Ms. Cook, aye (5-0-0).

ii. Jane Gates to Cultural Arts Council, term to expire 8/5/2026

Ms. Jane Gates appeared before the Board in the matter. The Board interviewed Ms. Gates. Mr. Stivers moved to appoint Jane Gates to the Cultural Arts Council, term to expire 8/5/2026. Mr. Dennington seconded the motion. The motion was unanimously approved by roll call vote: Ms. Landry, aye; Mr. Stivers, aye; Mr. Dennington, aye; Mr. Hamilton, aye; Ms. Cook, aye (5-0-0).

iii. Nicole Boloz to Cultural Arts Council, term to expire 10/2/2025 (to complete Jen Hansen's term)

Ms. Nicole Boloz appeared before the Board in the matter. The Board interviewed Ms. Boloz. Mr. Stivers moved to appoint Nicole Boloz to the Cultural Arts Council, term to expire 10/2/2025. Mr. Dennington seconded the motion. The motion was unanimously approved by roll call vote: Ms. Landry, aye; Mr. Stivers, aye; Mr. Dennington, aye; Mr. Hamilton, aye; Ms. Cook, aye (5-0-0).

f. Update from the Cultural Arts Council: Katlyn Heusner

Ms. Katlyn Heusner appeared before the Board on the matter. Ms. Heusner updated the Board on the recent activities of the Cultural Arts Council. She stated that the Council had recently re-organized into an executive committee structure, consistent with the Massachusetts Cultural Arts Council guidelines, and reported that she and members Elizabeth Kesselman and Rajani Kumari sit on

the executive committee. She also stated the Council has focused on recruitment and presently has a full committee of six members. Council member Elizabeth Kesselman appeared before the Board to clarify that the Massachusetts Cultural Arts Council's guidelines require a minimum number of five members in order to award grants. Ms. Heusner stated the committee's goals include: 1) how to functionally improve to ensure they are in general compliance, while also understanding the Board's goals; and 2) identifying and working with other partners in Town to enhance arts and culture for the residents. She stated that the Council annually awards a total of $6,000 in grants and informed the Board that the grant cycle would open on September 1st and close on October 17th. She also stated the Council recently conducted a survey on all aspects of their grants process to obtain public feedback and shared the results of the survey. The Board and Ms. Heusner discussed space needs, greater community involvement and publicity for the upcoming grant cycle. Mr. Stivers suggested that the Board consider budgeting some funds annually for the Cultural Arts Council.

g. Update from Historical Commission: Kevin Miller

Mr. Kevin Miller, Chair of the Historical Commission, appeared before the Board in the matter. Mr. Miller called the Historical Commission meeting to order at 7:36 PM. Members present: Kevin Miller, Grant Farrington, Kelly O'Brien and Dan Blanchard. Vice Chair Annie Phaff appeared via ZOOM. Absent: Michele Hokinson and James Blaschke. Mr. Miller updated the Board on recent activities of the Historical Commission. He stated that ARPA funds were used for the following: 1) the National Historical District Register sign project. The project has been completed and the signs are up; 2) $1,000 to restart the historic house sign project. Mr. Miller stated this project is free to homes that qualify, although the Commission accepts donations and hopes this project will become self-sustaining. Vice Chair Annie Pfaff stated that, to date, the Commission has delivered 55 signs in total, with 12 signs in the pipeline and approximately 350 signs on the list that qualify; and 3) $500 has been used to purchase a sign for the water tower in the Rural Cemetery. Mr. Miller stated that the Commission is looking into the challenges for preserving structures affected by the Demolition Delay Bylaw. He stated that the Bylaw should be consistent with the age of historic buildings in the zoning code, which is 85 years old. Mr. Stivers suggested the Historic Commission bring forth an article at Annual Town Meeting 2025 that makes the Demolition Delay Bylaw consistent with Town Code. The Historic Commission and the Board discussed the status of 42 Main Street. Mr. Hamilton stated that he believes the Demolition Delay Bylaw should be re-examined, as he views the Bylaw as an inconvenience to property owners. Mr. Miller stated that the Historical Commission is also working on the following issues: 1) working with Jon Delli Priscoli regarding the viewscape at the Burnett House; 2) finding a location for historical record storage and to display historical Town documents; 3) marking the graves of the 43 Revolutionary War veterans who are in unmarked graves in the Old Burial Ground; and 4) integrating an education aspect of the 250th anniversary of the Revolutionary War (in 2026) with the Tricentennial Celebration that will take place in 2027. Ms. Landry stated she feels the historical document storage matter should be addressed in the near future. Mr. Dennington stated that CPC grant applications are due by August 31st. The Board and Historical Commission discussed logistics for the Town Common Rail Replacement Project and agreed that Mr. Dennington would draft a grant proposal for the Historical Commission to review prior to August 31st. Mr. Dennington requested that any other potential funding sources for the project be relayed to Mr. Dennington for inclusion in the grant application. Mr. Farrington moved to adjourn the Historical Commission meeting at 8:13 PM. Ms. O'Brien seconded the motion. The motion was unanimously approved by roll call vote: Ms. Pfaff, aye; Ms. O'Brien, aye; Mr. Farrington, aye; Mr. Blanchard, aye; Mr. Miller, aye (5-0-0).

Ms. Cook moved to Other Matters "b" at this time.

VI. Public Comment

There was no public comment.

V. Reports

a. Chair's Report

i. Neary Building Committee report; Recreation Commission vacancies

Ms. Cook reported that the Neary Building Committee (NBC) would decide by next week on the project to recommend for a vote at Annual Town Meeting 2025. She stated the NBC Financial Subcommittee would present the latest estimates to the Board at a meeting this Friday, August 9th, at 1 PM and she urged the public to attend/view.

Ms. Cook stated that at each meeting, the Board would highlight a board/committee to inform residents about vacancies and encourage them to volunteer. She stated this meeting's spotlight is on the Recreation Commission and added they have two vacancies available.

b. Members' Reports

i. RECC update

Mr. Hamilton reported that the Virtual RECC presentation was sent to Ashland, Westborough and Northborough, and added there has been no feedback received from the communities on the concept of a virtual RECC. Mr. Hamilton stated that he spoke with a representative from State 911 regarding a potential virtual RECC and the representative was not encouraging about the concept. Mr. Hamilton stated that he believes the Board should hold 2-3 public forums in the coming months to discuss the options available and to determine a path forward for the Town. Mr. Hamilton and Mr. Stivers agreed to propose a schedule for the public forums prior to Special Town Meeting.

ii. Update on 2025 One Stop grant application for Rt. 9 zoning

Mr. Dennington reported that he and Ms. Cook appeared before the Planning Board to discuss the Board's goal to pursue a One Stop grant application to study zoning improvements on Rt. 9. He stated he was pleased that the Planning Board unanimously expressed their support and interest in collaborating on the One Stop grant application. Mr. Dennington noted that if the Town were successful in receiving a One Stop grant, any work related to the grant would follow the MBTA Communities work presently being addressed by the Planning Board.

Mr. Dennington also reported that the Affordable Housing Working Group met August 1st. Members present were the following: Mr. Dennington and Mr. Hamilton from the Affordable Housing Trust Fund Committee, Doug Manz and Paul Desmond from the Southborough Housing Opportunity Partnership Committee (SHOPC) and Lisa Braccio, member at-large. He stated that he believes the group will have draft language by the end of August for Special Town Meeting.

c. Town Administrator's Report

i. August special meeting: Tuesday, August 27th proposed

Mr. Purple reported that the Board would hold a meeting on Tuesday, August 27th, to finalize the warrant for Special Town Meeting on September 30, 2024. He also stated that the Board and the School Committee would hold a joint meeting on September 11, 2024 at 6:30 PM to appoint the new K-8 School Committee member.

iii. Staffing study update

Mr. Purple reported that he, Police Chief Newell and Fire Chief Puntini, have received a draft of the study and are offering comments to the consultant. He stated he expects to have a final version for the Board to review next week.

iv. Update on Division of Local Services (DLS) Financial Policy Manual

Mr. Purple reported that the DLS's review of the Town's Financial Policy Manual has been completed and is currently under review by Mr. Purple and the Finance team. He stated there is a great deal of information to digest and he believes the Finance team will likely report first on updating current financial policies of the Town. He expects the review/recommendations will be presented to the

Board and Advisory next week. He stated the Town is still awaiting DLS's review of the Town's financial operations.

VI. Consent Agenda

a. Approve Open Session Meeting Minutes: July 10, 2024; July 16, 2024; July 23, 2024

Mr. Stivers and Ms. Landry requested to hold Consent Agenda item "a." **July 10, 2024 Minutes:** Ms. Landry, Mr. Stivers and Mr. Dennington had scrivener's changes to the minutes. **July 16, 2024 Minutes:** Mr. Stivers requested that Atty. William Solomon attendance, via ZOOM, be added to the minutes. Mr. Cook moved to approve the July 10, 2024 minutes, as amended, the July 16, 2024 minutes, as amended and the July 23, 2023 minutes, as written. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Ms. Landry, aye; Mr. Stivers, aye; Mr. Dennington, aye; Mr. Hamilton, aye; Ms. Cook, aye (5-0-0).

b. Approval of 2024 Warrant for State Primary
c. Approve police detail for election
d. Approve Early Voting dates for September and November Elections
e. Approve amended poll workers' rate
f. Appoint Doug Manz as the SHOPC representative to the CPC
g. Appoint Leslie Naditch to OSPC (swearing-in period expired)

Ms. Cook moved to approve Consent Agenda items "b", "c", "d", "e", "f" and "g." Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Ms. Landry, aye; Mr. Stivers, aye; Mr. Dennington, aye; Mr. Hamilton, aye; Ms. Cook, aye (5-0-0).

VII. Other Matters *(Board may vote)*

a. Review of September 30, 2024 Special Town Meeting warrant

i. Review of all warrant article placeholders

Ms. Cook suggested, and the Board agreed to remove two articles from consideration at the Special Town Meeting: increasing the CPA surtax and creating a Storm Water Enterprise Fund.

ii. Review order of warrant articles

The Board discussed the order of the warrant articles. The Board agreed to order the articles as follows (and as numbered in the Draft Warrant): 1) remove Articles #12 and #14 from consideration; 2) Potential Consent Agenda: #1, #2, #7, #8, #9); and 3) the following articles after the Consent Agenda: #10-MBTA, #16-RECC, #11-SHOPC/AHTFC consolidation, #13-Transfer of CPC/Affordable Housing funds, New Article Section 3 (b1/2), #3-Breakneck Hill, #4-Atwood, #5- Public Safety Staffing Study, #6-EDC Coordinator hours and #15-Annual Town Meeting date requirements. The Board agreed to discuss the recommendations from the Public Safety Staffing Study with Chief Newell at its August 27th meeting and suggested a joint meeting with the Advisory Committee at that time. The Board discussed Article #6-EDC increase the coordinator position to full-time. Mr. Hamilton stated that he would like to see performance standards attached to the position to determine if the increase in hours is a benefit to the Town. The Board indicated their unanimous support for Article #6.

iii. Consideration of article to accept MGL Chapter 44B Section 3(b1/2) – to allow use of other municipal funds to supplement CPA funds

Ms. Cook heard this matter prior to Other Matters "a." Mr. Stivers stated that the Town's CPA bylaw language, approved in 2005, does not reflect the State's amended language. Mr. Stivers is proposing that the Town amend the bylaw to accept the State's amendment, as doing so would allow the Town greater flexibility in funding projects using CPA monies. Mr. Stivers stated that this matter is administrative. Ms. Cook stated that the CPC would vote on the matter at its meeting on Thursday evening. The Board discussed the matter and agreed to support an article at Special Town Meeting that amends the Town's CPA bylaw. Mr. Stivers will follow up on the matter.

b. 352 Turnpike Road overview with Ferris Development on proposed 40B project

Mr. David Ferris, Principal of Ferris Development Group, and Atty. George Bahnan, Assistant Counsel for Ferris Development Group, appeared before the Board on the matter. Mr. Ferris thanked the Board for their efforts to cooperate with his 40B projects. He stated that he is proposing a six-story 40B project at 352 Turnpike Road of 68 rental units consisting of 55 one-bedroom units, 6 two-bedroom units and 7 three-bedroom units. He noted that 25% of the units would qualify as affordable. Mr. Ferris stated that he has three potential projects in the pipeline that would allow the Town to reach Safe Harbor and be in control of future proposed projects. Ms. Cook asked about next steps. Mr. Ferris stated that concept plans have been drawn up and he is seeking feedback on those plans. Following any feedback, Mr. Ferris stated that Ferris Development Group would apply to the State for a Project Eligibility Letter. Mr. Dennington asked if the project would use impervious surface (parking lot). Mr. Ferris stated that it would. Mr. Dennington asked if mixed-use was an element of the project. Mr. Ferris stated that at this time, conceptually, it was. The Board discussed the proposed project.

VIII. Public Comment

There was no public comment.

IX. Adjournment

Ms. Cook moved to adjourn at 9:18 PM. Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Ms. Landry, aye; Mr. Stivers, aye; Mr. Dennington, aye; Mr. Hamilton, aye; Ms. Cook, aye (5-0-0).

Upcoming Meetings	
August 27, 2024	*September 4, 2024*

Respectfully submitted,

Bridgid Rubin, Recording Secretary

List of Documents referred to at the August 6, 2024 SB Meeting:

- Public hearing notice for the consideration of proposed revisions to Transfer Station Rules and Regulation for FY25
- Draft Transfer Station Rules and Regulations for FY25, red-lined and proposed draft
- Letter from Police Chief Ryan Newell, dated August 2, 2024, RE: Appointment of Full-Time Telecommunication Officer Marlo Taylor
- Resume of Marlo Taylor
- Letter from Police Chief Ryan Newell, dated August 2, 2024, RE: Appointment of Full-Time Police Officer Anthony Vega
- Resume of Anthony Vega
- Letter from Police Chief Ryan Newell, dated August 2, 2024, RE: Appointment of Full-Time Police Officer Andrew Whamond
- Resume of Andrew Whamond
- Email communication from Melissa Danza, dated July 12, 2024, RE: Appointment of Sheri Widdiss
- Board and Committee Volunteer form for Sheri Widdiss

- Email communication from Katlyn Heusner, dated July 9, 2024, RE: Appointment of Jane Gates
- Board and Committee Volunteer form for Jane Gates
- Email communication from Katlyn Heusner, dated July 31, 2024, RE: Appointment of Nicole Boloz
- Board and Committee Volunteer form for Nicole Boloz
- Open Session Meeting Minutes for July 10, 2024; July 16, 2024; July 23, 2024
- Proposal for geotechnical services from Lahlaf Geotechnical Consulting, dated July 22, 2024
- Letter from Town Clerk James Hegarty, dated July 17, 2024, RE: Warrant for September 3, 2024 State Primary Election and Motion Approval
- Letter from Town Clerk James Hegarty, dated July 17, 2024, RE: In-Person Early Voting for the September 3, 2024 State Primary Election
- Letter from Town Clerk James Hegarty, dated July 23, 2023, RE: In-Person Early Voting for the November 5, 2024 State Election
- Letter from Town Clerk James Hegarty, dated July 23, 2024, RE: Pay Rate for Election Workers
- Email Communication from Doug Manz, dated July 26, 2024, RE: SHOPC Appointment to CPC
- Draft Special Town Meeting Warrant, dated September 30, 2024
- Email Communication from Atty. George Bahnan, dated July 16, 2024, RE: Proposed 40B Development at 352 Turnpike Road
- 352 Turnpike Road Site Plan

Letter of Request – Town of Southborough

8/26/24

To Whom It May Concern,

I am requesting authorization, from the Southborough Select Board, for an Eversource contracting company, New England Utility Contractors (Neuco), to utilize the DPW Facility located at 147 Cordaville Rd throughout the upcoming Gas Main Installation Project on Route 9, from Parkerville to Cordaville Rd.

Neuco would like to use the wooded area behind the transfer station / swap shop as a staging area for materials (i.e sand, gravel, etc.) throughout the project. This project has an estimated duration of 2 months, starting September 3rd and will have work hours of 9pm – 5am, Sunday through Thursday.

The extent of use will include the following:

Daytime Activity:

- Dumping and storage of Sand and Gravel at the site – appx 2 times a week, preferably during transfer station off hours.
- Clean up and removal of excess material from the proposed site – once a week.

Nighttime Activity:

- Periodic use of machinery to transfer materials from the staging area to the work site.
- Periodic dumping of materials to be stored at the staging area.

This request has been coordinated with and reviewed by the DPW Superintendent, Eversource Supervision, Neuco Supervision, and the Neuco Operations Crew. Notification to all abutters will be provided by Eversource Supervision and all efforts to minimize noise during nighttime operations will be established and incorporated into daily activities.

Included is a Use of Land Agreement provided by Neuco, releasing liability and insuring the staging area will be returned to its original state, accepted by the DPW Superintendent.

PROPERTY USE AGREEMENT

Superintendent: Dan Wisz Job #: 10609224

I, Southborough town officer ("Owner"), own the below-described real property ("147 Cordaville rd. Southboro") and hereby agree to rent a portion of the premises, near the transfer station, to Select Company ("NEUCO") for use as a staging area for equipment, materials (sand and Gravel) and supplies (including but not limited to fuel and lubricants) used in connection with NEUCO operations:

147 Cordaville Rd.
Southborough MA
01772

This Agreement shall begin on 9/3/24 and remain in full force and effect until the earlier of 12/31/24 or termination by NEUCO through prior notice of no less than seven calendar days. NEUCO agrees to pay the sum of $00.00 per month , which sum will be paid in advance on or before the 1st day of each month. Owner shall return to NEUCO such prorated portion of rent as reflects the pre-paid but unused rent for the month in which the agreement is terminated.

For the duration of this Agreement, NEUCO shall hold Southborough DPW harmless from and against any and all liability directly arising out of NEUCO operations on the 147 Cordaville rd. Southboro. NEUCO shall remove all spoils, foreign debris, materials and equipment generated from its use from the premises and restore the 147 Cordaville rd. Southboro to its pre-rent condition (reasonable wear and tear excepted) at conclusion of this Agreement.

Southborough DPW represents and warrants that it has not been notified by any federal, state or local environmental agency or similar entity regarding any pending or threatened environmental or hazardous-waste matter involving or relating to the 147 Cordaville rd. Southboro, and that Southborough DPW is not aware of any such pending or threatened matter or any impairment of any such kind. In any event, Southborough DPW shall indemnify and hold harmless NEUCO and its officers, directors, employees, agents and consultants from and against all claims, losses, damages, costs and expenses (including professional fees and damages to third parties) attributable to any environmental contamination or impairment as relates to any use or condition of the 147 Cordaville rd. Southboro prior to NEUCO 'S occupancy (except, any extent to which any such contamination or impairment is caused by NEUCO), irrespective of when any such contamination or impairment is discovered or becomes a part of any enforcement action by any regulatory agency. As intended herein, NEUCO'S possession of the Premises shall not be construed as NEUCO having "caused" any contamination or impairment arising from materials not handled by NEUCO or that migrated upon, in, under, or about the PROPERTY prior to NEUCO'S use or occupation of the Premises.

Owner

_____
SIGNATURE

_____
PRINT NAME

_____
DATE

NEUCO

_____
SIGNATURE

_James Connors_____
PRINT NAME

_8/26/24_____
DATE

DRAFT 240830

SPECIAL TOWN MEETING WARRANT

of the

TOWN OF SOUTHBOROUGH

MASSACHUSETTS

For the Special Town Meeting
on

Monday, September 30, 2024
7:00PM

P. Brent Trottier Middle School
49 Parkerville Road

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Town Finance Terminology

The following terms are frequently used in the Advisory Committee Report and at Town Meeting. For your convenience, we provide the following definitions:

Surplus Revenue: (Often referred to as "Excess and Deficiency")
The fund represents the amount by which the Cash, Accounts Receivable and other floating assets exceed the liabilities and reserves.

Available Funds: (Often referred to as "Free Cash")
The amount of the Unreserved Fund Balance (Surplus Revenue) account over and above uncollected taxes of prior years constitutes "free cash" or "available funds".

Overlay:
The Overlay is the amount raised by the Assessors in excess of appropriations and other charges for the purpose of creating a fund to cover abatements and exemptions as granted.

Overlay Reserve:
This is the accumulated amount of the Overlay for various years not used or required to be held in the specific Overlay account for a given year, and may be used by vote of the town for extraordinary or unforeseen purposes or voted into the Reserve Fund.

Stabilization Fund:
An outside section of Chapter 138 of the Acts of 1991 (the FY92 State budget) modifies limitations on the Stabilization Fund appropriation process by enabling communities to appropriate from this fund for any non-capital, lawful purpose without Emergency Finance Board approval (section 333). Beginning in FY92, the Stabilization Fund will thus become a source of revenue for general operating expenses for communities.

The Stabilization Fund is a mechanism for setting aside money for capital projects. It equalizes the effect of capital expenditures over time, as capital appropriations can change considerably from year to year. The balance in the fund will build up during years when expenditures for capital items are low. During years with high capital expenditures, the community will transfer money from the fund to reduce the project's impact on the tax rate or the amount of borrowing required for the project.

A community may appropriate up to 10% of its tax levy each year, as long as the balance in the Stabilization Fund does not exceed 10% of the community's equalized valuation. Interest earned on any fund balance is retained as part of the fund.

Appropriations into a Stabilization Fund can be made at either an annual or special town or district meeting. Chapter 94 of the Acts of 1985 permits appropriations to be made from a Stabilization fund at a special town or district meeting, not just at the annual meeting. Regardless of the timing, appropriations from the Stabilization Fund require a two-thirds vote by the appropriating authority. Until the FY92 state budget, a community could only appropriate from the Stabilization Fund for a none-capital purpose with the approval of the Emergency Finance Board.

Reserve Fund:
This fund is established by the voters at the Annual Town Meeting only and may be composed of (a) an appropriation (not exceeding 5% of the tax levy of the preceding year), (b) money transferred from Overlay Reserve, or (c) both. Transfers from the Reserve fund may be made only by the Advisory Committee and are for "extraordinary or unforeseen expenditures" only.

Conservation Fund:
For land purchases and any other conservation use.

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Introduction to the Rules of Town Meeting

Southborough's Town Meeting is an open town meeting in which all registered voters may participate. Town Meeting is a deliberative assembly, conducted via a defined process, charged with considering a maximum number of questions of varying complexity in a minimum amount of time and with full regard to the rights of the majority, strong minority, individuals, absentees and all of these together. In other words, we gather for the purpose of conducting the Town's business thoughtfully and efficiently.

AUTHORITY

The three elements of authority at Town Meeting are a quorum of one hundred (100) registered voters or more, the Clerk and the Moderator. Of these three, the quorum is the most important.

The Town Clerk is responsible for voter registration, certification of a quorum, setting up the hall and keeping the record of the proceedings. He may also officiate Town Meeting in the absence of a Moderator.

The Moderator presides at and regulates the proceedings, decides all questions of order, and makes declarations of all votes. No one may speak on an issue without being recognized by the Moderator. It is the Moderator's responsibility to approve the distribution of materials, and persons wishing to do so must seek his permission. The Moderator appoints Tellers and alternates for the purpose of counting votes of the meeting.

THE WARRANT

All matters to be considered at Town Meeting must be published in the Town Meeting Warrant, which is the responsibility of the Board of Selectmen. The primary and most important purpose of the Warrant is to notify voters in advance the nature of the business to be taken up at Town Meeting. By state law, Town by-law or custom, several business articles (such as budget appropriations) must be presented in the Town Warrant each year for consideration. Other items are added by warrant articles proposed by Town officials, committees, boards, or groups of ten or more registered voters. The Advisory Committee reviews the Warrant, making recommendations on all the items of business to be presented. In accordance with the Town by-laws, all articles in the Warrant are considered in the order in which they appear in the Warrant, unless the Town Meeting votes to change the order for reasons that reasonable people would entertain.

PARTICIPATION

Any voter wishing to participate in Town Meeting must go to one of the floor microphones and wait to be recognized by the Moderator. Upon recognition by the Moderator, first state your name and address, and then state your business.

Anyone whose name is not on the list of registered voters requires the approval of either the Moderator or a majority of the Meeting to sit in the voting area.

All remarks shall be limited to the subject then under discussion. It is improper to indulge in references to personalities, and all expressions of approval or disapproval, such as applause or booing, are out of order. The Moderator may request any person to keep silent. If after warning from the Moderator, a person refuses to be silent or persists in other disorderly behavior, the Moderator may order a person to withdraw and if he fails to withdraw, may order a police officer to remove such person from Town Meeting.

Individuals who have a personal or financial interest with respect to a matter may speak or vote thereon but should frankly disclose their interest. However, no Town Meeting voter should accept compensation for participating without disclosing that fact.

There is no fixed time limit to the debate of any question. However, out of consideration for the others in attendance and the need to give adequate time to all matters coming before Town Meeting, each individual who speaks should make an effort to be as brief as possible and avoid repeating facts, views or opinions already expressed by others.

Anyone wishing to make a presentation with respect to any article must, prior to Town Meeting, obtain the Moderator's approval.

In order to give all a fair opportunity to speak, no one who has addressed any particular motion shall speak again, except to answer questions, until all others wishing to speak to the motion have done so.

HOW ARE MOTIONS CLASSIFIED?

Main Motions
Motions of this group are for the bringing of questions, or propositions, before Town Meeting for consideration. Only one main motion can be considered at a given time, and once introduced such a motion excludes all other main motions until it has been disposed.

Subsidiary Motions
Motions of this group have are for the modification or disposition of the main motion that is being considered. Their existence as motions depends entirely upon the principal motion to which they are subordinate. Since they relate to the question then under consideration, it is in order to propose them when a main motion is pending and to vote upon them before voting upon the main motion.

Privileged Motions
Motions of this group have no connection whatsoever with any main motion, but are motions of such importance that they are entitled to immediate consideration. These motions have the privilege of temporarily setting aside the main business then before Town Meeting.

Incidental Motions
Motions of this group have few characteristics in common, but for convenience have been grouped into one class. The name "incidental" applies because they arise only incidentally out of the business of Town Meeting.

RULES RELATIVE TO MOTIONS

A motion is the means of bringing a proposal or question for consideration by Town Meeting. When first put forward it is a motion; after it is seconded and acknowledged by the Moderator, it becomes the question or proposal. Except for complimentary resolutions (the presentation of which must be approved in advance by the Moderator), no main motion shall be entertained unless it's substance is contained within the scope of a Warrant article. Upon completion of debate, articles will be voted upon.

The Moderator shall determine whether a motion, or any discussion relative to a motion, is within the scope of the Warrant article under consideration. That is, the motion and the debate must be relevant to the article as written in the Warrant, since the purpose of the Warrant is to apprise voters of the actions to be taken at Town Meeting.

Articles only give notice to the voters and do not initiate action; motions do. Motions may be withdrawn; articles may not be withdrawn – articles must be acted upon by Town Meeting.

There are four types of amendments: striking out, inserting, striking out and inserting, and substitution. Motions to amend may be hostile as long as they are germane. An amendment to a motion is an amendment of the first rank; an amendment to an amendment is of the second rank; there can be no amendment beyond that of the second rank.

Some motions do not lead to a final determination by Town Meeting. A motion to commit or to refer sends the matter to an existing board or committee or one to be established. The motion to postpone indefinitely disposes of the question without bringing it to a direct vote. The motion to postpone indefinitely should not be confused with the motion to table which only temporarily delays a vote. As previously stated, articles may not be withdrawn; so when the Meeting does not wish to act on a particular article, the proper motion is to postpone consideration indefinitely.

Motions to reconsider shall be entertained when new information is available that is materially different than was presented (or could have been presented) at the time of the original vote on the article. Articles may be reconsidered only once. If a motion to reconsider is passed by the necessary 2/3 vote, it brings the original article back to the floor (which requires a new motion and additional debate); if the motion to reconsider is defeated, then the original article stands as previously voted and may not be reconsidered again. Actions to reconsider can be taken at the same session or any subsequent session of Town Meeting. A notice of reconsideration may be filed in advance with the Town Clerk stating that, at a specific point during the current Town Meeting, a voter will move for reconsideration on a particular article, and the Moderator will inform the hall of said action. Note that such a motion so noticed in advance must still be in order (i.e., must comply with all conditions required of any reconsideration motion).

All motions other than purely procedural motions must be in writing and signed by the sponsor.

CHART OF PRECEDENCE OF MOTIONS AND SUMMARY OF GOVERNING RULES

	May interrupt a speaker	Req. a sec.	Debatable	Vote Required	Motions that may apply
PRIVILEGED MOTIONS					
1. To dissolve	no	yes	no	majority	none
2. To adjourn	no	yes	limited	majority	amend
3. Point of no quorum	no	no	no	none	none
4. Recess	no	yes	limited	majority	amend
5. Question of privilege	yes	no	no	chair rules	none
SUBSIDIARY MOTIONS					
6. To lay on the table	no	yes	no	2/3	none
7. Previous question	no	yes	no	2/3	none
8. Limit or extend debate	no	yes	no	2/3	amend, reconsider
9. To postpone to time certain	no	yes	limited	majority	amend, reconsider
10. To commit or refer	no	yes	limited	majority	amend, reconsider
11. To amend	no	yes	yes	majority	amend, reconsider
12. To postpone indefinitely	no	yes	yes	majority	reconsider
MAIN MOTIONS					
Main Motions	no	yes	yes	majority*	all
To reconsider or rescind	no	yes	yes	2/3	table previous question postpone definitely
To take from the table	no	yes	no	majority	none
To advance an article	no	yes	yes	majority	amend, reconsider
INCIDENTAL MOTIONS					
Point of order	yes	no	no	chair rules	none
Division of a question	no	yes	no	majority	none
Separate consideration	no	yes	no	majority	none
To withdraw a motion	no	no	no	majority	reconsider
To suspend rules	no	yes	no	2/3	none
Orders of the day	yes	no	no	none	none

*The vote required to pass an affirmative main motion is a matter of substantive law, but is usually a majority.

FORM USED IN MAKING MOTIONS

1. Main Motion	Mr. Moderator, I move that...(statement of the proposal)
2. Adjourn	Mr. Moderator, I move to adjourn to...(state time)
3. Amend	Mr. Moderator, I move to amend by adding...
	Mr. Moderator, I move to amend by inserting...before...
	Mr. Moderator, I move to amend by stroking out...
	Mr. Moderator, I move to amend by striking out...and inserting...
	Mr. Moderator, I move to substitute...for...
4. Amend an Amendment	Mr. Moderator, I move to amend the pending amendment by (see above)
5. Amend Something Previously Adopted	Mr. Moderator, I move to amend the resolution under Article...by...
6. Commit or Refer	Mr. Moderator, I move that the proposal be referred to a committee of...
8. Division of a Question	Mr. Moderator, I move to divide the question.
9. Lay on the Table	Mr. Moderator, I move that the proposal be laid on the table.
10. Point of Order	Mr. Moderator, I rise to a point of order.
11. Postpone to a time certain	Mr. Moderator, I move to postpone the question to...
12. Postpone Indefinitely	Mr. Moderator, I move that the question be postponed indefinitely.
13. Previous Question	Mr. Moderator, I move the previous question.
14. Question of Privilege	Mr. Moderator, I rise to a question of privilege.
15. Recess	Mr. Moderator, I move to recess for...
16. Reconsider	Mr. Moderator, I move to reconsider the vote under Article...
	Mr. Moderator, I move to reconsider the vote on the amendment to...
17. Separate Consideration	Mr. Moderator, I move for separate consideration.
18. Suspend the Rules	Mr. Moderator, I move to suspend the rules which interfere with...
19. Take from the Table	Mr. Moderator, I move to take from the table the motion relating to...

INTERRUPTING A SPEAKER

No one may interrupt a speaker except for a point of order or a question of privilege.

POINT OF ORDER

A point of order if a question of the Moderator about whether the speaker is entitled to be speaking, or whether the current subject under discussion (or what the speaker is saying) is irrelevant, illegal or contrary to proper procedure. No other "point of order" is proper.

PREVIOUS QUESTION

To call or move the question is a request to stop discussion and to take an immediate vote. This requires a 2/3 vote.

VOTING

Voting is by hand vote and the Moderator declares the result of such votes. If seven or more voters immediately question the declared result, the Moderator shall determine the result by a standing count of votes by the Tellers. After the vote counted by the Tellers is presented to the Moderator and announced to the floor, any further motions for recount are out of order.

ADJOURNMENT AND DISSOLUTION

Sessions of Town Meeting normally adjourn at eleven o'clock in the evening but may adjourn at such earlier or later time as vote of the majority may determine. Town Meeting shall not dissolve until all articles in the warrant have been properly considered.

TOWN WARRANT
COMMONWEALTH OF MASSACHUSETTS

SPECIAL TOWN MEETING

Worcester, ss. September XX, 2024

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the Inhabitants of the Town of Southborough qualified to vote in town affairs, to meet in the P. Brent Trottier Middle School, 49 Parkerville Road, in said Southborough, on

Monday, September 30, 2024

at ***7:00 p.m.***, then and there to take action on the following Articles:

ARTICLE 1: To see if the Town will vote to amend the Personnel Salary Administration Plan, as specified in Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL, as follows:

PERSONNEL BYLAW
ENTITLED "THE SALARY ADMINISTRATION PLAN"
[revised at September 30, 2024 Special Town Meeting
Effective October 1, 2024 if warrant article is approved]

SECTION 20: CLASSIFICATION SCHEDULE: *SCHEDULE A: GRADED POSITIONS*

Title	Grade
DPW Laborer	1
Library Page	1
Library Technician	1
Administrative Assistant	2
Library Assistant	2
Administrative Assistant	3
Library Associate	3
Business Administrator I	4
Library Supervisor	4
Maintenance Technician	4
Police Dispatcher**	4
Assistant Town Accountant	5
Business Administrator II	5
Clinician	5
EDC Coordinator	5
Executive Assistant to Select Board	5
Health Agent*	5
Program Coordinator	5
Youth Services Librarian	5
Assistant Library Director	6
Assistant Director, Youth & Family Services	6

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Civil Engineer	6
Deputy Assessor	6
Deputy Town Clerk	6
Deputy Treasurer/Collector	6
Electrician	6
Local Inspector	6
Nurse	6
Outreach Coordinator	6
Police Business Administrator	6
Program Manager	6
Assistant Director/Nurse/Outreach	7
Conservation Agent	7
Recreation Director	7
Senior IT Specialist	7
Town Planner	7
Youth & Family Services Director	7

Assistant Town Administrator	8
Building Commissioner	8
Council on Aging Director	8
Director of Facilities	8
Health Director*	8
IT Manager	8
Library Director*	8
Police Lieutenant	8
Principal Assessor*	8
Town Accountant*	8
Finance Director/Treasurer-Collector*	9
Superintendent of Public Works*	9

*when not under contract
**effective March 25, 2024

SCHEDULE A

GRADE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
A-1	$15.38	$15.68	$15.99	$16.31	$16.64	$16.97	$17.31	$17.66	$18.01	$18.37	$18.74	$19.11	$19.49	$19.88	$20.28
A-2	$19.22	$19.60	$19.99	$20.39	$20.80	$21.22	$21.64	$22.07	$22.51	$22.96	$23.42	$23.89	$24.37	$24.86	$25.36
A-3	$23.06	$23.52	$23.99	$24.47	$24.96	$25.46	$25.97	$26.49	$27.02	$27.56	$28.11	$28.67	$29.24	$29.82	$30.42
A-4	$26.53	$27.06	$27.60	$28.15	$28.71	$29.28	$29.87	$30.47	$31.08	$31.70	$32.33	$32.98	$33.64	$34.31	$35.00
A-5	$29.18	$29.77	$30.37	$30.98	$31.60	$32.23	$32.87	$33.53	$34.20	$34.88	$35.58	$36.29	$37.02	$37.76	$38.52
A-6	$32.10	$32.75	$33.41	$34.08	$34.76	$35.46	$36.17	$36.89	$37.63	$38.38	$39.15	$39.93	$40.73	$41.54	$42.37
A-7	$40.13	$40.93	$41.75	$42.59	$43.44	$44.31	$45.20	$46.10	$47.02	$47.96	$48.92	$49.90	$50.90	$51.92	$52.96
A-8	$48.15	$49.12	$50.10	$51.10	$52.12	$53.16	$54.22	$55.30	$56.41	$57.54	$58.69	$59.86	$61.06	$62.28	$63.53
A-9	$52.97	$54.03	$55.11	$56.21	$57.33	$58.48	$59.65	$60.84	$62.06	$63.30	$64.57	$65.86	$67.18	$68.52	$69.89

Municipalities are subject to the federal minimum wage law, not the state law.

SCHEDULE C: SEASONAL PERSONNEL

Positions
Grade 1
Camp Counselor*

Program Aide* (1:1)
Program Supervisor* (i.e. RAP Monitor)
Grade 2
Camp Assistant Supervisor*
Intern**
Grade 3
Camp Supervisor*
Assistant Coach*
Head Coach*
Grade 4
Program Instructor*

*Fee based personnel
**Effective October 1, 2024

Rates for Seasonal Personnel

Grade	Minimum		Midpoint		Maximum	
	Hourly	Annual	Hourly	Annual	Hourly	Annual
1	$ 15.00	$ 31,200.00	$ 16.00	$ 33,280.00	$ 17.00	$ 35,360.00
2	$ 19.00	$ 39,520.00	$ 20.00	$ 41,600.00	$ 21.00	$ 43,680.00
3	$ 23.00	$ 47,840.00	$ 24.00	$ 49,920.00	$ 25.00	$ 52,000.00
4	$ 30.00	$ 62,400.00	$ 31.00	$ 64,480.00	$ 32.00	$ 66,560.00

; or do or act anything in relation thereto.

Proposed by: PERSONNEL BOARD
Select Board Recommendation:
***Advisory* Committee Recommendation:**
Summary:

ARTICLE 2: To see if the Town will vote to amend Town Code to reduce the membership of the PILOT Committee from 7 to 5 members; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
***Advisory* Committee Recommendation:**
Summary:

ARTICLE 3: To see if the Town will vote to delete Chapter 9, Article I of the Town Code, Solid Waste Disposal Committee; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
***Advisory* Committee Recommendation:**
Summary:

ARTICLE 4: To see if the Town will vote to delete Chapter 6, Article II of the Town Code, Consumer Advisory Commission; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Select Board
Advisory Committee Recommendation:
Summary:

ARTICLE 5: To see if the Town will vote to amend Town Code § 9-25 Meeting Minutes, by deleting it in its entirety and replacing it with:

Each board, committee, or commission shall provide minutes for each meeting to the Town Clerk within 45 days of the meeting, however Executive Session minutes shall be provided to the Town clerk within 45 days from the date that they are released for public disclosure.

A. The requirements of this bylaw shall apply to every board, committee or commission meeting, whether held in person, virtually, or in a hybrid manner.
B. Minutes shall be submitted as required by the Attorney General's instructions on the Open Meeting Law ("OML") MGL c. 30A, § 22.
    1) The Town Clerk shall provide every board, commission or committee member with a list of the Attorney General's OML instructions as they relate to meeting minutes on an annual basis and whenever there is a change in the instructions.
    2) The Town Clerk shall also maintain this information on the town website.
C. Minutes submitted to the Town Clerk shall include, as reasonably possible, copies of all documents, as defined by the Attorney General's OML instructions. The last page of the minutes shall include a section labeled Documents Used at This Meeting and shall list the names of each document that was used at the meeting.
D. Minutes shall indicate whether they have or have not been approved by the board, committee or commission when submitted to the Town Clerk. Minutes that have not been approved at the time of their receipt shall be labeled "Draft."
E. The Town Clerk shall:
    1) Notify the board, committee or commission chair if minutes are overdue.
    2) Keep minutes and documents for a period of time as required by applicable state law.
    3) Maintain and publish a monthly summary of any instance when a board or committee has not complied with the provisions of this bylaw.

; or do or act anything in relation thereto.

Proposed by: TOWN CLERK
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *This Article clarifies that the existing requirements for a board, committee, or commission to maintain minutes and documents used at a meeting also applies to both in-person meetings, hybrid and fully virtual meetings. This Article also requires the town clerk to maintain and publish a monthly summary of board and committees that have not complied with the provisions of this bylaw. A recent review of board meetings revealed many instances where no documents were submitted by a board.*

ARTICLE 6: To see if the Town will vote to accept M.G.L c.200A, §9A to allow the Treasurer-Collector to collect unclaimed checks or "tailings"; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support (5-0-0)
Advisory Committee Recommendation:
Summary: *MGL Chapter 200A S9A provides for an alternative procedure for the disposing of abandoned funds known as tailings, held in the custody of the Town. Adopting this statute allows for a more efficient and expedited process for the disposing of abandoned funds, allowing the Treasurer to take these funds as General Fund revenue after there have been several attempts to notify the check recipient, once a full year has passed since the original issuance. Not passing this MGL means the Town must follow Massachusetts Unclaimed annual reporting guidelines whereby there is a 3-year waiting period and the funds transfer to the state not the Town.*

ARTICLE 7: To see if the Town will accept General Laws Chapter 44, Section 53F¾, which establishes a special revenue fund known as the Public Education Government (PEG) Access and Cable Related Fund, to reserve cable franchise fees and other cable-related revenues for appropriation to support PEG access services and oversight and renewal of the cable franchise agreement, the fund to begin operation for fiscal year 2026, which begins on July 1, 2025, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support (5-0-0)
Advisory Committee Recommendation:
Summary:

ARTICLE 8: To see if the Town will vote to add a new **§174-10.3 MBTA Communities Overlay District (MCOD)** to the Town of Southborough's Zoning Bylaws, amend the zoning map, amend certain other sections to integrate the new section into the current zoning bylaw, and make any minor modifications to the text required for consistency with the existing format of the bylaws or do or act anything in relation thereto.

Please note that text to be added in in **bold**, other than §174-10.3, where the proposed change is the addition of the entire section; deleted language shown with ~~strikethrough~~.

Add the following definitions to §174-2. Definitions:

B. Definitions

AFFORDABLE UNIT
A multi-family housing unit that is subject to a restriction recorded in its chain of title limiting the sale price or rent or limiting occupancy to an individual or household of a specified income, or both.

AFFORDABLE HOUSING
Housing that contains Affordable Units as defined by §174-2.

AREA MEDIAN INCOME (AMI)
The median family income for the metropolitan statistical region that includes the Town of Southborough, as defined by the U.S. Department of Housing and Urban Development (HUD).

DWELLING, MULTIFAMILY WITHIN THE MCOD
A building with three or more residential dwelling units or two or more buildings on the same lot with more than one residential dwelling unit in each building.

Modify the following existing definitions in §174-2. Definitions:

B. Definitions

DWELLING UNIT
~~Living quarters for a single family.~~
A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation.

Add the following text to: §174-3. Districts enumerated:

N. MBTA Communities Overlay District, referred to as MCOD.

Add the following text to Article III. Use Regulations:

§174-8.13 MCOD MBTA Communities Overlay District

A. See §174-10.3

Add the following text to §174-10.A:

(6) All multi-family development within the MCOD (§174-10.3). The provisions of §174-11 Signs, §174-12 Parking and Loading, §174-12.1 Outdoor Illumination, §174-13 Landscaping, §174-13.3 Lower Impact Development, §174-13.4 Water Resource Protection, and §154 Stormwater and Erosion Control shall be included as a part of the MCOD site plan review process.

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Add the following text to §174-12.1. Outdoor Illumination:

E. (2) LZ-1 : low ambient lighting
(b) Zoning Districts: Residence A, Residence B, **and MCOD.**

F. Table 1 – under the column LZ-1, add "**MCOD**" below Residential B.

Add the following new section under Article III. Use Regulations:

§174-10.3: MBTA Communities Overlay District.

A. Purpose.

The purpose of the MBTA Communities Overlay District (MCOD) is to allow multi-family housing as of right in accordance with Section 3A of the Zoning Act (Massachusetts General Laws Chapter 40A). This zoning provides for as of right multi-family housing to accomplish the following purposes:

(1) Encourage the production of a variety of housing sizes and typologies to provide equal access to new housing throughout the community for people with a variety of needs and income levels;

(2) Support vibrant neighborhoods by encouraging an appropriate mix and intensity of uses to support an active public space that provides equal access to housing, jobs, gathering spaces, recreational opportunities, goods, and services within a half-mile of a transit station.

(3) Locate housing within walking distance of public transit to promote general public health, reduce the number of vehicular miles traveled, support economic development, and meet community-based environmental goals, including reducing greenhouse gases and improving air quality.

(4) Support public investment in public transit and pedestrian- and bike-friendly infrastructure.

B. Establishment and Applicability.

This MCOD is an overlay district having a land area of approximately 59.2 acres in size that is superimposed over the underlying zoning district(s) and is shown on the Zoning Map.

(1) **Applicability of MCOD.** An applicant may develop multi-family housing, a building with three or more residential dwelling units or two or more buildings on the same lot with more than one residential dwelling unit in each building, located within an MCOD in accordance with the provisions of this §174-10.3. The MCOD shall be exempt from §174-8.C.(2) a special permit for 2 buildings on one lot

(2) **Underlying Zoning.** The MCOD is an overlay district superimposed on underlying zoning districts. The regulations for use, dimensions, and all other provisions of the Town of Southborough's Zoning Bylaw governing the respective underlying zoning district(s) shall remain in full force, except for uses allowed as of right in the MCOD. Uses that are not identified in §174-10.3 are governed by the requirements of the underlying zoning district(s).

(a) The requirements of §174-13.2 Major residential development do not apply to the MCOD.

(b) The requirements of §174-13.3.E, Lower Impact Development special permit application and process shall not apply to a multifamily use within the MCOD, but the performance standards of §174-13.3.I, Lower Impact Development, Performance Standards: LID Criteria, may be considered during site plan review.

(c) The requirements of §174-13.4.C, Water Resource Protection special permit process shall not apply to a multifamily use within the MCOD, but compliance with the Massachusetts Surface Water Quality Standards (314 CMR 4.00) may be considered during site plan review.

(3) **Subdistricts:** The MCOD contains the following subdistricts, all of which are shown on the Zoning Map:

(a) MCOD Subdistricts #1a and 1b (Residence B Dimensional Standards)

(b) MCOD Subdistrict #2 (Industrial Park Dimensional Standards)

(c) MCOD Subdistrict #3 (Industrial Park Dimensional Standards)

For subdistrict dimensional standards, see §174-10.3.E.(1) Table of Dimensional Standards. For Sign regulations, see §174-11, and for provisions of Outdoor Illumination, see §174-12.1.

C. Definitions.

Terms used in this section but not otherwise defined herein or under §174-2 of the Zoning Bylaw shall be as defined in the Zoning Act.

D. Permitted Uses.

(1) **Permitted Uses are as follows:** The following uses are permitted as of right within the MCOD.

(a) Multi-family housing, as referenced in §174-10.3.B. (1)

(2) **Accessory Uses.** The following uses are considered accessory as of right to any of the permitted uses in Section D.1. above.

(a) Parking, including surface parking and parking within a structure such as an above ground or underground parking garage or other building on the same lot as the principal use.

(3) **Prohibited uses.** All uses which are not listed above, legally nonconforming, or otherwise allowable by the provisions of the underlying zoning regulations, are prohibited.

E. Dimensional standards are as follows:

(1) **Table of Dimensional Standards.** The dimensional requirements applicable in the MCOD are as follows:

Dimensional Standards	*MCOD Subdistricts #1a & 1b* (Residence B Dimensional Standards)	*MCOD Subdistrict #2* (Industrial Park Dimensional Standards)	*MCOD Subdistrict #3* (Industrial Park Dimensional Standards)
(a) Minimum lot area	**25,000**	**43,560**	**43,560**
(b) Minimum frontage	**125**	**200**	**200**
(c) Minimum setbacks			
(i) Front	**30**	**75***	**50**
(ii) Rear	**35**	**50**	**50**
(iii) Side	**15**	**50**	**50**
(d) Maximum height	**2.5 stories or 35 feet**	**3 stories or 45 feet**	**3 stories or 45 feet**
(e) Maximum floor area ratio	**0.3**	**0.6**	**.6**
(f) Maximum dwelling units per acre	**15.0**	**16.0**	**15.0**

***A 75-foot setback is required for buildings on Route 9.**

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(2) **Multi-Building Lots.** In the MCOD, lots may have more than one principal building. A minimum distance of ten (10) feet is required between principal buildings.

(3) **Exceptions:** (refer to §174-15).

(4) **Exceptions: Renewable Energy Installations.** The Planning Board may waive the height and setbacks in §174-10.3.E.(1) Dimensional Standards to accommodate the installation of solar photovoltaic, solar thermal, living, and other eco-roofs, energy storage, and air-source heat pump equipment. Such installations shall not create a significant detriment to abutters in terms of noise or shadow and must be appropriately integrated into the architecture of the building, as applicable, and the layout of the site. The installations shall not provide additional habitable space within the development.

F. Off-Street Parking.

These parking requirements are applicable to development in the MCOD.

(1) **Number of parking spaces.** The following **minimum** numbers of off-street parking spaces shall be permitted by use, either in surface parking or within garages or other structures:

Use	Minimum Spaces
Multi-family	**1.5 per unit**

(2) **Number of bicycle parking spaces.** The following **minimum** numbers of covered bicycle storage spaces shall be provided by use:

Use	Minimum Spaces
Multi-family	**1 per unit**

(3) **Bicycle storage.** For a multi-family development of 15 units or more, covered parking bicycle parking spaces of no less than 25% of the total required spaces shall be integrated into the structure of the building(s).

G. General Development Standards.

(1) Development standards are applicable to all multi-family development within the MCOD. These standards are components of the Site Plan Review process in §174-10.3.I. Site Plan Review.

(2) **Site Design.**

(a) **Connections.** Sidewalks shall provide a direct connection among building entrances, the public sidewalk (if applicable), bicycle storage, and parking.

(b) **Vehicular access.** Where feasible, curb cuts shall be minimized, and shared driveways encouraged.

(c) **Mechanicals.** Mechanical equipment at ground level shall be screened by a combination of fencing and plantings. Rooftop mechanical equipment shall be screened if visible from a public right-of-way.

(d) **Dumpsters.** Dumpsters shall be screened by a combination of fencing and plantings. Where possible, dumpsters or other trash and recycling collection points shall be located within the building.

(e) **Stormwater management.** Stormwater Management shall comply with the most current versions of the Massachusetts Department of Environmental Protection Stormwater Management Standards, the Massachusetts Stormwater Handbook, Massachusetts Erosion

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Sediment and Control Guidelines, and, the provisions under Town Code §154, Stormwater and Erosion Control. Provisions under Stormwater and Erosion Control shall be included as part of the Site Plan Review process but shall not supersede the requirements of §154.

(f) The following provisions shall be reviewed under site plan approval process:
  (1) Screening for Parking (refer to Landscaping §174-13).
  (2) Parking and Loading (refer to Parking and Loading §174-12, provided the required number of spaces shall be reduced as provided in F, above).
  (3) Landscape and Plantings (refer to Landscaping §174-13).
  (4) Lighting (refer to §174-12.1 Outdoor illumination).
  (5) Signs (refer to §174-11).
  (6) Lower Impact Development (refer to §174-13.3, provided section E shall not apply).
  (7) Water Resource Protections (refer to §174-13.4, provided section C shall not apply).
  (8) Stormwater and Erosion Control (refer to §154).

(3) **Buildings: General.**

(a) **Position relative to the principal street.** The primary building shall have its principal façade and entrance facing the principal street. See also §174-10.3.G.6. Buildings: Corner Lots.

(b) **Entries.** Where feasible, entries shall be clearly defined and linked to a paved pedestrian network that includes the public sidewalk.

(c) **Exterior Design.** The building(s) shall have an exterior design that is consistent with the styles of the surrounding residential neighborhood and the Town of Southborough in general.

(4) **Buildings: Multiple buildings on a lot.**

(a) Parking and circulation on the site shall be organized so as to reduce the amount of impervious surface. Where possible, parking and loading areas shall be connected to minimize curb cuts onto public rights-of-way.

(b) A paved pedestrian network shall connect parking to the entries to all buildings and the buildings to each other.

(c) The orientation of multiple buildings on a lot should reinforce the relationships among the buildings. All building façade(s) shall be treated with the same care and attention in terms of entries, fenestration, and materials.

(d) The building(s) adjacent to the public street shall have a pedestrian entry facing the public street.

(5) **Buildings: Shared Outdoor Space.** Multi-family housing shall have common outdoor space that all residents can access. Such space may be located in any combination of ground floor, courtyard, rooftop, or terrace.

(6) **Buildings: Corner Lots.** A building on a corner lot shall indicate a primary entrance either along one of the street-facing façades or on the primary corner as an entrance serving both streets.

(a) Such entries shall be connected by a paved surface to the public sidewalk, if applicable.

(b) All façades visible from a public right-of-way shall be treated with similar care and attention in terms of entries, fenestration, and materials.

(c) Fire exits serving more than one story shall not be located on either of the street-facing façades.

(7) **Buildings: Infill Lots.** If the adjacent buildings are set back at a distance that exceeds the minimum front yard requirements, infill buildings shall meet the requirements of §174-10.3.E.(1) Dimensional Standards. Otherwise, infill buildings may match the setback line of either adjacent building, or an average of the setback of the two buildings to provide consistency along the street.

(8) **Buildings: Principal Façade and Parking.** Parking shall be subordinate in design and location to the principal building façade.

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(a) **Surface parking.** Surface parking shall be located to the rear or side of the principal building. Parking shall not be located in the setback between the building and any lot line adjacent to the public right-of-way.

(b) **Integrated garages.** The principal pedestrian entry into the building shall be more prominent in design and placement than the vehicular entry into the garage.

(c) **Parking structures.** Building(s) dedicated to structured parking on the same lot as one or more multi-family buildings shall be subordinate in design and placement to the multi-family building(s) on the lot.

(9) **Waivers.** Upon the request of the Applicant and subject to compliance with the Executive Office of Housing and Livable Communities' (EOHLC's) Compliance Guidelines, the Planning Board may waive the requirements of this §174-10.3.G. General Development Standards, in the interests of design flexibility and overall project quality, and upon a finding of consistency of such variation with the overall purpose and objectives of the MCOD.

H. Affordability Requirements.

(1) **Purpose**.

(a) Promote the public health, safety, and welfare by encouraging a diversity of housing opportunities for people of different income levels;

(b) Provide for a full range of housing choices for households of all incomes, ages, and sizes;

(c) Increase the production of affordable housing units to meet existing and anticipated housing needs; and

(d) Work to overcome economic segregation, allowing the Town of Southborough to be a community of opportunity in which low and moderate-income households have the opportunity to advance economically.

(2) **Applicability.** This requirement is applicable to all residential developments with five (5) or more dwelling units, whether new construction, substantial rehabilitation, expansion, reconstruction, or residential conversion (Applicable Projects). No project may be divided or phased to avoid the requirements of this section.

(3) **Subsidized Housing Inventory**. All units affordable to households earning 80% or less of AMI created in the MCOD under this section must be eligible for listing on EOHLC's Subsidized Housing Inventory (SHI).

(4) **Provision of Affordable Housing.** In Applicable Projects, not fewer than ten percent (10%) of housing units constructed shall be Affordable Housing Units. For the purpose of calculating the number of units of Affordable Housing required within a development project, a fractional unit shall be rounded up to the next whole number. The Affordable Units shall be available to households earning income up to eighty percent (80%) of the AMI.

(5) **Alternative Methods.**

(a) As an alternative to the requirements of paragraph (3) of this section, and in certain exceptional circumstances, the Planning Board may, at the formal written request of the developer, consider an alternative method of compliance, as provided for in §174-13.2.E.(5).

(6) **Affordability Development Standards.** Affordable Units shall be:

(a) Integrated with the rest of the development and shall be compatible in design, appearance, construction, and quality of exterior and interior materials with the other units and/or lots;

(b) Dispersed throughout the development;

(c) Located such that the units have equal access to shared amenities, including light and air, and utilities (including any bicycle storage and/or Electric Vehicle charging stations) within the development;

(d) Located such that the units have equal avoidance of any potential nuisances as market-rate

units within the development;

(e) Distributed proportionately among unit sizes; and

(f) Distributed proportionately across each phase of a phased development.

(g) Occupancy permits may be issued for market-rate units prior to the end of construction of the entire development provided that occupancy permits for Affordable Units are issued simultaneously on a pro rata basis.

(7) **Administration.**

(a) The Zoning Enforcement Officer shall be responsible for administering and enforcing the requirements in this section.

I. Site Plan Review.

(1) **Applicability.** The requirements of §174.10 Site Plan Approval are applicable to any multi-family development within the MCOD, unless modified herein. An application for Site Plan Review shall be reviewed by the Planning Board for consistency with the purpose and intent of this §174-10.3.

(2) **Site Plan Approval.** Site Plan approval for uses listed in §174-10.3(D) Permitted Uses shall be granted upon determination by the Planning Board that the following requirements have been satisfied. The Planning Board may impose reasonable conditions, at the expense of the applicant, to ensure that these requirements are satisfied.

(a) the Applicant has submitted the required fees and information as set forth in *the Town of Southborough's requirements for a Building Permit and Site Plan Review; and*

(b) the project as described in the application meets the development standards set forth in §174-10.3.G General Development Standards and the requirements of §174-10.3.D.(1) and §174-10 or has received waiver(s) from the requirements therein.

(3) **Project Phasing.** An Applicant may propose, in a Site Plan Review submission, that a project be developed in phases subject to the approval of the Planning Board, provided that the submission shows the full buildout of the project and all associated impacts as of the completion of the final phase. However, no project may be phased solely to avoid the provisions of §174-10.3.H Affordability Requirements.

J. Severability.

If any provision of this §174-10.3 is found to be invalid by a court of competent jurisdiction, the remainder of §174-10.3 shall not be affected but shall remain in full force. The invalidity of any provision of this §174-10.3 shall not affect the validity of the remainder of the Town of Southborough's Zoning Bylaw.

Proposed by: PLANNING BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *The intent of this article is to comply with Chapter 40A §3A, MBTA Multi-family zoning. The MBTA Communities shall have a zoning ordinance or by-law that provides for at least 1 district of reasonable size in which multi-family housing is permitted as of right; provided, however, that such multi-family housing shall be without age restrictions and shall be suitable for families with children. The proposed MBTA Communities Overlay District (MCOD) is comprised of 4 areas (as depicted on maps prepared by Bohler Engineering July 2024), and to include all other changes proposed to implement the new MCOD overlay district.*

ARTICLE 9: To see if the Town will vote to recommend that the Select Board should exercise its authority to enter into an Intermunicipal Agreement ("IMA") with the Metrowest Regional Emergency Communications Center (the "RECC") for the provision of public safety communications services (including 911 response and emergency public safety dispatch services)—in place of the services currently being provided locally by Town employees in the Public Safety Building dispatch center. This recommendation includes expectations that the IMA will provide reasonable local influence and control over the RECC services and that the Select Board's plan for this process addresses local concerns regarding financial exposure to RECC financial assessments and staffing presence at the Public Safety Building; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation:
Summary:

ARTICLE 10: To see if the Town will vote to amend Article 4 of the Town Code, establishing the Board of Trustees of the Affordable Housing Trust Fund, passed at the Special Town Meeting of April 11, 2005 be deleting it in its entirety and replacing it as follows:

"There shall be a Board of Trustees of the Affordable Housing Trust Fund (Board). Said Board shall consist of 5 members appointed by the Select Board for terms up to 2 years. One member shall be a member of the Select Board as required by law. The other 4 members shall be at-large members being residents of the Town of Southborough. It is desired but not required that at least 2 members of the Board shall have experience in one of the following, Affordable Housing, Real Estate Development, Construction, Social Services or Finance.

The Board shall have all the authorities of a Board of Trustees of Affordable Housing Trust Funds as defined under Massachusetts General Law Chapter 44 Section 55C.

Upon the effective date of this article the terms of the existing Board of Trustees shall be terminated, and the Select Board shall appoint a new Board of Trustees"

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 11: To see if the Town will vote to repeal the acts adopted by Town Meeting on April 15, 2004 under Article 44, amended in its entirety under Article 26 of the April 14, 2009 Town Meeting, establishing the Southborough Housing Opportunity Partnership Committee; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 12: To see if the Town will vote to accept M.G.L. c.44, §3(b1/2), to allow for additional funding sources to be used in conjunction with Community Preservation Act projects; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation:
Summary:

ARTICLE 13: To see if the Town will vote to transfer $17,068 from Assessor's Overlay Surplus for funding miscellaneous adjustments to the Fiscal Year 2025 budget as follows:

Department	Line Item	Amount
Treasurer-Collector - Personnel Services	145-51100	$1,004
Select Board - Personnel Services	122-51100	$1,004
Assessor's - Personnel Services	141-51100	$2,987

Fire - Personnel Services	210-51100	$1,847
Youth Commission - Personnel Services	542-51100	$2,276
Recreation - Personnel Services	630-51100	$ 250
Youth Commission - Other Charges & Expenses	542-57100	$ 750
Treasurer-Collector - Other Charges & Expenses	145-57800	$ 750
Assessors - Other Charges & Expenses	141-52540	$6,200

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation:
Summary: *This article funds salaries for various employees which were not finalized until after Annual Town Meeting was concluded. There were also minor adjustments to expense lines for Treasurer-Collector and Youth & Family Services based on liability renewals and/or requirements of a new position. The Assessor's database was due to be migrated to the cloud in FY26. However access to the server has created multiple problems that are adversely affecting the Department's operations, the timetable has been moved up.*

ARTICLE 14: To see if the Town will vote to raise and appropriate or transfer from available funds the sum of $27,929 to increase the weekly hours to forty (40) hours weekly and any related benefits for the Economic Development Coordinator position effective January 1, 2025; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary:

ARTICLE 15: To see if the Town will vote to appropriate $2,127,960, or any other amount, to be expended with the approval of the Select Board, to pay additional costs of remediating pollution at the Breakneck Hill dumpsite, as required by an administrative consent order between the Town and the Department of Environmental Protection, including the payment of all costs incidental and related thereto; to determine whether this amount shall be raised by taxation, transfer from available funds, borrowing or otherwise provided, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation:
Summary: *Due to recently discovered site conditions, and to remain in compliance with the Administrative Consent Order from DEP, the total cost of the project has increased from what was originally voted to be borrowed under Article 9 of the March 2023 town meeting.*

ARTICLE 16: To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to implement the results of the Public Safety Staffing study

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 17: To see if the Town will vote to amend §41-1 of the Town Code to change the date for Annual Town Meeting as follows:

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 18: To see if the Town of Southborough will vote to amend Chapter 9 of the code of the Town of Southborough, entitled Committees, by amending Article IV, Section 9-16 Establishment (A); terms of the Community Preservation Committee by inserting the following changes, as noted in **BOLD** and striking those in ~~*ITALICS*~~ with a strikethrough. Sections B-D are unchanged.

Section 9-16 Establishment, terms.
(A) There is hereby established a Community Preservation Committee consisting of nine voting members pursuant to the Massachusetts General Laws, Chapter 44B. ~~*The Committee shall be appointed by the Select Board and shall consist of the following members:*~~ **The composition of the Committee, the appointment authority and the term of office for the Committee Members shall be as follows:**

(1) One member of the Historical Commission as designated by **a majority vote of** the Commission for an initial term of three years and thereafter for a term of three years.
(2) One member of the Housing Authority as designated by **a majority vote of** the Authority for an initial term of one-year and thereafter for a term of three years.
(3) One member of the Conservation Commission as designated by **a majority vote of** the Commission for an initial term of two years and thereafter for a term of three years.
(4) One member of the Planning Board as designated by **a majority vote of** the Board for an initial term of two years and thereafter for a term of three years.
(5) One member of the Recreation Commission as designated by **a majority vote of** the Commission for an initial term of one-year and thereafter for a term of three years.
(6) One member of the Open Space Preservation Commission as designated by **a majority vote of** the Commission for an initial term of three years and thereafter for a term of three years.
(7) One member of the Southborough Housing Opportunity Partnership Committee (SHOPC) as designated **by a majority vote of** by the ~~Commission~~ Committee for a term of three years.
(8) Two members at large to be appointed by **a majority vote of** the Select Board, for an initial term of one-year and thereafter for a term of three years.

; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation: Not Support
Advisory Committee Recommendation:
Summary: *This is a citizen petition*

ARTICLE 19: It is hereby resolved that the citizens of Southborough require the Select Board to establish a legal and valid recall bylaw modeled upon what is legal and valid in Hopkinton, substituting language for Southborough in place of Hopkinton, and without substantially changing the intent or standards of any conditions or terms, which are acceptable to the Commonwealth of Massachusetts. The Select Board shall complete and post a draft of the bylaw for public view within 21 days of a successful vote in support of this petition, and furthermore submit a completed recall bylaw for any and all state legal scrutiny, process, and approval within 45 days from the time of the vote of this article. The Select Board is required to offer an update upon the status of the bylaw at every Select Board Meeting after 60 days from the passage of this petition, until the bylaw is legally established and included in publicly available town election materials.

Proposed by: JOSEPH PALMER, et al
Select Board Recommendation:
Advisory Committee Recommendation:
Summary: *This is a citizen petition*

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And you are to give notice hereby by posting true and attested copies of the Warrant on the Town website, the Southborough Town House, 17 Common Street, Southborough Senior Center, 9 Cordaville Road, Southborough Library, 25 Main Street, and Southborough Transfer Station, 147 Cordaville Road; fourteen (14) days at least before the time appointed for such meeting.

Given under our hand this 9th day of September 2024.

_____

Kathryn M. Cook, Chair

_____

Andrew R. Dennington, Vice-Chair

_____

Sam Stivers

_____

Alfred Hamilton

_____

Marguerite Landry

SELECT BOARD OF THE TOWN OF SOUTHBOROUGH

DRAFT

TOWN OF SOUTHBOROUGH

OFFICE OF THE TOWN ADMINISTRATOR
TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 · FAX (508) 480-0161 · selectboard@southboroughma.com

TO: Select Board
FROM: Mark J. Purple, Town Administrator
DATE: September 3, 2024
SUBJECT: Police Lieutenant position

At the last meeting, the Board was considering the possibility of adding a second Lieutenant position for the Police Department as an article on the September 30, 2024 Special Town Meeting warrant. This was based on the recommendations contained in the Public Safety Staffing Study recently completed by MRI Consulting.

Should the Board wish to proceed with adding this position, you should note the following:

- Assuming a normal recruitment/promotional process, including an assessment center, the position would likely not be filled until January 1, 2025;
- The budget for the position should be $75,280, which would accommodate six months of salary ($63,725) and health insurance ($11,555 for an HMO family plan). This accommodates the provisions of the Police CBA that would apply to this non-union position, including educational incentive and uniform allowance.

Please let me know if you have any questions. Thank you.

MEMORANDUM

DATE: August 30, 2024

TO: Select Board

FROM: Melanie Otsuka, Executive Assistant

SUBJECT: PROPOSED SELECT BOARD OFFICE HOURS DATES

Below are the proposed dates for Select Board Office Hours through December 31, 2024:

- September 10
- October 15
- November 12
- December 10

This schedule maintains the typical 2nd Tuesday Office Hours schedule, except October 15, so as not to conflict with the Select Board meeting on October 8.

Town of Southborough
Board of Health
9 Cordaville Road, Lower Level
Southborough, MA 01772-1662

Phone: (508) 481-3013
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September 3, 2024

To: Select Board

Subject: Health Agent IMA

Dear Honorable Board,

The Health Department has gone through several transitions in the last few years as a result of COVID-19. In spring of 2021 two new full-time positions (Nurse and Health Director) were added utilizing temporary funding to the Health Department to help the town respond to the pandemic. At the 2021 Fall Town Meeting, the Board of Health brought forward an article to increase the Health Department budget by $70K and the benefits budget by $30K to cover the remaining contracts of FY22 because other funding sources had been exhausted. At the annual Town Meeting in 2022, the Board of Health brought forward adding the Nurse/Assistant Health Director to be added to the Salary Administration Plan (SAP).

In July 2021, the Southborough Health Department entered into an Intermunicipal Agreement (IMA) with Health Departments of Northborough, Westborough, and Boylston (Greater Boroughs Partnership for Health). The State had awarded the towns a renewable Public Health Excellence Grant in the amount of $160K, renewable for up to 12 years. The purpose was to provide the towns with resources to be able to hire staff to perform duties that are required of health departments. Over the past 3 years, the grant has enabled Southborough to provide better and more timely services that was lacking. The Board of Health and the staff in the Health Department are extremely grateful for the partnership amongst the 4 towns and appreciate the cross-functioning and additional support it receives from the Greater Boroughs team.

As a result of the success of the grant and the pivoting that the internal department did with staffing towards the medical side, the Board of Health applied for a Best Practices Grant with the state to determine if the health department as well as the other towns were maximizing its resources and funded in the appropriate areas. The Board was awarded the grant and invited the other towns of the Greater Boroughs to participate. Northborough and Boylston were interested in seeing if there were other opportunities to improve services together so they joined the study.

The Southborough Board of Health contracted with Collins Center to perform an 18-month analysis of the current state of the 3 health departments and shared/independent staffing. The study showed that the Public Health Excellence Grant has allowed Southborough to improve services and also has opportunities to expand on shared staffing. It also showed that Southborough in particular was heavy on the medical side and light on the septic/inspection side.

The Southborough Board of Health decided it was time to reorganize and combine the Nurse position and the Health Director position. By combining the positions, the Board recognized that we needed to offload the inspections the Nurse was currently performing. Additionally, in discussions with Northborough and Boylston,

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Northborough expressed interest in sharing a health agent to perform all inspections due to a change in their structure. By both towns reorganizing, there is funding available in each town's health department budgets to allow for a shared position.

The shared health agent will be on Southborough's payroll and therefore the full expense of salary and benefits will need to be reflected in the Southborough health department's budget. Northborough will be invoiced on a quarterly basis for half of the salary and benefits. Half of the expense for the health agent will be reflected in local receipts. The IMA that is being proposed for this position also allows for another town to join in the future if the opportunity presents itself. This is the first time the town of Southborough has engaged in sharing a position with another town and the Board of Health is very excited about the opportunity to provide better service without increasing overall cost.

I have attached projected budgets with the old model (Health Director at 30 hours plus full-time Nurse) and with the reorganized model (Full-time Health Director Nurse, shared Health Agent – refer to page 19 of Collins Center report). Even with the full cost of the health agent in the budget (which is estimated at this time), this will save the town money over time. The actual budget voted for FY25 was $284K which should be enough to cover the reorganization as well as the benefits for FY25 because we are already into September of this fiscal year.

The Advisory Committee and Select Board have encouraged the Board of Health to continue to explore ways to provide better services to the town while being fiscally responsible. It has taken several steps and years to come to this solution but we believe it is the right one for the town of Southborough. We are committed to continuing to find tune this model in the coming years.

Thank you,

Southborough Board of Health

Chelsea Malinowski, Dr. Safdar Medina, Dr. Elizabeth Zulick

Public Health Shared Services / Regionalization Assessment

FOR THE TOWNS OF
SOUTHBOROUGH, NORTHBOROUGH, AND BOYLSTON

JUNE 2024

Edward J. Collins, Jr. Center for Public Management

University of Massachusetts, Boston

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Executive Summary

This document assesses the breadth and scope of work of the Health Departments in Boylston, Northborough, and Southborough and recommends three opportunities to enhance shared services or to formally regionalize. The analysis considers recommendations from the Massachusetts Department of Public Health (MA-DPH), statutorily required duties for local public health departments, as well as national standards that are considered the future of public health in Massachusetts. Also included are the next steps needed to expand current shared service delivery, steps which will also facilitate regionalization, should that option be pursued.

Project Introduction

The Town of Southborough commissioned the Edward J. Collins, Jr. Center for Public Management to assess opportunities to share or regionalize public health services with neighboring communities. The Southborough Board of Health wanted to explore the potential of sharing services with Northborough and Boylston, both partners in the current Public Health Excellence grant. This project was funded by a Community Compact Best Practices grant awarded to the Town of Southborough.

Methods

This project benefitted from the input and advice of an advisory team of representatives of each participating town. Advisory team members provided guidance on interview participants, submitted data for analysis, and answered project team questions. Advisory team members were the Boylston Town Administrator, the Chairs of Southborough and Boylston Boards of Health, and the Northborough Health Director.

The project began first with establishing buy in from each Town's Board of Health and Health Department. Boylston's Board of Health and Department were wary of regionalization based on past experiences. Therefore, most options presented in this assessment offer shared service solutions for Boylston, rather than regionalization.

This assessment included two phases of data collection. First, the project team engaged in a thorough document review, including an environmental scan of public health and related municipal operations across the three towns, a regulatory review of each town's local regulations and policies as well as relevant state plans, regulations, policies, and codes that affect local public health. The environmental scan included demographic data for each participating town, budgets, revenues, and permitting / licensing information from each town's health department.

Thirty key stakeholders were interviewed across all three of the participating municipalities to identify opportunities for a regional approach and shared services. The project team also sought participant input to identify strengths and key resources available from each municipality. Stakeholders were identified by each municipality and included members of the local boards of health, departments that frequently partner with their health department (such as schools, fire departments, and youth and family services), administration, and all health department staff from the three towns. The project team also interviewed the Director of the MA-DPH Office of Local and Regional Health to understand the priorities of that Department and possibilities of state support.

This project spanned the course of a year. During that time there were significant staffing changes in the towns, including the departure of Northborough's Assistant Town Administrator (there was no permanent Town Administrator at project launch) and Health Director and Southborough's Fire Chief. These departures impacted

the pace and path of the project. Shared service ventures require buy in and maintenance, and future staffing changes may affect the future path for whichever option the towns choose to pursue.

Findings

Governance

Though different in population size, the three towns (Boylston, Northborough, Southborough) have many similarities in their governance structures. Table 1 provides an overview of these characteristics. HD stands for Health Department, and the towns are represented by their first initial.

Table 1. Governance Characteristics

	B	N	S
Operating Budget	$19,925,280	$71,218,703	$60,187,290
HD Budget (% of Town Budget)	$98,622 (.49%)	$215,484 (.30%)	$268,271 (.44%)
HD Fee Revenue	$27,400 (FY23)	$80,564 (CY21)	$66,675 (FY23)
Board of Health Membership	3 elected	5 appointed	3 elected
Administrative structure	Select Board / Administrator	Select Board / Administrator	Select Board / Administrator
Town governance	Open Town Meeting	Open Town Meeting	Open Town Meeting
Charter	No	Yes	No
HD in Org Chart	Board of Health > Health Agent	Town Administrator > Health Director	Board of Health > Health Director

All operate under an Open Town Meeting form of government, all have Town Administrators, though only Northborough's governance structure formally has the Health Director reporting to the Town administration. Southborough and Boylston both have elected Boards of Health, which then serve informally or formally to supervise the staff member that runs the Health Department. Neither Southborough nor Boylston have charters.

The operating budget of each Town varies in proportion to the population size of the Town and reflects the differences in median income. All three towns spend a similar proportion of the Town's budget (less than half of a percent) on their Health Departments.

Table 2. Population Overview

	B	N	S
Estimated Population	4,849	15,741	10,450
% growth since 2010 census	10.2% ↑	10% ↑	6.5% ↑
Median household income	$127,833	$148,010	$170,223
Poverty rate	3.6%	4.3%	3.8%
Severely Cost Burdened Households	9.32%	11.76%	11.26%
Unemployment Rate	3.63%	4.92%	3.10%
% Children and Youth	21.3%	22.8%	27.2%
% Seniors	18.2%	13.7%	13.6%

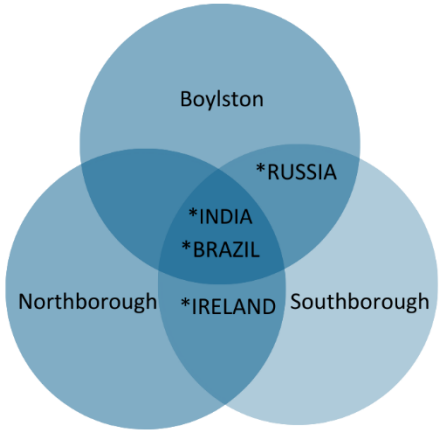
Source: 2020 Census

While population sizes differ, the towns' key demographic indicators are similar (Table 2). Southborough's population is a bit younger, Boylston's a bit older. As the largest of the Towns, Northborough has the higher proportion of cost burdened households, a higher

poverty rate, and higher unemployment. These differences are important to consider for public health efforts, however they are within range to avoid significantly impacting public health services.

According to Census data, the three communities share similarities in foreign born residents' countries of origin, as well (Figure 1). All three towns count residents from India and Brazil in the top five countries of origin for foreign born population, and two towns count residents from Russia and Ireland among their top five countries of origin. Southborough residents report the highest level of limited English proficiency of the three towns, with 5% of residents over the age of 5 reporting limited English proficiency.

Figure 1. Top Countries of Origin for Foreign Born Population



(Census and MA-DPH Community Health Assessment Data)

Community Health Indicators

This section reviews how the three towns compare across measures of social determinants of health as well as key data points that indicate scope and breadth of the departments' work based on regulatory requirements for inspections and licensing.

According to Healthy People 2030, "Social determinants of health (SDOH) are the conditions in the environments where people are born, live, learn, work, play, worship, and age that affect a wide range of health, functioning, and quality-of-life outcomes and risks."[1] The SDOH are typically divided into 5 domains: economic stability, education access and quality, health care access and quality, neighborhood and built environment, and social and community context.

Among many indicators that have implications for public and environmental health, the three towns are again quite similar. Table 3 illustrates the similarities of the three towns across key environmental health indicators required to be reviewed, permitted, or licensed, and inspected by local health departments.

Each town is primarily served by private septic systems and has some homes that have private drinking water wells. As far as commercial businesses requiring Health Department inspection and licensure, Northborough has the largest number of licensees, particularly for food service establishments. Across other licensed entities, the numbers are similar across the three Towns, with very few camps, pools and hot tubs, lodging establishments, body art establishments, and a small number of licensed tobacco retailers.

[1] Healthy People 2030. Accessed February 28, 2024, from https://health.gov/healthypeople/priority-areas/social-determinants-health.

None of the departments track their housing inspection data and only Northborough tracks nuisance complaints.

Table 3. Local Environmental Health Workload

	B	N	S
% of properties on septic systems	100%	70%	98%
% of properties on private water	[2]	20%	15%
# of food service licenses	31	89	47
# of camps	0	2	8
# of body art licensees	0	7	2
# of licensed lodging establishments	0	1	0[3]
# of licensed pools and hot tubs	2	3	4
# of licensed tobacco retailers	6	15	9

Appendix A contains additional comparative tables comparing the Towns across SDOH variables. Table 4 illustrates that the towns have relatively stable economic indicators, with little to no vacant businesses, and relatively high internet access. Food access indicators are similar across the three towns, with a limited number of fast food restaurants. None of the towns have farmers markets accepting SNAP benefits.

The three towns have similar rates of smoking, depression, disability, asthma, hypertension, and coronary heart disease. Northborough has higher rates of opioid-related incidents (Table 5).

The age of a town's housing stock also can indicate the workload of a health department (Table 6), with older houses more likely to utilize cesspools and/or contain lead paint. The three towns have similarly-aged housing stock, with just over a quarter of houses built before 1960 (prior to the enactment of the state code for septic systems), and just under half of houses being built before 1978 (when lead paint was banned nationally).

This data gives a baseline understanding that, although there are some differences especially relative to population size, the three towns share many similarities across SDOH and Health Department workload indicators. Sharing similar types of duties across the towns can facilitate sharing staff or services across town borders.

Current Health Department Operations

All three Health Departments currently share some health department operations, facilitated through the MA-DPH's Public Health Excellence Shared Services Grant Program (PHE). The PHE program is intended to encourage local health departments to share services to improve capacity and meet requirements. According to the grant program's website, "By pooling resources, functions, and expertise, a consortium of cities and towns, especially those that are smaller or less prosperous, can improve compliance with meeting

[2] Boylston has approximately 1260 Town water service connections. While the project team was unable to find exact comparison data, it does appear that many properties are served by private well water, indicating a high need for Health Department review.

[3] Southborough has at least one lodging establishment but the Health Department does not license it.

the Performance Standards and expand the public health services they offer residents."[4]

The PHE grant shared between Northborough, Southborough, Boylston and Westborough began in 2021. The grant award marks the first time the departments formally shared services. Southborough coincidentally shares staff with Boylston; for over twenty years, Southborough has contracted with the person who also serves as Boylston's part time Health Agent for wastewater inspections and plan reviews.

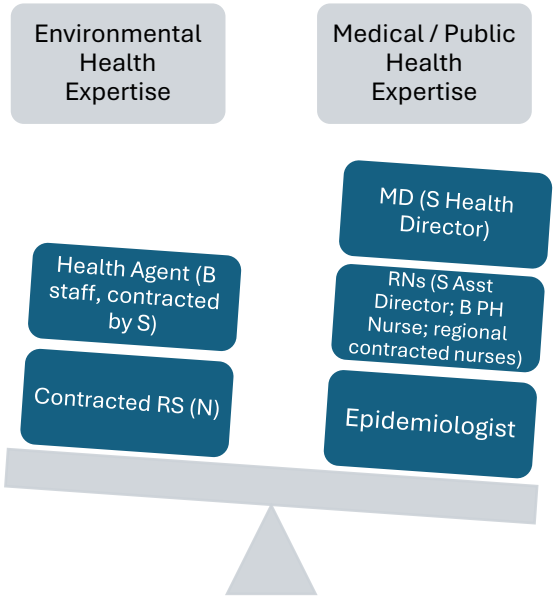
Across the three departments, and including the resources provided through the Public Health Excellence grant currently, there are some notable strengths, including more than sufficient public health nursing capacity and medical expertise (Figure 2). With PHE funding, all three towns are meeting most state requirements for inspections, which, interviews indicated, was not the case prior to the grant. Additionally, each Town has at least .5 FTE admin support, which is critical for Health Department success.

Notably, no Town has a Registered Sanitarian (RS) on staff. Currently, only Boylston has sufficient staff wastewater expertise, given that most of all three towns are served by onsite wastewater systems. Even with Boylston having sufficient coverage, that Town should be considering succession planning options in the event of that staff member's retirement.

Registered Sanitarians are credentialed experts that, according to the state credentialing website, provide expertise "…in food protection and safety, water protection, air quality, noise, industrial and land pollution, sewage disposal, hazardous and toxic substances, solid waste management, institutional health, and other related environmental health topics."[5]

Registered Sanitarians provide expertise in all local environmental health matters, and their training and continuing education requirements provide an added layer of proficiency and liability protection for the Town, particularly in matters of wastewater management and drinking water protection.

Figure 2. Breakdown of Expertise Among Current HD Staff



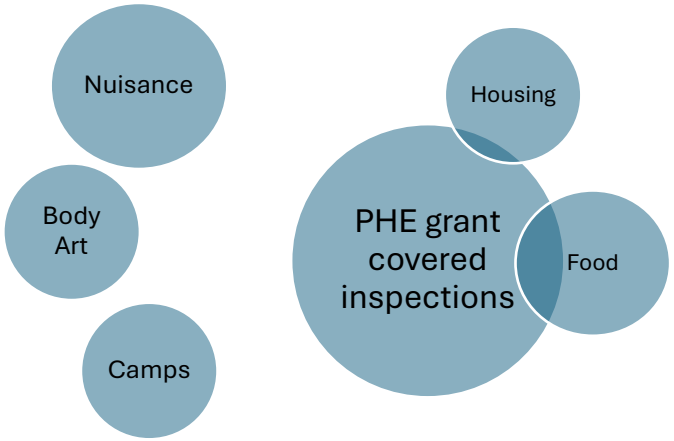
An additional opportunity is that all inspection types could be conducted by shared staff in all three towns. Currently only some

[4] Massachusetts Department of Public Health. "Shared Services." Accessed February 28, 2024, from https://www.mass.gov/info-details/shared-services.

[5] Massachusetts Department of Public Health. "Registered Sanitarians." Accessed March 6, 2024, from https://www.mass.gov/orgs/registered-sanitarians.

inspections are conducted by shared staff, leaving non-shared staff to conduct the other required inspections (Figure 3).

Figure 3. Shared and Not Shared Inspections



The information covered in this section informs the following section on the components of a local health department in Massachusetts. The findings discussed in this section also inform recommendations and options presented in future sections.

The Components of a Public Health Department

The Commonwealth of Massachusetts requires each municipality to establish a Board of Health.[6] However, municipalities are left to their own resources to create and fund positions to provide professional staff to serve those boards and determine any local adjustments to the staff's scope of work. At the same time, many state regulations for public and environmental health rely on local health department staff to oversee and enforce those regulations, deferring to state agencies only for exceptional or large cases.

The Massachusetts Department of Public Health is now taking steps to support municipal health departments with a more cohesive approach grounded in national standards, known as the 10 Essential Public Health Services (discussed below), to better guide local or regional health departments.

10 Essential Public Health Services

The 10 Essential Public Health Services (Figure 4) provide a framework for public health to protect and promote the health of all people in all communities. To achieve this, the Essential Public Health Services actively promote policies, systems, and services that enable good health and seek to remove obstacles and systemic and structural barriers that have resulted in health inequities.[7] These essential services include:

- Assess and monitor population health status, factors that influence health, and community needs and assets
- Investigate, diagnose, and address health problems and hazards affecting the population
- Communicate effectively to inform and educate people about health, factors that influence it, and how to improve it

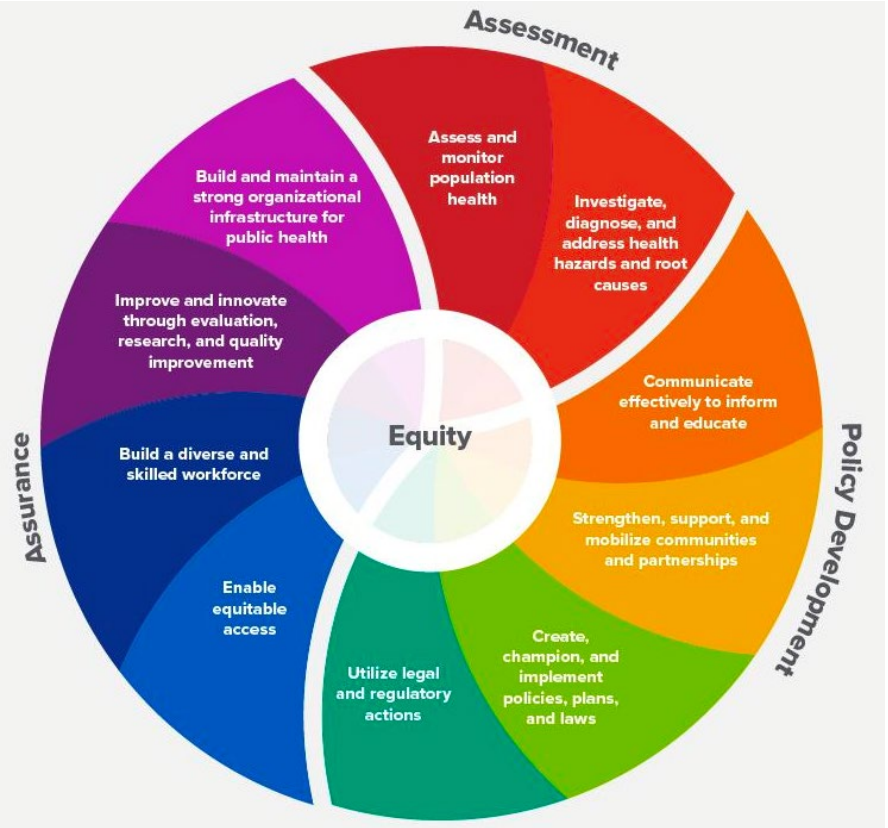
[6] The duties and powers of Boards of Health in Massachusetts are delineated in M.G.L. Chapter 111, Sections.26-33. MA-DPH publishes a Manual of Laws and Regulations Relating to Boards of Health which is a useful primer.

[7] The Centers of Disease Control and Prevention. "10 Essential Public Health Services." Accessed March 6, 2024, from https://www.cdc.gov/publichealthgateway/publichealthservices/essentialhealthservices.html.

- Strengthen, support, and mobilize communities and partnerships to improve health
- Create, champion, and implement policies, plans, and laws that impact health
- Utilize legal and regulatory actions designed to improve and protect the public's health
- Assure an effective system that enables equitable access to the individual services and care needed to be healthy
- Build and support a diverse and skilled public health workforce
- Improve and innovate public health functions through ongoing evaluation, research, and continuous quality improvement
- Build and maintain a strong organizational infrastructure for public health

Where relevant, this report will reference the Essential Public Health Services. They should be used as a guide in any effort to update or improve local public health services.

Figure 4. 10 Essential Public Health Services (image from the Public Health Accreditation Board, 2020)



A Local Health Department's Scope of Work

Each Massachusetts local health department is responsible for a patchwork of state and local regulation and codes which span the jurisdictions of multiple state agencies, are adjusted to local nuances, and are scaled according to the size of the community they serve.

The Blueprint for Public Health Excellence ("Blueprint"), a foundational text for the movement to standardize local public health services in Massachusetts, is also a relic of pre-pandemic times and has not been updated to reflect the realities of yearslong public health response activities.[8] However, it is still of use as a guide to what is expected of local health departments. Table 7, taken from the Blueprint, provides an overview of the duties of local health departments.

The three local health departments included in this assessment generally work in all these areas of responsibility, with some functions being shared with partner departments such as Fire Departments (emergency preparedness) and Police Departments (animal control).

The core functions of the three health departments fall under environmental health, which is the domain of the agents, inspectors, and to a lesser extent, directors. Infectious disease prevention, reporting, and case management are generally the domain of public health nurses. This will be discussed further in the following section.

Table 7. Statutory and Regulatory Duties Of Massachusetts Local Health Departments

Area of Responsibility	Specific Duties
Environmental Health	Reduce exposure to lead; ensure safe housing; inspect and issue permits to food establishments, summer camps, pools, beaches, tanning facilities, and body art establishments; investigate hoarding, trash, noisome trades, and other nuisances such as odors; provide information on radon; ensure proper siting, installation, and repair of on-site septic systems; site and permit municipal solid waste and recycling; ensure safety of private water supplies (wells); and address air quality issues.
Infectious Disease Prevention, Reporting, and Case Management	Investigate and report cases of over 90 infectious diseases, including tuberculosis; enter data into MAVEN and complete disease investigation duties; manage foodborne disease outbreaks; hold immunization clinics and disease screenings; provide chronic disease self-management counseling; educate the public about the risk of vector-borne infections (mosquitoes and ticks); enforce isolation and quarantine regulations.
Emergency Preparedness	Conduct all-hazards planning, including emergency dispensing site plans; inspect shelters
Animal and Vector Control	Surveil for and prevent rabies, rodents, mosquitos, ticks, and the illnesses they carry.
Hazardous and Toxic Substances	Inspect and issue permits to sites; regulate household and medical waste disposal, including home sharps.
Regulations, Bylaws, and Ordinances	Set local regulations for a wide range of public health issues (e.g., tobacco, vaping) that might exceed state requirements.

[8] Special Commission for Local and Regional Health. Blueprint for Public Health Excellence. June 2019. Accessed February 28, 2024, from https://www.mass.gov/doc/blueprint-for-public-health-excellence-recommendations-for-improved-effectiveness-and/download.

Currently, Health Department staff in Northborough and Southborough play critical roles in their Town's emergency preparedness structures. Emergency management duties can be performed by different levels of Health Department staff, for example:

- Public Health Nurses typically participate in emergency dispensing site planning (which is often a similar operation to vaccination clinics)
- Health Directors typically play a significant role in municipal emergency planning including performing shelter discipline lead duties
- Any HD staff may be tasked with performing key emergency preparedness roles, depending on the particular emergency event and plan

If the three towns pursue further sharing services, the Towns will need to consider the emergency preparedness implications and ensure shared or regional staff are incorporated and trained in the appropriate Town's emergency preparedness structure (or the Towns could approach emergency planning and management from a regional perspective as well). Furthermore, the Towns are part of different emergency preparedness and planning regions, which may hinder coordinated or regionalized emergency preparedness efforts in the short term.

The project team was also asked to investigate what other leading Massachusetts public health departments offer in terms of services and programming. Appendix B provides an overview of the programs and services leading health departments offer above the State required functions.

During the course of this project, the Town of Northborough separately hired the Central Massachusetts Regional Planning Commission (CMRPC) to examine whether that town's Health and Family and Youth Services departments should be combined, as both departments experienced significant staff turnover. While a discussion of human services duties is beyond the scope of this project, there are other Massachusetts health departments that include human services work. The CMRPC's assessment did recommend combining the Health and Family Services departments, which is not viable or applicable to Southborough and Boylston. What is relevant from the CMRPC assessment to this project is the CMRPC similarly identified a need for sanitarian-level expertise in the proposed combined Health and Human Services department, which is explored in the options offered in subsequent sections of this assessment.

The following section discusses the key staff positions of a local health department, particularly in context of these areas of responsibility to provide a foundation for discussion of options for sharing staffing resources and roles.

Local Health Roles and Responsibilities

MA-DPH recently issued workforce training standards (Table 8 in Appendix C provides an overview) for the customary staff positions in local public health departments. Those standards guide the following descriptions of the duties and requirements for those positions. Where appropriate, the positions are discussed in terms of a regional or shared services arrangement.

Board of Health

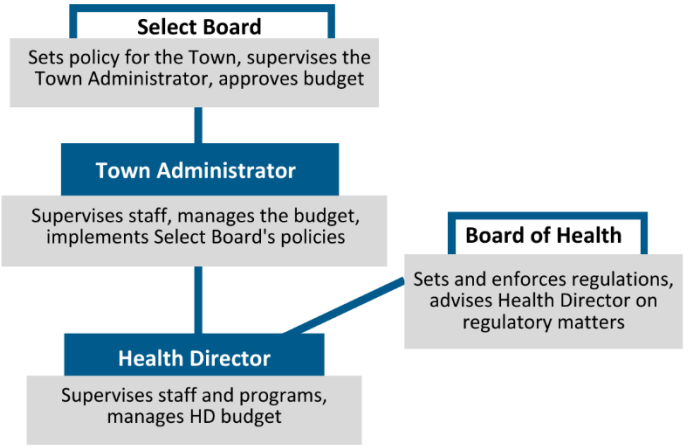
The Commonwealth of Massachusetts' laws establish the primary purpose of municipal Boards of Health which is to "make reasonable

health regulations."[9] Whether a Board is elected or appointed, it is imperative that this body not exceed its mission by taking on functions more appropriate for the municipality's administrative or human resources official(s) or financial managers. Boards of Health should only advise Health Department staff on matters under their jurisdiction (deriving from state law, regulation, or local regulation or policy) while abiding by state laws for process, including Open Meeting Law as a public body.

That said, Boards of Health can and should play an advisory role on matters that affect whether the Board can meet its statutory and regulatory duties (Figure 5 shows the recommended location of a Health Department in a municipal organizational chart). Such activities include making suggestions for and supporting the Health Department's budget; advocating on behalf of Health Department needs related to staffing or budgets; participating in and advising Health Department planning projects and processes and nominating a member to participate in staff searches and interviews.

Boards of Health that assume additional responsibilities outside of the statutory or local charter-designated duties run the risk of creating financial and legal liabilities for the Town.

Figure 5. Recommended Location of Health Department in a Municipal Organizational Chart



Health Director

A Health Director often leads a local health department. The size of a community and department determines the Health Director's role or whether the position is necessary. Often, small communities the Health Department consists of a single Health Agent (described below).

Health Directors are primarily a managerial role, with limited fieldwork and significant responsibility. The larger the health department in terms of staff positions and scope of work, the more managerial and the more removed from day-to-day inspections the Director role is. According to the state's workforce standards

[9] M.G.L. Section 111, Chapter 31. Accessed March 12, 2024, from https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXVI/Chapter111/Section31.

(Appendix C), a Health Director is not conducting inspections, rather they are supervising inspectional staff.

In a regional or shared services setting, the Health Director's core duties include, but are not limited to:

- Hiring, managing, and supervising staff
- Managing the budget; preparing and defending yearly budget requests
- Grant writing and reporting (or supervising grant writing and reporting if there is a shared services coordinator)
- Appearing before Board(s) of Health periodically, as required by specific agenda items (not serving as Agent regularly)
- Participating in Town staff meetings, emergency planning exercises, coordinating efforts with partner Town departments (schools, social services, public safety)
- Fielding media or information requests in accordance with Town and Board of Health policies

Health Agent

The term health agent can be confusing, because typically most staff in a health department are designated "agents" of the Board of Health, acting on the Board's behalf and generally serving the Board. That general term still holds – typically all positions other than administrative ones can and should be formally designated by the Board(s) of Health they serve as agents.

However, the state's new workforce standards also offer the job title of Health Agent and differentiates that role from Health Inspector roles (for larger departments that have both positions). This position, as defined by the state workforce standards, is currently lacking in each Town, and the project team recommends the Towns hire one Health Agent to be shared across the Towns.

A Health Agent is a management position, but one trained in inspections and responsible for supervising inspectors. A Health Agent's duties can include field work. The state's workforce standards require Health Agents to be Registered Sanitarians or RS credential eligible.

The project team recommends a shared Health Agent's duties focus on wastewater-related matters. Across the three towns, a Health Agent, as defined above, would provide RS-level services of environmental health matters, particularly review of wastewater and drinking water systems.

Health Agent tasks include:

- Wastewater duties – answer questions; review/approve plans; inspect installations, repairs, and abandonments; building permit reviews; witness soil tests
- Well permitting and tracking
- Backup support for environmental health inspections including food service, body art, camps, lodging, pools and hot tubs
- Complaint inspections – including housing, nuisances, and beavers

A draft job description is offered in Appendix D for consideration.

Under a regional or enhanced formal shared services arrangement, the Health Agent could also provide the first level of supervision for the Health Inspectors. As staff numbers allow, the Health Agent and Health Inspectors (description follows) would serve as dedicated staff for the Board(s) of Health – each being assigned one Board of

Health to serve regularly and appearing before another as needed for a particular case or circumstance. Each position should be appointed as agents of every Board of Health they serve. Organizational structure implementation is discussed in more detail below.

Health Inspector

Across the three towns, there are currently approximately 1.5 FTE staff providing what can be categorized as Health Inspector-level work. That level of staffing seems appropriate for the amount of work across the three towns. **In an expanded shared services or regional health arrangement, each Health Inspector (and Agent) will be appointed by all three Boards of Health to work in all three communities.**

Health Inspector tasks include:

- Licensing and inspections for food service, body art, camps, lodging, pools and hot tubs
- Backup support for wastewater concerns – provide preliminary information about Title 5; inspect installations, repairs, abandonments; building permit reviews; witness soil tests
- Complaint inspections – including housing, nuisances, and beavers

The current arrangement of shared Health Inspection duties can be improved, however, by fully sharing all inspectional services across staff. **Currently some inspectional duties are not a part of the shared services arrangement due to funding limitations; each town is responsible for body art, camp, and nuisance inspections. Those inspections should be shared as well.**

Administrative Support

All three Health Departments are fortunate to have some administrative support. Each has at least .5 FTE of administrative support, however each position is shared with other municipal boards or departments. MA-DPH offers a Foundations course for clerical support staff, otherwise there are no specific training requirements for administrative support staff.

Health Department administrative duties include:

- Post agendas and minutes for Boards of Health
- Answer phones, provide preliminary information to the public and to applicants
- Scan files
- Provide customer service and support, including with online permitting
- Provide administrative duties for Health Department staff including processing invoices and paying bills
- Send renewal paperwork and reminders
- Process permits that do not require inspections, which may include:
    - Solid waste haulers
    - Septic haulers
    - Septic installers
    - Funeral homes / directors
    - Stables (renewals)
    - Body art (renewals)

Administrative staff provide critical support to Health Department operations, including by maintaining a presence at Town buildings while inspectional staff are in the field and managerial staff may be at meetings. It is suggested that if a regional approach is attempted, each community maintains at least a level of service equivalent to .5

FTE. In a more formal regional framework, it may be possible to divide administrative support work by type of work, rather than by town (example: one administrative position processing septic installer licenses for all three towns). Table 9 in Appendix A shows how many permits are currently issued for each administrative level permit.

The project team also performed a permit overlap analysis (Table 10 in Appendix A) to understand how many licensees may be affected if the Towns fully regionalize to one permitting structure. The project team found there are very few licensed businesses that operate in more than one Town. **It appears that if the Towns were to regionalize permitting it would not significantly affect permitting revenue.**

Public Health Nurse

Public Health Nursing services markedly vary across Massachusetts local health departments. The state only requires one activity—case management of people with active or suspected tuberculosis who live in the community—be managed by a nurse case manager. However, that responsibility may be performed via contracted nursing services (105 CMR 356.200). Tuberculosis is a relatively rare disease in Massachusetts, with only 153 cases reported statewide in 2022.[10] Across the three towns, the average case load of TB patients trends below five cases.

Besides the required TB case management, public health nurses in local public health departments often perform the following tasks:

- Infectious or communicable disease reporting and case follow up (through Massachusetts Virtual Epidemiologic Network (MAVEN), a state epidemiological reporting tool)
- Vaccination clinics
- Emergency planning and preparedness activities, particularly Emergency Dispensing Site planning and staffing
- Blood pressure and other health screening activities
- Some public health nurses provide Overdose Education and Naloxone Distribution (OEND) programs and other harm reduction services when there are not local harm reduction programs

Since the beginning of the COVID-19 pandemic, public health nurses proved invaluable assets to municipalities across the Commonwealth, often organizing, staffing, and handling all reporting duties for municipal COVID-19 testing and vaccination clinics.

It should be noted that during the course of this project, the project team heard markedly different expectations for and ideas of public health nursing duties from stakeholders in each town. Moving forward, and especially prior to formalizing additional shared public health nursing services, the participating towns must **align their visions of the scope of services for local public health nursing**. A community health assessment would assist this exercise.

[10] Massachusetts Department of Public Health, Bureau of Infectious Disease and Laboratory Sciences. "Summary Tuberculosis Statistics for the Year 2022." Accessed March 6, 2024, from https://www.mass.gov/lists/tuberculosis-data-and-statistics.

MA-DPH Recommendations

As recipients of a state Public Health Excellence grant which funds the current formal shared services arrangement, the project's advisory team understandably sought to clarify MA-DPH's plans for further funding shared services after the current grant renewal period(s) expire. The Towns wanted to be adequately prepared if they need to plan to absorb the costs of the shared employees to maintain the current level of services, as well as understand if there would be future opportunities to expand shared services.

The key takeaways from the project team's interview with MA-DPH are:

- MA-DPH expects to continue supporting shared services
    - Expects state funding for local health to increase in the future because they expect to ask local health to do even more in the future, which will require an increase in funding
- MA-DPH encourages shared services in any form, with a preference for formal regionalization
    - The state provides additional support for regional public health, including fiscal support for district set up (MGL Chapter 111, Section 27C)
- Because the state recognizes that state-determined regions do not align with local and regional partnerships and shared services arrangements, MA-DPH is working on aligning state-determined regions for public health work, such as for tobacco control, HMCC, MEMA, Mass in Motion
    - DPH advises that municipal departments wait until the state makes those adjustments on the state level rather than trying to adjust their regions on the local level
- MA-DPH is currently seeking a vendor for a statewide data solution for local health including inspections, dashboards, and online permitting
    - No action required for local health departments, but this will facilitate sharing services if everyone is using the same state-of-the-art platforms

Regarding recommendations for local health departments, MA-DPH emphasized:

1. Diversify revenue sources to ensure sustainability beyond state funding
2. Find ways to retain more department generated revenue, including:
    a. Advocate for revolving accounts to retain permit fees
    b. Build permit fee schedules based on actual costs of providing services[11]

[11] See the discussion of fees in the Align Fees section.

Recommended Structure

The project team recommends a professional Health Department structure in which the Director reports to the Town Administrator and serves a Board of Health (or more than one Board of Health in a shared services setting) in its regulatory duties. How this recommended structure is applied depends on which option the towns pursue.

The following structure is best applied in a regional or shared services setting, scaled to meet population size and the demand for licensing and inspecting regulated businesses. It is not appropriate for a small town like Boylston, where a single Health Agent reporting to the Town Administrator is sufficient. In a larger setting, the Director supervises the department staff, with a Health Agent who would serve as an assistant director, and play a supervisory role, especially for the Health Inspectors. The Public Health Nurse(s), Shared Services Coordinator/Epidemiologist, and Administrative positions would report directly to the Health Director.

Should the three communities choose to maintain the structure currently in place (Option 1 below), this structure would not be applicable.

Figure 6. Recommended Organizational Structure

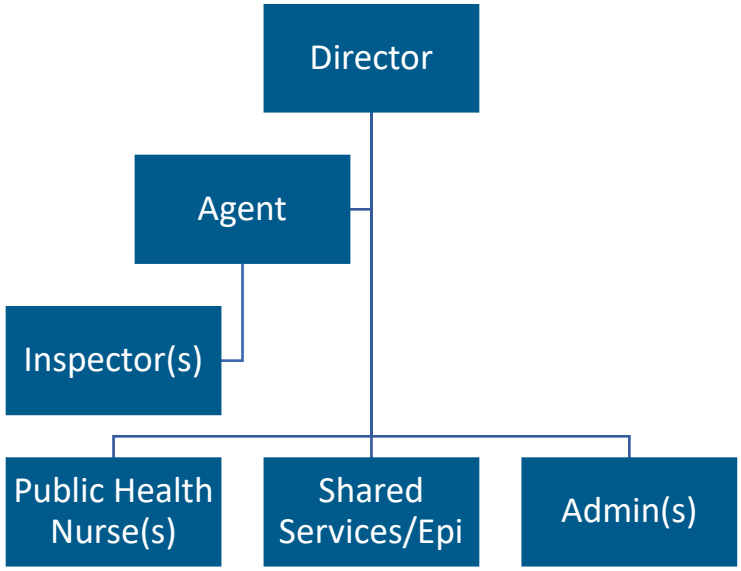
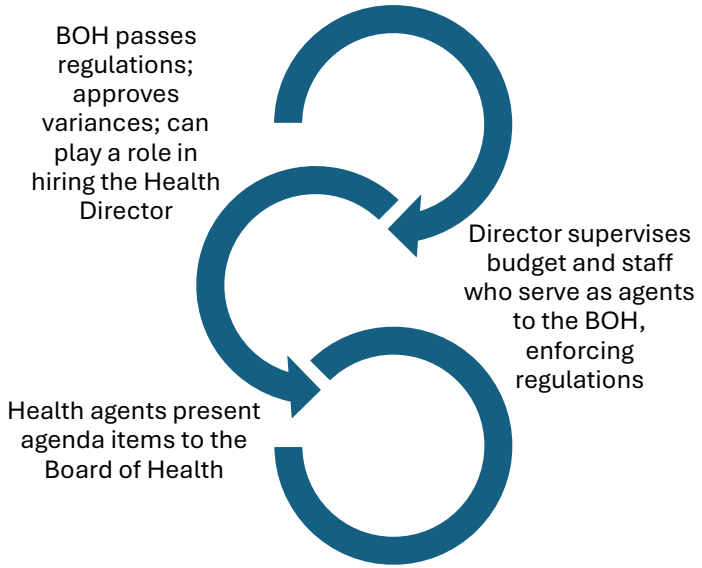


Figure 7. Recommended Role of Board of Health

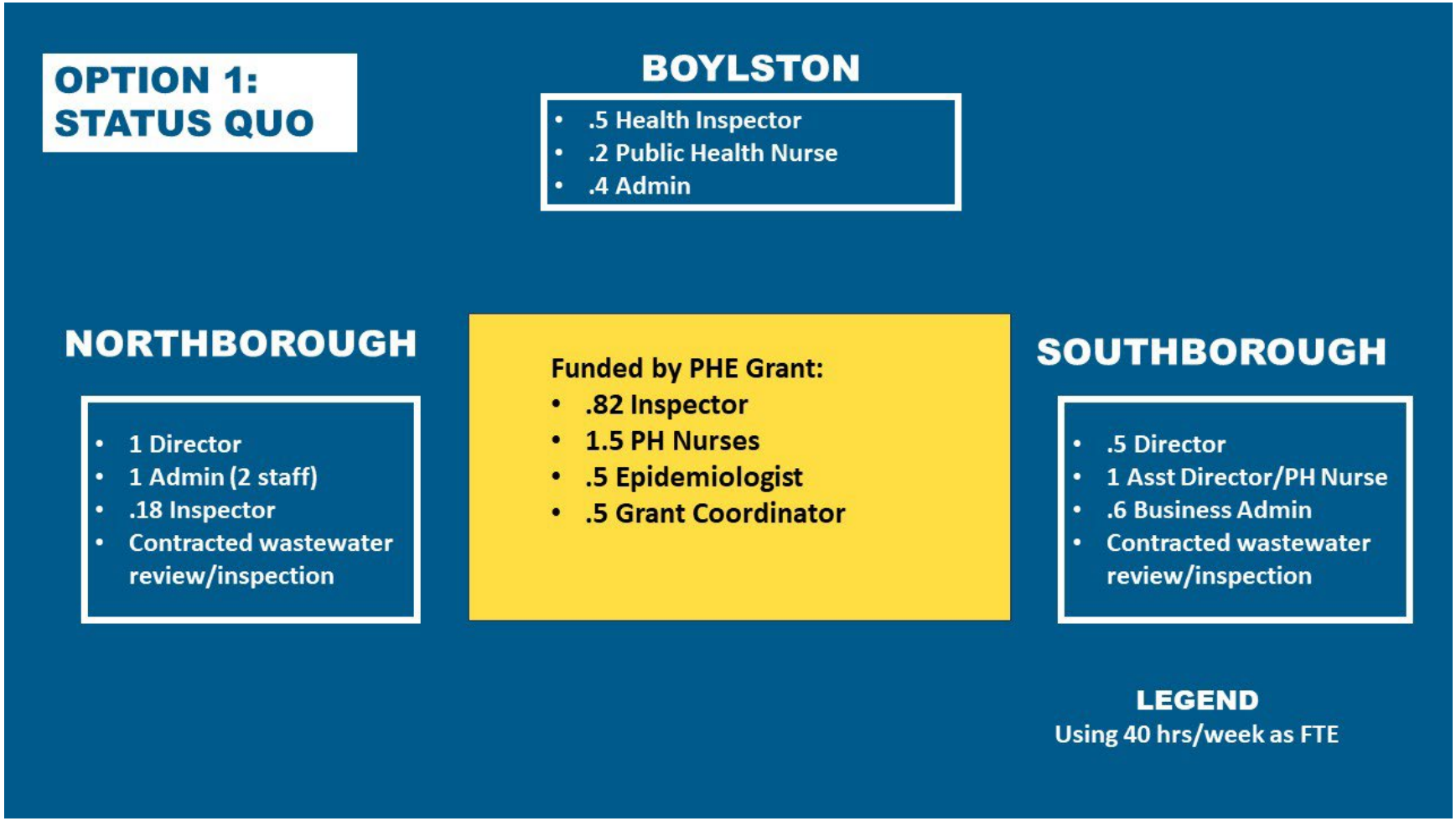


Options for Shared Services

The project team offers three options for sharing services.

Option 1: Status Quo

Figure 7. Option 1



Option 1 is a continuation of the existing mix of both formally sharing staff through grants and informally sharing part-time/contract staff. Inspectional services would continue to be shared through PHE grant as currently offered. This option is the default option as it requires no action in the towns other than to continue operations as they stand.

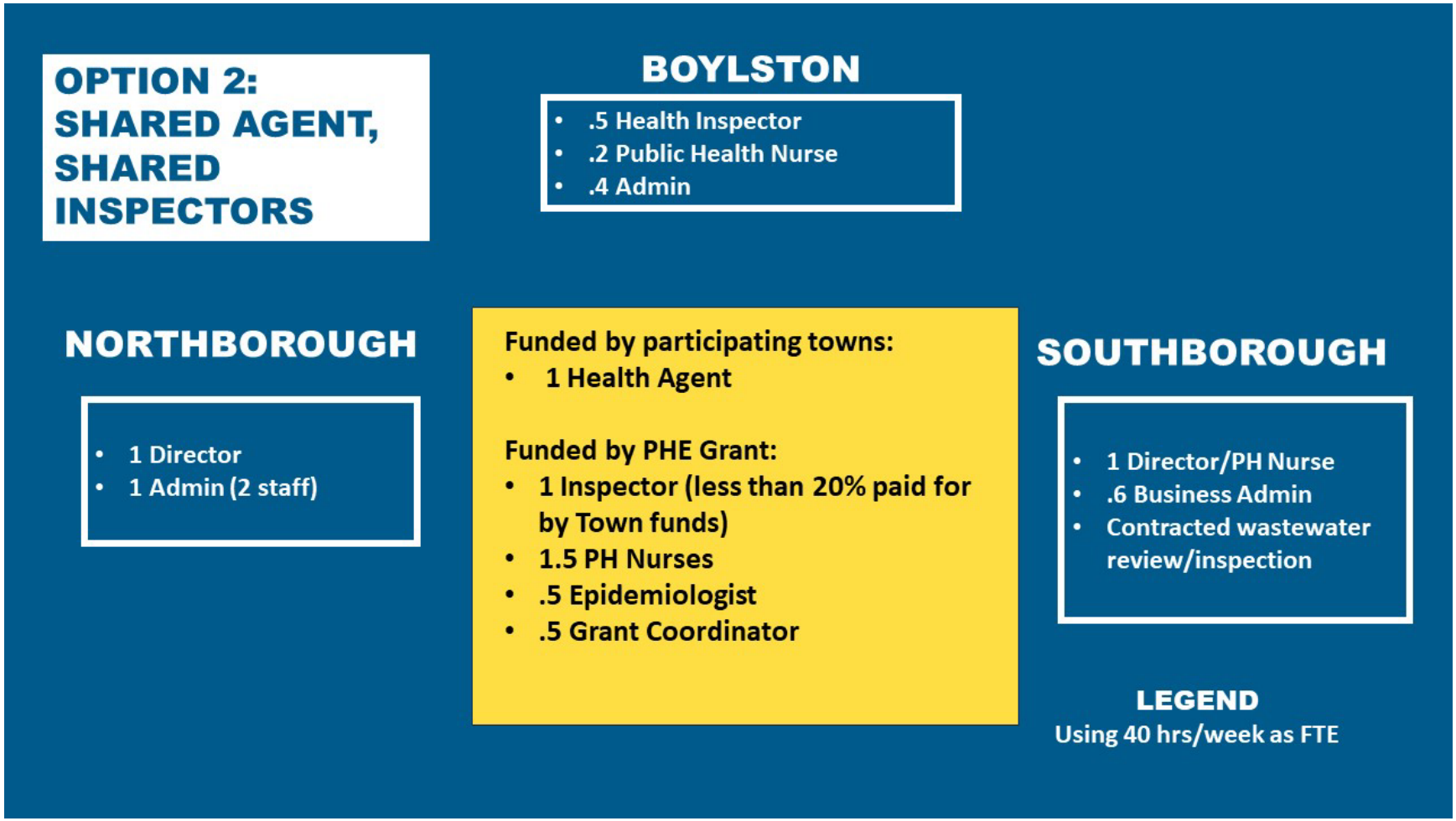
Pros: This arrangement is already in place and project participants reported general satisfaction with the quality and level of service.

Cons: Regulations and fees differ across the three towns, causing shared staff to learn each town's regulations and fee structures. There is no shared vision for programming, services, or strategic planning among the Health Departments or their Boards of Health. It is difficult to add services as the services are organized rather loosely with different reporting structures and different expectations for duties in the towns. There is also a lack of Registered Sanitarian services, so Northborough and Southborough both have contractors performing wastewater related duties, and both towns are paying premium prices for contractors because they cannot compete in the labor market for their relatively small hours. Professionals at this skill and training level expect benefits and full-time work. There are also redundant functions, including two separate public health related newsletters—one from the PHE grant and one from Southborough—neither with particularly high readership or engagement. There are also inconsistencies and redundancy with public health nursing duties; participants reported a lack of clarity in the roles and duties of staff public health nurses versus PHE grant-funded contracted public health nurses.

Steps to Implement: None other than to continue to meet PHE grant criteria to continue to receive the funds. There are several areas of opportunity to improve services under the status quo structure such as clarifying public health nursing duties and aligning regulations and fees across the three towns.

Option 2: Shared Agent, Shared Inspectors

Figure 8. Option 2



Option 2 is to formalize the full sharing of inspectional staff, including a new Health Agent. This arrangement tweaks the status quo by fully sharing a Health Agent (eliminating contracted wastewater services in Northborough, Southborough will keep a contracted wastewater professional for training and redundancy purposes) and all inspectional duties (eliminating the carve out for body art and camp inspections). If

Boylston needs wastewater support in the future, it can choose to either fully share services or engage in a fee-for-service arrangement with Northborough and Southborough.

In Option 2, the Health Agent and Health Inspector positions would all be jointly appointed as agents of all Boards of Health participating in the arrangement. Each participating town would maintain their Board of Health.

Pros: Due to the CMRPC assessment for Northborough, Northborough is already planning to hire a part-time Health Agent who is a registered sanitarian. By sharing the position across Northborough and Southborough, both towns will meet this vital local health requirement in a more uniform manner and hopefully have a good pool of qualified candidates who are interested in a full-time benefitted position (rather than an hourly contract position). The towns are almost to a full complement of shared inspectional services, adding body art and camps to the mix is a minor addition. By fully sharing these duties, the Towns may be better able to distribute staff skillsets and knowledge to meet each town's needs. Under this Option, each community can continue their different vision for public health nursing, which interviews indicated is important to some key stakeholders.

Cons: Currently there are inequities in pay and compensation across the towns, as well as differences in reporting structures. These differences may remain if staff are hired by different towns though MA-DPH indicates that its model Intermunicipal Agreement (IMA) for sharing services would address these concerns. This option does not address differences in expectations about levels of services, types of programming, or public health nursing duties, which would be addressed if the Towns created a regional health district (Option 3). It is also unclear how to structure professional reporting if the shared staff of three towns report to a director who is housed in one town, though this could be addressed with clarified and updated job descriptions and an organizational chart in the shared services IMA. Another limitation may be that the administrative staff will remain employed by each municipality; this may cause confusion. While not exactly a con, it is worth considering that each town has partner departments that provide some public health services (emergency preparedness, mental health services) that are outside the HDs but may impact equity in duties and services.

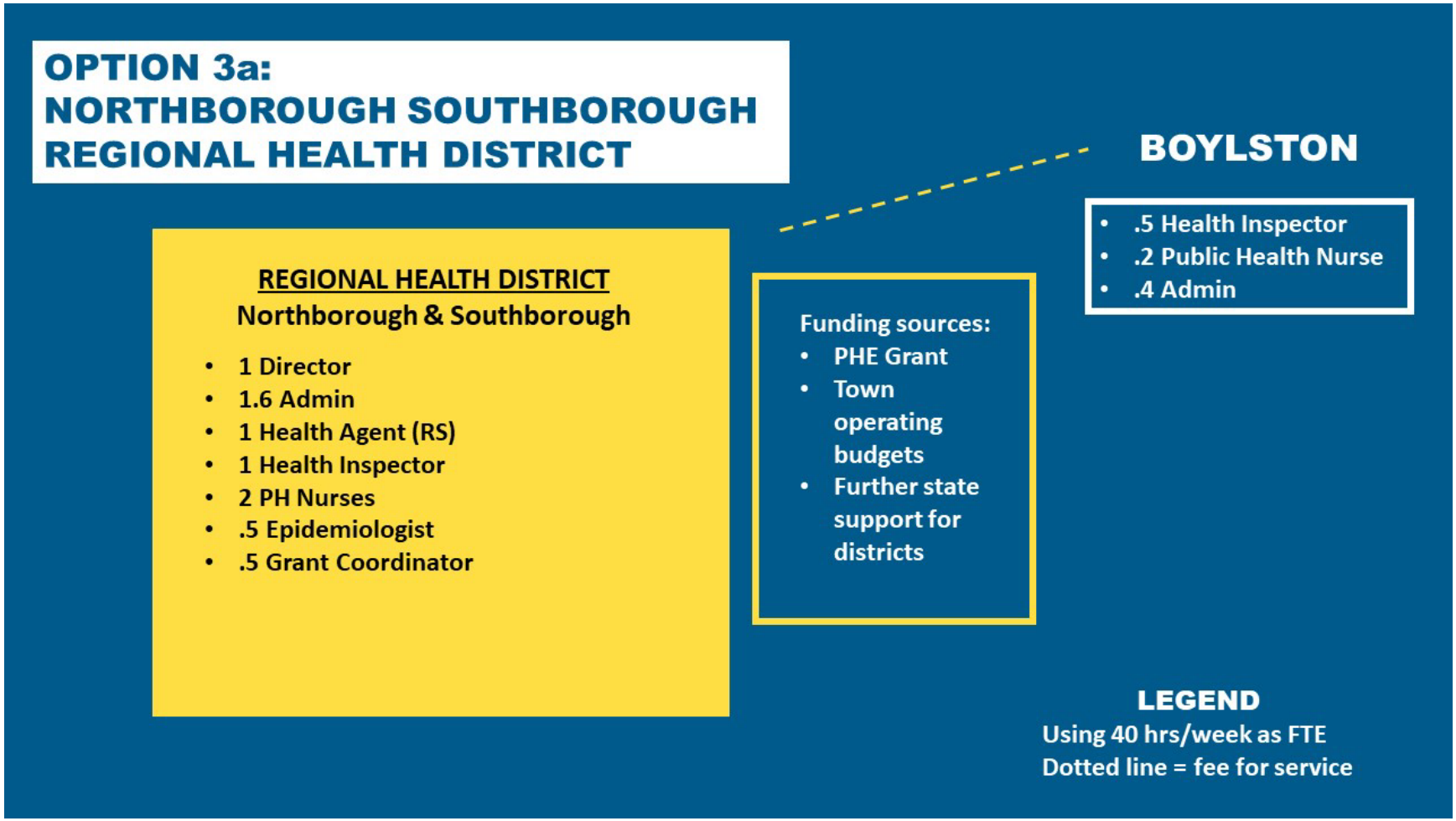
Steps to Implement Option 2:

1. Update the shared services IMA to reflect additional position and duties
2. Update shared position job descriptions
3. Hire or promote to fill vacant positions
4. Appoint Agent and Inspector(s) as agents of each participating Board of Health
5. Begin process of aligning local Board of Health regulations and fees (see following report section)

Option 3: Regionalization

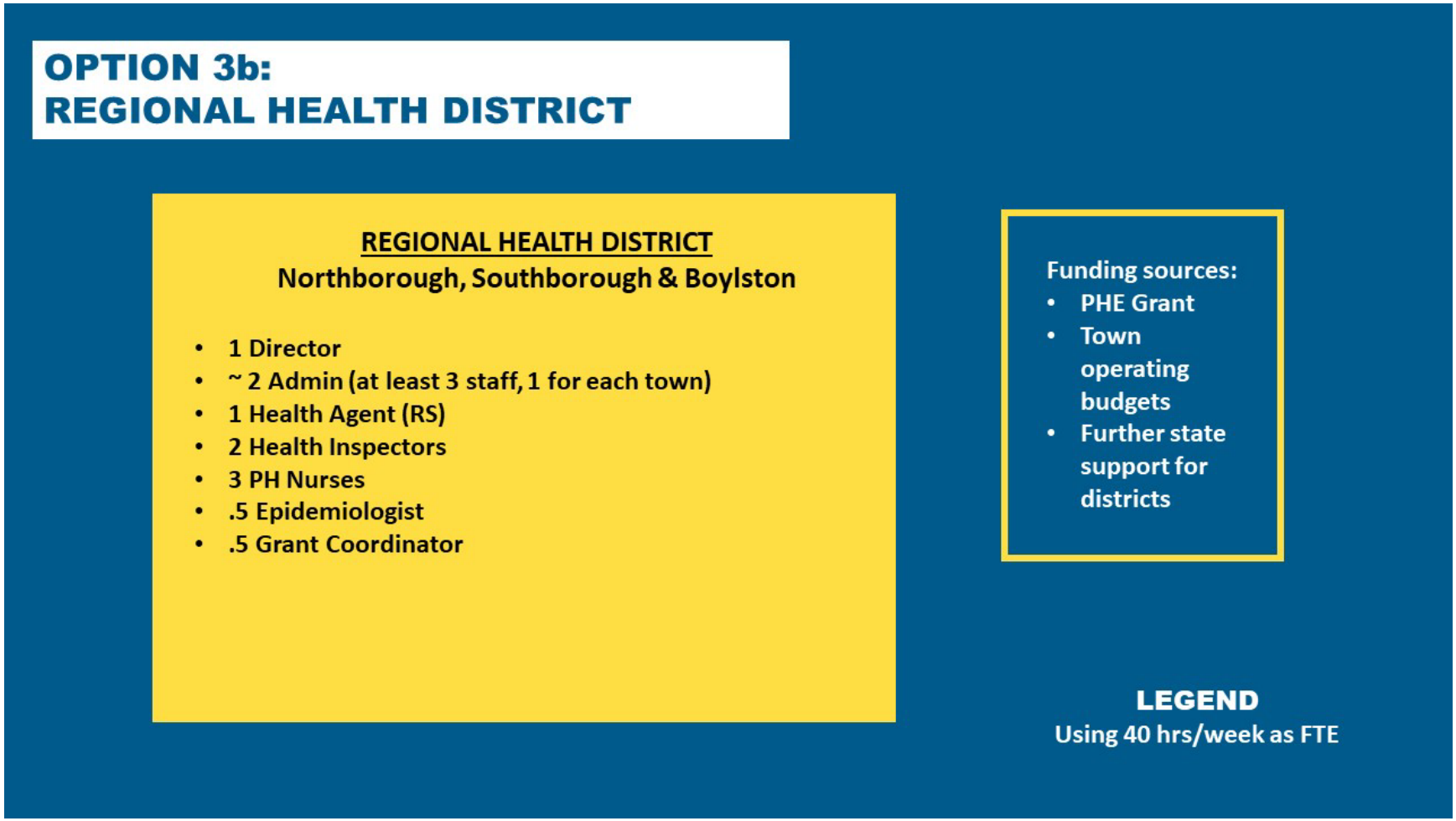
Option 3 is presented as two sub-options to acknowledge Boylston's concerns with regionalization. These options could also occur in succession, as phases. Option 3A involves creating a regional district between Northborough and Southborough, with Boylston purchasing services through a fee-for-service model at a level that reflects their need.

Figure 9: Option 3A



Option 3B presents the opportunity for Boylston to be a full participating member of the region.

Figure 10. Option 3b



Both options start with a full, formal regional arrangement between Northborough and Southborough, including public health nursing and administrative functions. This would create a regional health district comprising Northborough and Southborough, with Boylston participating at a level it feels comfortable with (Option 3a = purchasing services as needed; Option 3b = fully participating in the region).

Either option will open more funding opportunities from the State, as well as enhance the region's ability to add higher levels of service and achieve economies of scale. For example, upon regionalization, the department may discover the need for additional inspectional support due to the combined workload from the three towns. Additionally, the State indicated there may be additional duties and scopes of work expected for local health departments. A regional approach would be better equipped to add positions while reducing the cost burden to individual towns. A draft budget for a regional health department outlined above, based on current pay rates, is presented in Appendix E.

Pros: Concerns over pay equity would be addressed, as all employees would be employees of the district. According to the project team's interview with MA-DPH, each Board of Health can retain its authority and oversee the management of the district by selecting members to represent the municipality on the regional Board of Health. According to MA-DPH, the state seeks to facilitate and incentivize the creation of regional health districts. There will likely be additional state funding opportunities, in addition to the start-up capital support the state provides.

Cons: The creation of a regional health district will require further discussion and planning around the relationship between the district and partner departments and cross departmental efforts such as emergency planning in the towns. The regional district model is one that has existed in many variations across the state, and the state will likely provide guidance and contacts in similar arrangements to provide assistance to address these concerns.

Steps to Implement Option 3:

Follow the steps outlined in MGL Chapter 111, Sections 27A-C to create a regional health district, including:

1. Boards of Health support
2. Select Boards support
3. Town Meeting support
4. Assemble a regional Board of Health
5. Adopt rules and regulations
6. Set an organizational chart
    a. Note: "All full-time and part-time incumbents of any office or position brought under the district at the time of its formation shall be transferred thereto without loss of civil service, retirement or other rights. Any transferred employee's compensation shall be fixed by the board at not less than the amount received by the employee during the fiscal year preceding the date such employee was transferred to the district." (MGL Chapter 111, Section 27B)
7. Submit an itemized request for one-time capital outlays for approval by MA-DPH; if approved the state will provide funds

8. Update job descriptions
9. Centralize permitting and inspectional software (ideally using new software purchased by the state)
10. Communicate to the public and to licensees how the new region operates
11. Embark on a community health needs assessment to guide public health programming and services

Steps for Implementation Shared Services

The following steps are recommended to improve and enhance shared services across the towns, no matter which option the towns choose to pursue. These steps include aligning regulations and fees to eliminate opportunities for confusion for staff, the public, and for regulated entities.

These recommended steps eliminate impediments for staff to work in each town and facilitate good management practices. The project team does not anticipate much of an impact on fee revenue, as discussed in an earlier section.

Align Regulations

While each town defers to state regulations where appropriate (namely food service, camps, and pools and hot tubs), there are few local regulations that are similar across all three towns. Table 11 in Appendix A gives an overview of which local regulations each community has. The project team recommends simplifying regulations and fee schedules whenever possible.

As far as specific regulations are concerned, the three towns follow 105 CMR 590 – State Sanitary Code for **food service** regulations. Northborough requires grease trap pumping reports receipts with permit applications which is a standard practice, particularly among communities with sewers. The applicability of this requirement may vary in the other towns. Boylston's regulations have more types of food establishments and fees.

Local regulations for **wastewater** vary slightly. Table 12 in Appendix A provides detail on those differences. Currently, **drinking water well** regulations are under state review for state regulation. While local regulations remain in effect, Northborough and Southborough have similar regulations, but Southborough's are slightly more restrictive (Table 13 in Appendix A).

For **tobacco**, Northborough and Southborough have very similar regulations, the most notable difference is the cap in permits (15 for Northborough, 6 for Southborough) which is a reasonable difference considering Southborough is has less commercial development than Northborough. Boylston does not have any tobacco regulations, only a permit application.

Table 14. Tobacco Regulations

Northborough	Southborough
Updated July 1, 2023	Updated November 15, 2022
15 permit cap	6 permit cap

Table 15 in Appendix A gives more comparative detail for all other local regulations.

The project team recommends the following steps to facilitate any shared services arrangement, including the current arrangement (Option 1):

- **Align regulations so requirements are the same across three towns**
    - **Adopting whichever town's regulations is most up-to-date would be most expedient, though reviewing regulations for applicability and desirability is warranted (for example, tobacco permit caps).**
- **License and inspect businesses such as lodging establishments (motels, hotels, guest houses)**
- **Eliminate 2-year permits, as this is a non-standard activity**

- **After aligning regulations, review and revise fees to ensure fees reflect the costs of providing services to a reasonable extent**

Align Fees

A regulatory review and alignment is required prior to a fee review and alignment exercise. The project team offers the following observations to consider when a fee review does occur.

Fee amounts among the three towns vary greatly; there isn't a single fee that is the same among the towns. The greatest variance for fees is for wastewater fees; Southborough has the largest number of types of wastewater related fees. See Table 16 in Appendix A for details.

It is worth noting that MA-DPH recommended the towns, or a future region, review fees to ensure that they reflect the cost of providing services. However, that approach is more appropriate for towns with a significant commercial base where you can align annual permits to the cost of yearly inspections and review. For more residential towns, the costs of supporting the department would be borne by septic permits and that can be prohibitively expensive and cause undesired effects such as delaying upgrades to substandard septic systems.

Conclusion

The towns of Boylston, Northborough, and Southborough have committed to providing excellent public health services through their Boards of Health and their Health Departments, and with the help of state support through the Public Health Excellence grant funding. This project marks the next phase of the collaboration between these towns.

This report lays out three options for the Towns to consider, all of which are an improvement in level of service and capacity to what the towns had prior to the Covid-19 pandemic and the Public Health Excellence grant funding. The towns have already made significant progress to move their local public health offerings closer to the ten essential public health services. This report offers guidance to move even closer to that goal.

The project team thanks the participating Health Departments and Boards of Health, and their administrations and other key stakeholders, for their time and consideration during the course of this project.

Appendices

Appendix A: Additional Comparative Tables

Table 4. Economic Stability Indicators

	B	N	S
% households with slow/no internet	2.78%	2%	3.66%
Farmers markets accepting SNAP	0/0	0/0	0/0
# fast food restaurants	3	10	7

Table 5. Community Context / Public Health Indicators

	B	N	S
Life expectancy at birth (2010-2015)	89.20	80.91	85.72
% of people with a disability	7.21%	8.71%	6.61%
% of people under age 65 without health insurance	1.3%	1.2%	1.2%
# opioid-related incidents 2022	<5	23	11
% householders living alone	17.28%	15.45%	17.18%
% adults with asthma	11.10%	10.7%	10.8%
% adults diagnosed with diabetes	7.8%	7.5%	7.40%
% adults with coronary heart disease	4.8%	4.5%	4.3%
% adults with hypertension	27%	26%	25.8%
% adults with obesity	29.20%	27.8%	28.3%
% adult smokers	10.3%	9.3%	9.7%
% adults with depression	21%	20%	20%

Table 6. Built Environment

	B	N	S
% housing units constructed before 1960	27.83%	27.75%	27.86%
% houses built before 1978 (when lead was banned)	48.1%	48.1%	49.3%

Table 9. Administrative Level Permitting

Tasks	Boylston	Northborough	Southborough
Solid waste haulers	5	0	2
Septic installers	27	9	41
Septic haulers	12	5	19
Funeral homes / directors	0	1	1

Table 10. Overlap Analysis

Septic Installers	Septage Haulers	Solid Waste Haulers
Total of **68** different licensed installers across the 3 towns	Total of **24** different licensed haulers across the 3 towns	Total of **5** different licensed haulers across the 3 towns
61 are licensed in only 1 town	15 are licensed in only 1 town	4 are licensed in only 1 town
2/68 installers overlap between the 3 towns	3/24 haulers overlap between the 3 towns	0 haulers overlap between the 3 towns
5/68 installers overlap between 2 towns • 3/5 overlap in Southborough & Boylston • 2/5 overlap in Southborough & Northborough	6/24 haulers overlap between 2 towns • 5/6 overlap in Southborough & Boylston • 1/6 overlap in Boylston & Northborough	1/5 haulers overlap between 2 towns • 1 overlap in Southborough & Boylston
		Northborough has no licensed solid waste haulers

Table 11. Overview of Local Regulations

Regulation	Boylston	Northborough	Southborough
Beavers & Muskrats			✓
Body Art		✓	✓
Disposable Plastic Bags		✓	
Food Service	105 CMR 590	105 CMR 590	105 CMR 590
Noise Pollution Guidance			✓
Pools & Hot Tubs	105 CMR 435	105 CMR 435	105 CMR 435
Polystyrene Cups		✓	
Recreational Camps	105 CMF 430	105 CMF 430	105 CMF 430
Septic & Title 5	✓	✓	✓
Sewage Hauler	✓		
Solid Waste & Recycling	✓	✓	
Stables		✓	✓
Tobacco		✓	✓
Trash Hauler	✓		
Wells	✓	✓	✓

Table 12. Local Wastewater Regulations

Boylston	Northborough	Southborough (does not allow installations Dec – Mar)
Modifications to Massachusetts Title 5 Code	Modifications to Massachusetts Title 5 Code- effective 2005 & 2016	Modifications to Massachusetts Title 5 Code- effective 2000, 2004 & 2014
Deep hole and percolation tests	Deep hole and percolation tests may have test period restrictions (based on conditions of the soil or ground water)	Septic Tanks (Capacities)
Plans and design requirements	Plans and Design Requirements	Construction of Septic Tanks
Installers and Installations	License and Installation	Placement and Construction of Tees
		Percolation Testing Trenches
		Mandatory Septic Tank Pumping
		Criteria for Inspection

Table 13. Well Regulations

Northborough	Southborough
Installation permit good for 3 years	Installation permit good for 1 year
Description of all known prior and current land use within 200ft of proposed well location	Description of all known prior and current land use within 400ft of proposed well location

Table 15. Other Regulations

Regulation	Boylston	Northborough	Southborough
Beavers	N/A	N/A	10-day emergency permit if there is high water on a property caused by a beaver or muskrat
Body Art	No regulation or fee	State model regulations	No posted regulation but have application for Body Art Establishment. License good for 2 years, not 1
Disposable Plastic Bags	N/A	Eliminate single use plastic checkout bags and promote the use of reusable bags	N/A
Noise Pollution	N/A	N/A	BOH and Police have the authority to investigate noise pollution complaints and enforce its law
Regulation	Boylston	Northborough	Southborough
Polystyrene Reduction	N/A	Food establishments are prohibited to dispense food in disposable containers made from expanded polystyrene	N/A
Pools and Hot Tubs	State Regs	State Regs	Stricter regulations: Require in depth pool plans
Recreational Camps	105 CMR 430: Minimum Standards for Recreational Camps		
Solid Waste / Recycling	Recycling is mandatory	More in depth regs, inc: Must participate in curbside recycling program if receiving trash collection from town's contractor	Very limited regs, posted under Public Works Department Transfer Station
Stables	No regulation or fee	Stricter regulations, incl: horse registration, private stable location, and horse burial	License is good for 2 years (not 1) or upon transfer

Table 16. Septic Fee Comparison

Septic/Title 5	Boylston	Northborough	Southborough
Soil Test (Residential)	N/A	**$250**	N/A
Soil Test (Commercial)	N/A	**$300 + .20/gpd**	**$470 min + .25/gpd**
Soil Test New Construction/Upgrade	N/A	N/A	**$475/lot + $125/each additional perc test & deep hole observation**
Soil Test Residential Repair/Replace	N/A	N/A	**$300/lot**
Soil Test Non-Residential	N/A	N/A	**$450 min + .25/gpd**
Soil Test Condominium	N/A	N/A	**$450/unit**
Soil Test Shared or Condo System	N/A	N/A	**$450/unit**
Soil Test Complex System	N/A	N/A	**TBD by BOH**
Soil Test institutional/School	N/A	N/A	**$400/day**
Soil Test (Greater than 30 minutes Per Inch)	N/A	**$100**	**$300/lot additionally**
Soil Test Residential Perc Rate @ 0-30 MPI	**$150**	N/A	N/A
Soil Test Residential Perc Rate @ 31-60 MPI	**$600**	N/A	N/A
Soil Test Commercial Perc Rate @ 0-30 MPI	**$200**	N/A	N/A
Soil Test Commercial Perc Rate @ 31-60MPI	**$800**	N/A	N/A

Appendix B: Leading Public Health Department Offerings

During this project, the team was asked to investigate the types of services and programs that leading public health departments in Massachusetts offer. Massachusetts is singular in America in the provision of public health services, in that services are generally provided on the municipal level, which severely curtails the breadth and scope of services. As a result, leading departments are typically in the largest communities or in regional departments. Therefore, their programs and services may not be applicable to the towns included in this study. It is also worth noting that each leading department is essentially expanding its programs and services to address more of the 10 Essential Public Health Services but in a way that is relevant and appropriate for the community it serves, often guided by a community health needs assessment or other strategic plan.

Cambridge Public Health Department	Boston Public Health Commission	Brookline Department of Public Health	Worcester Division of Public Health / CMRPHA	Needham Public Health Division
• Population Health Initiatives: • Children's literacy • Healthy eating • Mental/behavioral health • Oral health services	• Children's and newborn health • Health equity and racial justice • Healthy homes and environments • Homeless services • Violence prevention	• Reducing Brookline's carbon footprint • Injury prevention	• Healthy lifestyle programming: • Nutrition • Sexual health • Exercise	• Traveling meals • Domestic Violence Action Committee • Referrals to services • Medical Reserve Corps

The project team recommends that the communities first strengthen their shared services arrangements with a focus on environmental health offerings and then embark on a public health needs assessment to strategically focus department growth in offerings and services. A public health needs assessment could provide focus to direct public health nursing activities for the region as well.

Appendix C: Workforce Standards

Table 8. Overview of Workforce Standards

	Required before Hire	Required After Hire	Recommended After Hire
Health Director	• Master's level or BA/BS with 5 years experience • RS eligible	• RS or equivalent within 1 year • CHO within 3 years • Master's within 5 years	• Health Association(s) membership
Health Agent	• RS or RS eligible	• RS within 18 months of hire • Foundations course within 18 months of hire • Specific certifications for inspections performed	• Health Association(s) membership
Inspectors	• High school diploma or equivalent	• RS within 6 years of hire • Foundations course within 18 months of hire • Specific certifications for inspections performed	• Associates degree in science or public health, at hire • Health Association(s) membership
Public Health Nurses	• BSN • RN with current MA licensure	• MAVEN trained within 6 months • Foundations course within 1 year	• MAPHN Membership
Administrative Assistants (at least part time)	• Microsoft Office applications	• Modified Foundations course (for clerical staff) within 1 year	• Online permitting training
Epidemiologist	n/a	n/a	n/a
Shared Services Coordinator	n/a	n/a	n/a

This chart provides an overview of the workforce standards. The full standards can be found on the MA-DPH website here.

Appendix D: Draft Health Agent Job Description

Title	Health Agent
Department	Health Department
Employment Status	Full-Time
Exempt/Non-Exempt Status	Non-Exempt

Scope of Work

The primary function of the Health Agent is to enforce the rules, regulations, policies of the Southborough and Northborough Boards of Health (BOH), provide administrative and technical duties in accordance with the policies of the BOHs and Massachusetts Department of Public Health (MA DPH). The Health Agent will perform public health and environmental inspections and reviews and provide guidance on issues related to environmental and public health in Southborough and Northborough including and not limited to: air pollution, asbestos, bathing beaches, beavers, burials, campgrounds, disease control and prevention, food protection, hazardous waste, housing, nuisances, solid waste, stables, state sanitary code, swimming pools, Title 5, tobacco control and water pollution. The Health Agent will abide by all municipal, state, and federal guidelines, regulations, and quality standards. The Agent's contribution will be a key factor in enhancing local public health services delivery and community health improvements that advance health equity.

Supervision

Received	Health Director
Exercised	Regional Health Inspectors

Essential Job Functions **The job functions listed herein are neither exclusive nor exhaustive but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.**

- Enforce state and local public health laws and regulations in accordance with respective statutes, regulations and policies related to food safety, tobacco control and prevention and mosquito control.
- Conducts a variety of inspections and tests including but not limited to the following areas: witnessing soil examinations and percolation tests, various phases of the installation of subsurface sewerage disposal systems, housing, vector control, food establishments, swimming pools, camps, solid waste, noise and air pollution control, general nuisance issues, etc.
- Reviews plans for Disposal Works Construction Permits, building permits, food establishments, swimming pools, etc., and ensures compliance with state and local health codes.
- Investigates a variety of health-related complaints and works towards compliance with state and local health codes.
- Participates in public health programs in the communities as required.
- Provide administrative, technical, clinical assistance to the Public Health Nurse, and provide all necessary administrative work required for the department.
- Attend Board of Health meetings, training sessions, staff, vendor and resident appointments as required.
- Draft proposed BOH regulations per direction of the BOH.
- Serve as a liaison to the Board of Health with other Town boards and departments.

Other Job Functions

- Perform any other duty as needed to protect the public and environmental health as needed and required by state and local rules, regulations, laws, and bylaws.

Requirements of Work

Knowledge of	• Thorough knowledge of the local bylaws, state public health codes and regulations, environmental sanitation, public health practice.

	• Environmental Health including food protection, water quality, wastewater, solid and hazardous waste, vector borne illness, air quality, housing sanitation, swimming pools, stables, nuisances, beavers and campgrounds. • Excellent knowledge of Microsoft Office (Word, Outlook, PowerPoint, Excel).
Ability to	• Ability to enforce and interpret regulations firmly, tactfully and impartially. • Ability to apply critical thinking to problems and issues and arrive at solutions independently, as appropriate. • Ability to prioritize multiple tasks and deal effectively with interruptions, often under considerable time pressure. • Communicate effectively in written and oral form; demonstrate excellent organizational skills. • Establish and maintain effective working relationships with municipal employees, town officials, state and federal regulatory agencies, board/committee members and the general public. • Ability to maintain confidential information, in accordance with the State's Public Records Law.
Skill in	• Excellent interpersonal, verbal and written communication skills. • Strong organizational skills and excellent attention to detail. • Must be proficient with computers and software systems including Microsoft Word, Outlook, PowerPoint, and Excel.
Qualifications	• Registered Sanitarian (RS) or ability to obtain **within 18 months of hire required**. • Preferred Qualifications: the Health Agent must pursue MA-DPH workforce standard requirements for a Health Agent position. Currently, those include: ○ Local Public Health Foundations course **within 18 months of hire**. ○ Specific certifications for inspections performed **within 1 year of hire:** Title 5- Soil Evaluator and System Inspector. ○ Specific certifications for inspections supervised and performed **within 3 years of hire:** ▪ Pools- Certified Pool Operator (CPO). ▪ Food Protection- ServSafe or similar and Massachusetts Public Health Inspector Training (MA PHIT) Food Inspection Class. ▪ Housing- MA PHIT Housing Class and Lead Determinator. ○ ICS 100/NIMS 700 withing 1 year of hire.
Necessary Special Requirements	

Current driver's license

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, stand, walk, climb or balance, stoop, kneel, crouch, talk and hear, use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- Some work is performed under typical office conditions with a moderate noise level, hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision, prolonged visual concentration, and the ability to adjust focus.
- Some work is performed in the field, with exposure to various weather conditions, hazards associated with construction sites and potential exposure to communicable diseases and unsanitary conditions with a loud noise level.
- The employee must occasionally lift and/or move up to 50 pounds.

Town of Southborough is an equal opportunity employer. We recruit, employ, train, compensate, and promote without regard to race, religion, creed, national origin, age, gender sexual orientation, sexual identity, marital status, military or veteran status, disability, genetic information, or any other category protected by applicable federal, state or local

Appendix E: Regional Health Department Budget Worksheet

	FTE	Salary	Fringe*	Total	Notes
Health Director	1	113,332	25,000	138,332	
Health Agent	1	83,200	25,000	108,200	This is a new position that the towns currently struggle to fill with contractors
Inspectors	2	77,098	25,000	204,196	With the addition of a Health Agent to manage wastewater duties, it is expected that the towns would need 1.5 FTE inspectors. This may change depending on economic factors (# of licensees)
Public Health Nurses	3	87,333	25,000	336,999	A needs assessment should determine the number of public health nurses the region requires
Administrative Assistants (at least part time)	2	34,118	25,000	118,236	At least 1.5 FTE, with at least one admin per town (if the regional district operates out of multiple locations)
Epidemiologist/ Shared Services Coordinator	1	61,198	25,000	86,198	The shared services coordinator position is required by the Public Health Excellence grants
TOTAL				**992,161**	

*Southborough calculates a set cost fringe of 25,000, which was used for this exercise to allow for standardized comparisons.

FISCAL YEAR 2025 512 Board of Health	FY 2023	FY 2024	FY 2025*
51100 Salaries & Wages Perm	32,852	34,188	151,000
51110 Part-time Salaries (Health Agent)	61,265	73,289	80,000
51111 Overtime	0	0	0
51115 Nurse	93,041	96,763	0
51200 Temp Salaries	0	0	0
51450 Longevity	360	360	360
51000-51990 Salaries and Wages	**187,519**	**204,600**	**231,360**
52460 Office Equipment and Repair	0	0	0
53070 Employee Training Seminars	1,130	2,000	2,000
53100 Advertising	462	300	300
53430 Wireless Phones	0	0	0
53440 Printing Services	0	500	500
53880 Contracted Services	50,208	64,224	64,224
54220 Other Office Supplies	1,197	800	800
55000 Medical and Surgical Supplies	349	0	0
57100 In-State Travel	75	2,000	2,000
57300 Dues & Memberships	735	800	800
57820 Miscellaneous	0	0	0
52000-58990 Other Charges and Exp.	**54,156**	**70,624**	**70,624**
TOTAL BOARD OF HEALTH	**241,675**	**275,224**	**301,984**

Intermunicipal Services Agreement
Health Department Health Agent

by and between
the Towns of Northborough and Southborough

This intermunicipal services agreement ("**Agreement**") is made and entered into, pursuant to M.G.L. c.40, § 4A, this __ day of _____, 2024 (the "**Effective Date**") by and between the Towns of Northborough and Southborough, acting by and through their respective Select Boards ("Northborough and Southborough" or, collectively, the "Towns" or "Participating Communities").

RECITALS

Whereas, the Towns have limited staffing to provide inspectional services;

Whereas, the Towns desire to share resources to provide public health services that are important and necessary for the Participating Communities;

Whereas, the Towns wish to continue providing public health inspectional services in conjunction with other services provided by their respective Health Departments;

Whereas, the Towns wish to realize the benefits of sharing the costs and administrative burden of these public health duties;

Whereas, the provisions of M.G.L. c. 40, § 4A authorizes the Towns to enter into an intermunicipal agreement to share the costs and administrative burden for services to be shared by the Towns; and

Whereas, the Select Boards of the Towns have voted to enter into this Agreement for shared services.

Now, therefore, in consideration of the mutual agreements and provisions set forth in this Agreement, and the payments and obligations hereunder, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Towns hereby agree as follows:

TERM

1. **Duration**: this Agreement's duration shall be three (3) years, commencing on the Effective Date. This Agreement shall automatically renew for four additional 3-year periods, for a maximum length of 15 years, unless terminated under the provisions of Section 5.

2. **Lead Municipality**:

2.1. Southborough shall act as the lead municipality under this Agreement and administer any grants available for the services provided hereunder.

2.2. Southborough, subject to approval of Northborough, shall employ or contract with licensed professionals to provide public health services to the Towns in accordance with the job description.

2.3. Southborough shall be responsible for the financial and human resources functions associated with the retention of persons retained by the Towns to provide public health services.

2.4. Southborough shall maintain all records necessary and appropriate for the performance of its duties under this Agreement. Northborough will provide its own record-keeping mechanism for shared employees.

3. **Cost Sharing**: Unless otherwise provided in this Agreement or otherwise agreed to in a writing signed by the Select Boards, all fees, costs, and other expenses incurred by either Town under the Agreement shall be divided equally, with each Town paying one-half of said fees, costs, or expenses. The financial liability of each party shall not exceed the amount appropriated by the Town at its Town Meeting.

Commented [EL1]: This should be select boards

4. **Payment**: Southborough shall invoice Northborough on a quarterly basis for services rendered in the prior quarter less any available grant funds available for said services with the 4th quarter payment due by June 15th. Payment under this Agreement is subject to appropriation, but failure to appropriate or make payments when due may result in termination of the Agreement as set forth herein.

5. **Scope of Services**:

5.1. The scope of inspectional services to be performed under this Agreement shall be set forth in a "**Health Agent Services Scope of Services**" in the form appended as **Exhibit A**

5.2. The Towns may, in a writing signed by the Town Administrator of Northborough the Board of Health in Southborough, amend the Inspectional Services Scope of Services.

6. **Termination**:

6.1. Any Town, by simple majority vote of its Select Board, may terminate this Agreement prior to the expiration of any term.

6.2. Any termination of this Agreement shall be effective on the 180th day following the provision of written notice by the terminating Town to the other Towns of the termination vote (the "**Termination Date**"), except for termination for breach of the Agreement or failure to pay which shall be effective upon thirty (30) days' notice and failure to cure within that time. Services shall be suspended after the effective date of termination and payment shall be owed for services rendered up until the effective date.

6.3. Any termination vote will not be effective until the Towns have agreed to an equitable allocation of all remaining costs, expenses and assets including remaining salary and benefits and other expenses for the remaining fiscal year.

6.4. No sooner than the Termination Date and no later than the 90th day following the Termination Date, Southborough shall provide Northborough with a final accounting of any monies owed under this Agreement. Subject to the provisions of Section 7, Northborough shall pay any such monies owed to the other Town no later than the 45th day following receipt of said final accounting.

7. **Budgeting and Cost Tracking**:

7.1. Southborough, as the lead municipality, shall prepare an annual fiscal-year (*i.e.*, July 1 to and including June 30) budget of all costs, fees, and expenses related to this Agreement. Southborough shall provide said budget to Northborough no later than December 31 preceding the fiscal year to which the budget pertains. Southborough shall provide such additional information as may be reasonably requested by Northborough regarding costs, fees, and expenses related to this Agreement.

7.2. Northborough shall review the budget received from Southborough and shall identify any areas of disagreement with said budget no later than the 30th day following receipt of the budget.

7.3. In the event of a budget disagreement, the Towns shall endeavor in good faith to resolve their differences.

7.4. No monies shall be expended by any Town absent mutual agreement memorialized by: (a) an agreed-to budget; or (b) a writing signed by the Town Administrator of Northborough and the Board of Health Southborough.

7.5. Southborough shall provide quarterly statements to Northborough itemizing all monies expended under this Agreement.

7.6. If either Town incurs a cost, fee, or expense not included in an agreed-to annual budget, said Town shall promptly invoice the other Towns for half of cost, fee, or expense.

8. **Disputes**:

8.1. The Towns recognize a mutual, shared obligation to meet and confer about any disputes under this Agreement and to attempt to resolve the same without legal action, to minimize the time, cost, or expense of any dispute to either Town.

8.2. In the event of a dispute concerning the subject matter of this Agreement, the Town alleging the dispute shall provide written notice to the other Town describing the dispute with reasonable particularity, including an itemization of any monies alleged to be due or owing as part of said dispute.

8.3. No Town shall file an action in court earlier than the 30th day following delivery of notice to the other Towns in accordance with section 8.2 unless such a filing is necessary to preserve the public health, safety, or welfare.

8.4. Prior to the commencement of a court action, the parties hereto shall have the right (but not the obligation) to attempt to resolve disputes by way of non-binding, voluntary mediation. If the parties agree to proceed with voluntary mediation to attempt to resolve a dispute, then the parties agree to work in good faith to promptly designate a mutually acceptable mediator, and schedule and hold the mediation as soon as reasonably practicable. The parties hereto agree to split equally the cost of mediation and to bear their own attorney's fees incurred in preparing for and participating in such mediation. This provision shall not bar a party from initiating litigation where necessary to avoid expiration of an applicable statute of limitations.

8.5. This Agreement's validity, interpretation, construction, performance, and enforcement shall be governed by Massachusetts law, without regard to Massachusetts' choice-of-law or conflicts-of-law principles or rules. Any claim or action arising under or relating to this Agreement may be brought only in Middlesex County Superior Court, and the Towns hereby agree that venue is proper, and shall be proper, only in that forum.

8.6. Each Town shall bear its own costs, fees, and expenses related to the enforcement of this Agreement. No Town shall be liable for any reliance or consequential damages if that Town is determined by a court to be in breach or default of any obligation under this Agreement.

9. **Liability**:

9.1. Each Town shall be liable for the acts and omissions of its own employees and not for the employees of the other Town in the performance of their obligations under this Agreement, including but not limited to the extent provided by the *Massachusetts Tort Claims* Act, M.G.L. c. 258.

9.2. By entering into this Agreement, no Town has not waived any governmental immunity or limitation of damages which may be extended to them by operation of law.

10. **Notices**: All notices permitted or required by this Agreement shall be in writing and delivered by certified mail, return receipt requested, to such persons who may be specified from time to time by each Town and to that Town's Clerk. No notice shall be effective until received by the Town Clerk.

11. **Force Majeure:** If and to the extent that a Town is directly prevented from performing an obligation under this Agreement by an event of *force majeure*, that Town shall be excused from performing that obligation and shall not be liable in damages or otherwise for the time period that the force majeure event directly prevents such performance, and the parties may also negotiate in good faith with respect to appropriate modifications to the provisions of this Agreement. The term "force majeure" shall mean only the supervening causes described here, each of which is beyond the reasonable control of the affected party: fire, earthquake, floods, explosion, war,

terrorism, riots, mob violence, failure of transportation, strikes, lockouts, actions of labor unions, condemnation, laws or orders of governmental or military authorities, epidemic or pandemic, or any other cause similar to the foregoing, and shall explicitly exclude changed market conditions.

12. **Reliance**: Nothing contained in the Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against any of the Towns.

13. **Entire Agreement**: This Agreement and the Exhibit to this Agreement, which may be amended from time to time by mutual agreement of the Towns, represent the entire agreement among the Towns pertaining to the subjects covered in this Agreement and expressly supersede all prior negotiations, representations and formal or informal agreements leading up to the final approval and execution of the Agreement respecting such subjects.

14. **Entrance**: Any Town may petition the Towns to join this Agreement to the extent permitted by any grants utilized for payment of services rendered hereunder. The addition of a municipality will require amendment of this Agreement in accordance with Section 15 herein and approval by the Participating Municipalities.

15. **Amendments and Modifications**: The Agreement may be amended or modified only by written instrument signed by the Towns' respective Select Boards, as required by MGL chapter 40, section 4A.

Commented [EL2]:

16. **Invalidity or Unenforceability**: If a court of competent jurisdiction declares or orders that any one or more phrases, sentences, clauses, or sections of this Agreement are invalid or unenforceable, then the remaining portions of this Agreement shall remain valid and enforceable notwithstanding such a declaration or order.

17. **Counterparts**: This Agreement may be executed in any number of counterpart copies, all of which constitute one and the same agreement and each shall constitute an original.

Signatures Follow on Next Page
[remainder of page intentionally blank]

WITNESS OUR HANDS AND SEALS as of the first date written above.

Town of Southborough Select Board

_____ _____
Signature of Chair of Select Board Date

_____
Printed Name of Chair of Select Board

Town of Southborough Board of Health

_____ _____
Signature of Chair of Board of Health Date

_____
Printed Name of Chair of Board of Health

WITNESS OUR HANDS AND SEALS as of the first date written above.

Town of Northborough Select Board

_____ _____
Signature of Chair of Select Board Date

_____
Printed Name of Chair of Select Board

Town of Northborough Board of Health

_____ _____
Signature of Chair of Board of Health Date

_____
Printed Name of Chair of Board of Health

Exhibit A: Health Agent Scope of Services

RECEIVED
By Town Clerk/ksb at 2:32 pm, Sep 19, 2024

SOUTHBOROUGH SELECT BOARD MEETING

September 9, 2024
Town Administrator's Office—Southborough Town House
17 Common Street, Southborough MA 01772
Open Session Meeting Minutes

Present: Kathy Cook, Chair; Andrew Dennington, Vice Chair; Sam Stivers; Marguerite Landry, Al Hamilton
Also Present: Mark Purple, Town Administrator

Ms. Cook called the meeting to order at 8:30PM.

Ms. Cook announced that the meeting topics are review of the warrant for the September 30, 2024 Special Town Meeting ("STM"), including preparing for addressing the warrant articles, and voting on positions for warrant articles that the Board has not previously voted on. The warrant articles discussed are those as presented in the most current warrant draft, dated September 9, 2024.

Mr. Dennington reviewed the status of Article 11. This article proposes to restructure the Affordable Housing Trust (as part of combining the Affordable Housing Trust with the Southborough Housing Opportunity Partnership Committee). The original warrant article establishing the Affordable Housing Trust was approved at the 2005 Town Meeting. There is some uncertainty about the follow-up to this approval—the article language was not included in the official Town bylaws and the Town does not have a record of the approval of the article by the Attorney General's office. Mr. Dennington has discussed this with Town Counsel, who has prepared the language necessary for the current warrant article to get the paperwork up to date—and this language is what will be considered by the voters at the upcoming STM.

Article 11 consists of two parts: first, Section 6-13 will be added to the Town Code to establish the Affordable Housing Trust membership; and second, Section 6-14 will be added to the Town Code to define the powers and authority of the Affordable Housing Trust (as defined by the 2005 Town Meeting vote and by State law).

Mr. Hamilton moved for the Select Board to support Article 11; Mr. Stivers seconded the motion; vote 5-0 for approval

For Article 12 (the dissolution of the Southborough Housing Opportunity Partnership Committee), Mr. Hamilton moved for the Select Board to support Article 12; Mr. Stivers seconded the motion; vote 5-0 for approval.

For Article 13 (the acceptance of MGL Ch 44B Sec 3b ½--to allow for the contribution of funds in addition to the existing Community Preservation Act ("CPA") surcharge to the various CPA fund balances) Ms. Cook provided an update about her recent conversation with Ben Smith, Chair of the Community Preservation Committee ("CPC"). Mr. Smith explained the CPC's concerns about this article, and requested that the article be removed from the STM warrant. The Board discussed this request. Mr. Dennington moved that this article be removed from the STM warrant; Mr. Hamilton seconded the motion; vote 5-0 for approval.

Ms. Cook proposed that the Board work through the STM warrant articles and take a position on any articles not yet voted on and assign a Board member to speak about each article. She commented that the warrant articles for the STM "Consent Agenda" have not yet been set by the Moderator, so the Board should be ready to comment on all articles. It was noted that the article numbering will be different from the numbers below for some of the articles in the final version of the warrant, because of the changes voted today.

The Board members responsible for the individual articles are as follows:

#1-SAP update; Mr. Dennington will be prepared to speak about this article.

#2-Pilot Committee; Ms. Cook reported that the Pilot Committee is requesting an update to this article (in addition to reducing the total number of members from 7 to 5) to eliminate the specific appointment of one member of the Council On Ageing and one member of the Capital Improvement Planning Committee. Ms. Cook moved that the Board support this amended version of Article #2; Mr. Stivers seconded the motion; vote 5-0 for approval. Ms. Cook will be prepared to speak about this article.

#3-Solid Waste Committee removal-Ms. Landry will be prepared to speak about this article.

#4-Consumer Advisory Committee removal-Mr. Hamilton will be prepared to speak about this article.

#5-Meeting Minutes for Town Clerk-Mr. Hegarty is expected to speak about this article.

#6-Tailings- Mr. Stivers will be prepared to speak about this article.

#7-Cable Licensee Revenue- Ms. Cook will be prepared to speak about this article.

#8-MBTA Communities Zoning-Planning Board is expected to speak about this article.

#9-Regional Public Safety Dispatch- Mr. Hamilton and Mr. Stivers will be prepared to speak about this article.

#10-Citizen Petition for CPC appointments- Mr. Dennington will be prepared to speak about this article.

#11-Affordable Housing Trust restructuring- Mr. Hamilton will be prepared to speak about this article.

#12-Dissolution of SHOPC- Mr. Dennington will be prepared to speak about this article.

#13-Acceptance of MGL Ch 44B Sec 3b ½ -This article was removed from the STM warrant

#14-Amend the FY25 budget-Ms. Cook will be prepared to speak about this article.

#15-Additional hours the EDC Coordinator- Mr. Dennington will be prepared to speak about this article.

#16-Funding for Breakneck Hill Clean-up- Ms. Landry will be prepared to speak about this article.

#17-Funding for Police Lieutenant-Ms. Cook will be prepared to speak about this article.

#18-ATM date change-Mr. Stivers will be prepared to speak about this article.

#19-Citizen Petition for recall process; The Board had not previously taken a position on this article; Ms. Cook commented that Town Counsel has opined that this article is advisory only (and not binding); Mr. Hamilton moved that the Board support this article; Mr. Stivers seconded the motion; vote 0-5 for approval. Mr. Dennington will be prepared to speak about this article.

At 9:04PM, Mr. Hamilton moved to adjourn the meeting (Mr. Stivers seconded the motion)
vote 5-0 for approval

Document Referenced: 2024 STM Warrant DRAFT 240910

Minutes Submitted by Sam Stivers

September 30, 2024
Annual Town Meeting Record

Article #	Article Description	Sponsor	Amount	Funding Source	Motion	Quantum of Vote	BOS	Advisory	Town Meeting Action	Date
1	Amend Personnel SAP bylaw	Personnel Board			Jason Malinowski	Majority	Y (5-0-0)	At Town Mtg		
2	Amend Town Code - PILOT Committee	Select Board			Kathy Cook	Majority	Y (5-0-0)	At Town Mtg		
3	Amend Town Code - SW Disposal Committee	Select Board			Marguerite Landry	Majority	Y (5-0-0)	At Town Mtg		
4	Amend Town Code - Consumer Advisory Commission	Select Board			Al Hamilton	Majority	Y (5-0-0)	At Town Mtg		
5	Amend Town Code - Minutes	Town Clerk			Jim Hegarty	Majority	Y (5-0-0)	At Town Mtg		
6	Accept MGL - Collection of Tailings	Select Board			Sam Stivers	Majority	Y (5-0-0)	At Town Mtg		
7	Accept MGL - SRF for Cable Revenue	Select Board			Kathy Cook	Majority	Y (5-0-0)	At Town Mtg		
8	Zoning - MBTA Communities Overlay District	Planning Board			Meme Lutrell	Majority	Y (5-0-0)	At Town Mtg		
9	Select Board Recommendation for RECC	Select Board			Al Hamilton/Sam Stivers	Majority	Y (5-0-0)	At Town Mtg		
10	Citizen Petition - Appointments to CPC	CPC			Lisa Braccio	Majority	N (5-0-0)	At Town Mtg		
11	Amend Town Code - AFHTFC	Select Board			Al Hamilton	Majority	Y (5-0-0)	At Town Mtg		
12	Amend Town Code - Eliminate SHOPC	Select Board			Andrew Dennington	Majority	Y (5-0-0)	At Town Mtg		
13	Amend Fiscal Year 2025 Budget	Select Board	$17,068	Overlay Surplus	Kathy Cook	Majority	Y (5-0-0)	At Town Mtg		
14	Appropriation for EDC Coordinator position	Select Board	$27,929.00	Overlay Surplus	Andrew Dennington	Majority	Y (5-0-0)	Y (7-0-0)		
15	Appropriation for Breakneck Hill remediation	Select Board	$2,127,960.00	Borrowing	Marguerite Landry	Two-thirds	Y (5-0-0)	At Town Mtg		
16	Appropriation for Police Lieutenant position	Select Board	$76,733.00	Taxation	Kathy Cook	Majority	Y (5-0-0)	At Town Mtg		
17	Amend Town Code - Town Meeting date	Select Board			Sam Stivers	Majority	Y (5-0-0)	At Town Mtg		
18	Citizen Petition - Recall bylaw	Joe Palmer			Joe Palmer	Majority	N (5-0-0)	At Town Mtg		

RECEIVED
By Town Clerk/ksb at 2:29 pm, Sep 19, 2024

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: September 11, 2024
Location: Trotter Middle School Library
Time: 6:30 p.m.
Present: Kathryn Cook, Andrew Dennington, Sam Stivers, Margarite Landry, and Al Hamilton and all K-8 School Committee members
Absent: None

Select Board Chair called the Select Board meeting to order at 6:36 p.m.

The sole purpose of the joint meeting was to interview three candidates to fill the vacancy on the Southborough K-8 School Committee. The three candidates interviewed were: (1) Dr. Yan Leigh (2) Dr. Kevin Robbins and (3) Kamali O'Meally.

All three candidates were interviewed by the nine members of the Select Board and K-8 School Committee.

A motion was made by Roger Challen to appoint Kamali O'Meally to fill the vacant position until the next town election in May of 2025. Motion was seconded by Chelsea Malinowski.

The general consensus of seven of the nine voting members was that Kamali's past Committee experience and the fact that she currently does not intend to run in May 2025 (when the seat is open again in the normal election cycle) were the distinguishing factors in their decision. Two members (Mr. Zulick and Mr. Hamilton) did not feel as strongly and supported a different appointment.

Vote was 7-0-2 to appoint Kamali O'Meally to fill vacant seat. Mr. Zulick and Mr. Hamilton abstained.

Select Board adjourned at 8:04 p.m. Motion made by Mr. Stivers and seconded by Mr. Dennington. Vote to adjourn 5-0.

Respectfully submitted,

Kathryn M. Cook
Select Board Chair

RECEIVED
By Town Clerk/ksb at 9:37 am, Oct 10, 2024

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Tuesday, September 17, 2024 6:30 PM
Location: McAuliffe Hearing Room, Town House, 17 Common Street, Southborough, MA
Present: Kathryn Cook, Andrew Dennington, Sam Stivers, Marguerite Landry and Al Hamilton. Town Administrator Mark Purple and Assistant Town Administrator Vanessa Hale.

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Chair Kathy Cook called the meeting to order at 6:35 PM.

II. Public Comment

There was no public comment.

III. Scheduled Appointments *(Board may vote)*

a. Chris Lund, Building Commissioner – Update on Building Department

Mr. Chris Lund, the Town's Building Commissioner, appeared before the Board on the matter and provided an update on the first quarter of FY25. Highlights included: 1) greater access capability with Open Gov. permitting system using iPads; 2) utilization of a new system for online permitting called Zoning Interpretation Request (ZIR), which allows for greater efficiencies for the Building Commissioner and Town Planner when responding to requests; 3) a commitment to decreasing response times for residents; 4) greater collaboration with the Town Planner and Economic Development Committee (EDC); and 5) digitizing records, noting that a retiree is assisting the Building Department with this project. Commissioner Lund stated that other projects include a review and updating of bylaws and addressing the impact to the Building Dept. of the numerous upcoming 40B projects. The Board reiterated their goal of increasing the housing stock and attracting more businesses to Southborough. The Board suggested Commissioner Lund focus on zoning bylaws, especially those that create flexibility for multiple uses on commercial sites. Ms. Landry offered to meet with Commissioner Lund to review an approach for updating bylaws. Ms. Cook asked if the Building Department was caught up from its recent backlog of inspections/permits, etc., and Commissioner Lund replied that it was. Meme Luttrell, Chair of the Planning Board, stated that the Planning Board is committed to working on zoning changes, especially uses, and offered to meet with Commissioner Lund and Ms. Landry to move the process forward. Ms. Cook suggested a future joint meeting of the Board, the Planning Board and Commissioner Lund to discuss potential zoning changes.

b. Update from Council on Aging

Ms. Pam LeFrancois, Director of the Senior Center, and Mr. Douglas Peck, Chair of the Council on Aging, appeared before the Board on the matter. Ms. LeFrancois shared that the senior population is growing and discussed a variety of programming the Center provides including the following: monthly clinics and programs at Colonial Gardens, tax work-off program, SHINE program, durable medical equipment sharing, one-on-one technical support for devices, legal services, housing assistance and fuel assistance. She shared that many of the programs are volunteer-led including the Trailblazers and the Handyman program. She also shared the success of the Dull Men's Club and the Book Club and described collaborations with the Police, Fire and Recreation Departments and

Southborough Youth and Family Services. Ms. LeFrancois stated that the Senior Center was awarded a Cummings Foundation grant that will allow it to hire an intergenerational program coordinator. She also described the Caregiver grant program, now in its 8th year, with funds from The Southborough Community Fund, which provides outreach to those experiencing a round-the-clock care situation. Ms. LaFrancois stated the Center will begin congregate meals with the Monday Blue Plate Special and is investigating ways to provide more fitness options. She stated that while the public largely sees the programming side of the Senior Center, nursing and outreach care are major components, as well. The Board and Ms. LeFrancois discussed the impacts of the increasing number of seniors in Southborough, noting that by 2030, seniors are expected to comprise 30% of population. Mr. Dennington asked if the Cummings grant was a one-year opportunity. Ms. LaFrancois stated that there may be opportunities for funding in future years. Mr. Stivers asked about the most pressing needs. Ms. LaFrancois stated that funding is the major concern, noting that costs continue to rise to maintain the current level of programming and there is a need to expand programming in the evenings. Mr. Peck stated the Council on Aging is focused on recruitment, as 2/3 of the Senior Center staff will be leaving in the next year. He stated he expects there will be a need to increase the number of nursing hours as the senior population rises. Mr. Peck stated that providing seniors with a place to connect is a priority and hiring staff to extend the hours would be required. He also stated that, at some point, the Senior Center might need to consider hiring a social worker to deal the with complexities facing the senior population. Ms. Landry asked Ms. LaFrancois to participate in succession planning to ensure a smooth transition. Ms. Cook stated that anyone who wishes to contribute funds assisting seniors in Southborough could contribute to the Friends of the Council on Aging. Ms. Cook asked Mr. Peck about the ARPA funds allocated for a senior survey. Mr. Peck confirmed that, at this time, the Council on Aging is not seeking ARPA funds for the senior survey but they will consider the survey in the future.

IV. Reports

a. Chair's Report

i. Neary School project update

Ms. Cook reported that the project is in the schematic design phase and she expects that phase to be completed in March/April. She also reported that the Massachusetts School Building Authority (MSBA) reimbursement cost has increased, resulting in a reduction in the bond amount required to complete the project to $81.8 million dollars.

b. Members' Reports

i. RECC Update

Mr. Hamilton reported that he and Mr. Stivers met with the Select Board Chair in Westborough and had a productive meeting. He also reported that he, Mr. Stivers, Mr. Purple, Chief Newell and Chief Puntini met with the Westborough RECC, which included the police/fire chiefs and town administrators for Westborough and Grafton. He also stated he recently appeared on Southborough Access Media (SAM) to discuss regionalization and the Westborough RECC. He will also be speaking with the Dull Men's Club on Friday.

c. Town Administrator's Report

Mr. Purple stated that all presentations for Special Town Meeting are due to the Town Clerk by this Friday, September 20th, at noon.

i. Volunteer breakfast

Mr. Purple reported that the Volunteer Breakfast would be held on Monday, October 7th, from 7:30-9:30 AM at the Senior Center. He also reported that the dedication of the new room at the Senior Center would be held on Tuesday, September 18th, at 8:30 AM.

Mr. Purple reported that the ALS Golf Fundraiser, in honor of Brian Shifrin and John Wilson, would be held on October 12th – 14th. He stated that the golf management company would donate $10 from every round of golf played to ALS One.

V. Consent Agenda

a. Approve Open Session Meeting Minutes: August 27, 2024; September 9, 2024; September 9, 2024 (Joint with Planning Board); September 11, 2024 (Joint with School Committee)

Mr. Stivers requested to hold Consent Agenda item "a." **September 9, 2024 (Joint with Planning Board):** Mr. Stivers requested the following change: Line 15: replace the last sentence with "They opened with discussion with both groups." **September 11, 2024 (Joint with School Committee):** Mr. Dennington requested the following change to lines 16-17: He requested that the second sentence (in lines 16-17) be deleted. **September 9, 2024:** Mr. Dennington requested that Ms. Cook's name in Lines 15 and 20 be replaced with Mr. Dennington's. Mr. Dennington moved to approve the Open Session Meeting Minutes of August 27, 2024, as written, September 9, 2024, as amended, September 9, 2024 (Joint with Planning Board), as amended and September 11, 2024 (Joint with School Committee), as amended. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

b. Approve contracts for Facilities project; Town House painting, Town House landscaping
c. Accept $100 donation to the Ambulance Fund
d. Approve Intermunicipal Agreement with Northborough for Health Agent position
e. Appoint Bessie Trinidad as Full-time Communications Officer
f. Approve Executive Session Meeting Minutes: September 4, 2024

Ms. Cook moved to approve Consent Agenda items "b", "c", "d", "e" and "f." Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

Ms. Cook moved to Other Matters "d" at this time.

VI. Other Matters *(Board may vote)*

a. Appoint Kristin LaVault as Rec. Commission representative to the 21 Highland Future Use Committee; term to expire 6/30/2025

Mr. Dennington provided an update of recent efforts to address the future of the building. Board discussed the impact of closing Finn School, as part of the Neary School Building project, and SYFS's potential move to the Flagg School relative to the 21 Highland Street building. Ms. Phaneuf stated that in her tenure as a Select Board member, she appointed people who did not agree with her and believes that varying opinions make for a good committee. She urged the Board to appoint Ms. LaVault. Ms. Kristin LaVault appeared, via ZOOM, on the matter. Ms. LaVault thanked Ms. Phaneuf for her support and stated she did not decline the invitation from the Board to appear this evening. She stated she has always been open and remains open to considering all options for 21 Highland Street. Mr. Dennington moved to appoint Kristin LaVault as the Recreation Commission representative to the 21 Highland Future Use Committee, term to expire 12/31/24. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

b. Discussion and potential revisions to charge for 21 Highland Future Use Committee

The Board did not discuss Other Matters "b."

Ms. Cook moved to Other Matters "e" at this time.

c. ARPA: revote COA survey funds

See Scheduled Appointments "b."

d. Future Town use of Flagg School

Ms. Sarah Cassell, Director of Southborough Youth and Family Services (SYFS) appeared before the Board on the matter. Ms. Cassell stated that SYFS is nearing the end of their 5-year strategic plan and they would like to develop a new data-driven 5-year plan. She stated SYFS is proposing to contract with Trendline to conduct a community needs assessment that will produce a thorough report

focused on gaps in services and an interactive database for use by SYFS. The Board discussed the proposal. Mr. Stivers moved to reallocate $20,000 in ARPA monies to fund the SYFS survey, with the expectation that it will be contracted no later than December 31, 2024 and completed no later than December 31, 2025. Mr. Hamilton seconded the motion. The motion was unanimously approved (5-0-0). Ms. Cook moved to reallocate $35,000 in ARPA funds for the Council on Aging survey to the General Tax Relief category and allocate $20,000 from the General Tax Relief category to the SYFS Trendline survey. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Ms. Cook stated the Board would discuss the future use of the Flagg School, as it will become vacant in the near future. Ms. Cassell stated that she would like to Board to consider moving SYFS to the Flagg School when it becomes vacant. She stated she toured the space with Facilities Director John Parent and she believes the Flagg School is centrally located, yet offers privacy and the additional office space needed. Ms. Cook informed the Board that other Town Departments would also like consideration of moving to Flagg School and that this agenda item is for discussion purposes only. The Board discussed the potential for SYFS to relocate to the Flagg School. Ms. Bonnie Phaneuf, 179 Middle Road, stated she is in favor of moving SYFS to Flagg School and suggested that the Board bring the building into ADA compliance using ARPA funds.

Ms. Cook moved to Other Matters "a" at this time.

e. Review of Select Board FY25 goals

The Board discussed the status of its goals list, thus far. Mr. Dennington suggested that Mr. Purple divide the Department of Revenue (DOR) financial study into areas for the Board to review and consider for implementation. The Board discussed a "State of the Town" presentation that describes important issues for the Town to consider in a 5-10 year timeframe (e.g. roads, infrastructure, staffing, etc.). Mr. Hamilton suggested Annual Town Meeting or other potential venues (e.g. a Board meeting or Southborough Access Media (SAM)) for delivering the presentation. Mr. Hamilton and Mr. Stivers expressed the need for the Board to communicate with residents about long-term issues facing the town and obtain critical feedback. Mr. Stivers stated that it is important to communicate the status of the Master Plan Implementation Committee (MPIC)'s work on achieving its goals, as well. The Board discussed how best to engage the residents to communicate the information described above. The Board agreed to address this goal after Special Town Meeting. Ms. Cook stated that she has made progress on the parking lot at Fayville Hall goal. She stated that there would be 16 unmarked spaces for the Town to use during specified hours. Mr. Dennington stated that the Board remains committed to filling the vacancies on the EDC. Mr. Hamilton stated he is not hopeful about the restoration of agriculture at Chestnut Hill Farm. With regard to the Old Burial Ground, Mr. Stivers stated he is working with DPW Superintendent Cundiff to submit an estimate to the Board of Commissioners of Trust Funds for potential funding. The Board agreed that Ms. Landry would work with Superintendent Cundiff to develop an estimate for the removal of dead trees in the Old Burial Ground and that the Board would discuss the matter at its October 8th meeting. Ms. Landry stated that the bylaw compliance goal has been met. The Board agreed to discuss the Public Safety Staffing Study and include any suggestions for implementation into the budget cycle for FY26. The Board also agreed to distribute 5 goals among the members, to be completed by the end of 2024, at its October 8th meeting.

VII. Public Comment

Ms. Phaneuf asked the Board to investigate cemetery space needs. Mr. Hamilton stated that he looked into the matter and believes this will be an issue in approximately 5 years. Ms. Cook stated that the Board would look into the matter.

Mr. Grant Farrington, 58 Flagg Road, appeared via ZOOM and stated that the YouTube links in the minutes section of the website have not been updated. Ms. Cook stated that the IT Department would address the matter.

VIII. Adjournment

Ms. Cook moved to adjourn the meeting at 8:57 PM. Mr. Dennington seconded the motion. The motion was unanimously approved (5-0-0).

Upcoming Meetings	
September 30, 2024 (Special Town Meeting)	*October 8, 2024*

Respectfully submitted,

Bridgid Rubin, Recording Secretary

List of Documents referred to at the September 17, 2024 SB Meeting:

- Draft Open Session Meeting Minutes for August 27, 2024; September 9, 2024 (Joint Meeting with the Planning Board); September 9, 2024; September 11, 2024 (Joint with the School Committee)
- Letter from John Parent, dated September 10, 2024, RE: Recommendations from Raymond T. Guertin, Architect, with attachments
- Letter from John Parent, dated September 10, 2024, RE: Town House landscaping services, with attachment
- Letter from Fire Chief Andrew Puntini, dated September 12, 2024, RE: Ambulance Fund Donation
- Draft Intermunicipal Services Agreement, Health Department Health Agent between Northborough and Southborough, with attachments
- Memorandum from Jen Hansen, dated August 22, 2024; RE: Kristin LaVault
- Charge for the 21 Highland Future Use Committee
- FY25 Board Goals
- Open Session Meeting Minutes for June 10, 2024 Goal Setting Meeting
- Southborough Youth and Family Services Trendline Proposal

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Tuesday, August 27, 2024 6:30 PM
Location: McAuliffe Hearing Room, Town House, 17 Common Street, Southborough, MA
Present: Andrew Dennington, Kathryn Cook, Sam Stivers Marguerite Landry and Al Hamilton. Town Administrator Mark Purple and Assistant Town Administrator Vanessa Hale.

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Chair Kathy Cook called the meeting to order at 6:30 PM.

II. Public Comment

Mr. Joe Palmer, 158 Parkerville Road, requested that the Citizen's Petition Recall Bylaw be included in the warrant for Special Town Meeting.

III. Scheduled Appointments *(Board may vote)*

a. Interview/appoint Sandy Pochapin to Tricentennial Committee; term to expire 6/30/2025

Ms. Pochapin appeared before the Board, via ZOOM, on the matter. The Board interviewed Ms. Pochapin. Mr. Dennington moved to appoint Ms. Pochapin to the Tricentennial Committee, term to expire 6/30/2025. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

b. Public forum for regional dispatch services

Mr. Hamilton shared his presentation on regional dispatch services with the Board and public. Ms. Landry asked about the organizational structure, accountability and feedback channels for a Regional Emergency Communications Center (RECC). Mr. Hamilton stated that the RECC would be an independent entity and that an InterMunicipal Agreement (IMA) would need to be negotiated and executed by the member communities. He stated the IMA would create the governing board from the member communities and the governing board, along with the Police/Fire Chiefs would be responsible for RECC performance. Mr. Dennington described checks and balances that were part of the previously negotiated IMA. The Board discussed funding mechanisms for the RECC. Mr. Hamilton explained that, if the Town joins any RECC, it cannot return to the present emergency communications structure. The Board discussed the previously negotiated IMA. Mr. Dennington stated the Board should be prepared to address comments by residents regarding the money spent to construct the present dispatch facilities at the Public Safety Building and potential future use of the space. Police Chief Ryan Newell and Fire Chief Andrew Puntini joined the Board for discussion of this agenda item. Chief Newell stated that the regional approach is the trend in public safety dispatch services and that, if the Town does not strongly consider this option, it may be left behind as surrounding communities adopt the regional approach. He stated Southborough's dispatchers are extremely professional in executing their role but filling open positions has been challenging. Chief Puntini stated that public safety should figure heavily in the decision to pursue a regional approach and, presently, Southborough lacks appropriate staffing to concurrently dispatch police/fire and handle life-threatening emergencies. He stated the opportunity to join a RECC at its creation offers advantages to the Town. Mr. Blair Sutherland, 139 Parkerville Road, stated he has spent his entire career in public safety communications and feels it is important to keep the public discussion of joining a RECC at the forefront. He stated that joining the Westborough RECC offers Southborough

the opportunity to work with surrounding towns and improve the effectiveness of working with mutual aid partners. He stated that, while joining a RECC may not save money in the long term, it would improve public safety for the residents of Southborough and offer the opportunity for technology/equipment upgrades the Town might otherwise not make. He urged the Town to continue to explore joining a RECC. Mr. Michael Nordstrom, 14 Meeting House Lane, asked if there was a cap to annual costs or would the Town be responsible for any cost increases. Mr. Stivers stated that in the previous IMA, costs were divided proportionally among the member communities and acknowledged that there is exposure, but noted the Town had negotiated protections around termination due to objections over financial expenditures. Ms. Cook stated that there would be costs savings if the Town spends less than it would spend to appropriately staff the Town's emergency services (2 dispatchers, 24/7). Mr. Dennington added that, presently, any upcoming technology upgrades for public safety would be born by the Town, as opposed to those costs being covered by the State through a RECC. Mr. Hamilton stated he will make the RECC presentation to the Dull Men's's Club and Southborough Access Media and is available to make the presentation for any other group wishing to hear it.

Ms. Cook heard Scheduled Appointments "d" at this time.

c. EDC – Consideration of increased hours for Coordinator position

Ms. Cook stated that tonight's discussion relates to Article 16 in the draft warrant for Special Town Meeting - increasing the EDC coordinator position to full-time. Mr. Andrew Pfaff called the meeting of the Advisory Committee to order at 7:52 PM. Members present: Andrew Pfaff, Marci Jones Salow, Barry Rubenstein and Howard Rose. Members present via ZOOM: Adam Nodiff, Larry Samberg and Tim Martel. Members of the Economic Development Committee (EDC) present for tonight's meeting included Michael Nordstrom and Karen Anglim. Also in attendance were Julie Connelly and Claire Reynolds, both former members of the EDC. Ms. Leah Emerson, EDC Coordinator, was also present, via ZOOM. Ms. Connelly provided a history of the EDC and the coordinator position. Ms. Reynolds provided a history of the grants that had been received in the last nine years. Ms. Connelly stated that she believes the Town needs to both address zoning issues to attract new businesses and increase the hours for the coordinator position. Mr. Nordstrom stated that the EDC's focus should be on attracting businesses to Town and increasing its visibility to showcase their work. The Board offered comments on the need to increase the commercial base in Southborough and in support of the additional hours for the EDC coordinator position. Ms. Emerson thanked those advocating for an increase in hours for her position and stated she would like to be able to help the Town with the challenges of supporting existing businesses and increasing business in Southborough. Ms. Connelly stated that the Planning Board would need to lead efforts to address zoning issues. Mr. Pfaff stated he is supportive of the additional hours but that it should be monitored to ensure a return on the investment. Mr. Samberg stated his support for the additional hours but agreed metrics should be reviewed regularly. Ms. Jones Salow offered her support for the additional hours but added the EDC will need to be more visible to the public and suggested the EDC be more visible at Planning Board meetings to advocate for businesses. Mr. Rose stated his support for the additional hours but said the EDC should be more public about its work. The Board, Advisory and EDC discussed filling the vacancies on the EDC. Mr. Nodiffstated he is supportive of the additional hours and believes there is enough work to fill the additional hours while also securing additional grant funding. Mr. Hamilton moved that the Board support the article to increase funding for the EDC coordinator. Mr. Stivers seconded the position. Mr. Hamilton asked if the increase of $27,929 covers the cost of benefits. Mr. Dennington stated that it does. The motion was unanimously approved (5-0-0). Mr. Pfaff moved that the Advisory Committee support Article 16 in the draft Warrant for Special Town Meeting. Mr. Rose seconded the motion. The motion was

approved by roll call vote: Mr. Samberg, aye; Mr. Martel, aye; Mr.Nodiff, aye; Mr. Rubenstein, aye; Ms. Jones Salow, aye; Mr. Rose, aye; Mr. Pfaff, aye (7-0-0).

The Board recessed at 8:44 PM and resumed meeting at 8:51 PM. Ms. Cook moved to Scheduled Appointments "e."

d. Stewardship Committee – Discussion of revised charge

Ms. Cook stated that the Stewardship Committee wishes to reduce its number of members from seven to five and the Board supports this request. She also stated the Stewardship Committee wishes to clarify its charge as an ad hoc committee. Ms. Freddie Gillespie, Open Space Preservation Commission representative to the Stewardship Committee, stated the Stewardship Committee was set up to secure a Natural Resources Conservation Service (NRCS) grant to address a bittersweet infestation at Breakneck Hill. The Board discussed making the Stewardship Committee a permanent committee and agreed to address this issue at Annual Town Meeting in 2025. Ms. Joyce Greenleaf, Chair of the Stewardship Committee, presented a revised charge to the Board. Mr. Dennington moved to approve the Stewardship Committee charge, as supported by the Stewardship Committee and presented this evening. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

e. Advisory Committee – Sept. 30 Special Town Meeting Review

i. Review warrant articles

The Board and Advisory Committee discussed the following articles that may be included in a Consent Agenda at Special Town Meeting: 1, 2, 3, 4, 5, 6 and 19. **Article #1**: To amend the Salary Administration Plan (SAP) – Ms. Cook reviewed the proposed changes. The Board and Advisory Committee had no changes to the article. **Article #2:** To amend the Town Code to reduce the membership of the PILOT Committee from seven to five. **Article #3:** To see if the Town will vote to delete Chapter 9, Article I, Solid Waste Committee. **Article #4:** To see if the Town will vote to delete Chapter 6, Article II, Consumer Advisory Commission. Mr. Hamilton moved that the Board support Articles 1, 2, 3, and 4, as printed in the Draft Special Town Meeting Warrant, dated August 22, 2024. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Ms. Cook stated the Advisory Committee would vote on its positions on the above listed articles at a later date. **Article #5:** To see if the Town will vote to amend Town Code Section 9-25-Meeting Minutes. The Board agreed not to take a position on this article until Mr. Hamilton has discussed it with Town Clerk Hegarty. **Article #6:** To see if the Town will vote to allow the Treasurer-Collector to collect unclaimed checks. Mr. Hamilton moved that the Board support Article 6, as printed in the Draft Special Town Meeting Warrant, dated August 22, 2024. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). **Article #19:** To see if the Town will vote to accept General Laws Chapter 44, Section 53F3/4, to establish a Public Education Government (PEG) Access and Cable Related Fund. Ms. Cook stated that the contract with Southborough Access Media (SAM) had expired and that the new contract will contain language so the Town can create a fund to receive cable-licensing fees. Mr. Hamilton moved that the Board support Article 19, as printed in the Draft Special Town Meeting Warrant, dated August 22, 2024. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Ms. Cook suggested and the Board agreed to move Article 19 as the new Article 7. **Article #8:** MBTA Communities Zoning Overlay District and Bylaw. The Board and Advisory Committee agreed to withhold a vote on the article until they have met with the Planning Board to review the final version of the bylaw. The Board and Advisory agreed to meet with the Planning Board on or before September 9th to review the bylaw. **Article #9:** Regionalization of Emergency Communication Services (RECC). Mr. Stivers read the proposed language for the warrant. Mr. Hamilton moved to adopt the language for the article, as read by Mr. Stivers. Mr.

Stivers seconded the motion. The motion was unanimously approved (5-0-0). Mr. Hamilton moved that the Board insert the above-approved language as Article 8 (9) in the Draft Special Town Meeting Warrant, dated August 22, 2024. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). **Article #10:** Elimination of Southborough Housing and Opportunity Partnership Committee (SHOPC) and creation of a new committee that addresses the responsibilities of SHOPC and the Affordable Housing Trust Fund Committee (AHTFC). Mr. Hamilton informed the Board and Advisory Committee that through his research, he learned that the AHTFC needed to be restructured in order to dissolve SHOPC and create a new committee. The Board discussed how best to accomplish the goals. Mr. Hamilton moved that the Board reserve a place for Article 9A (to replace the 2005 article that created the AHTFC) and Article 9B (to dissolve SHOPC). Mr. Stivers seconded the motion. The Board agreed to draft and share the language for the articles with the Advisory Committee. **Article #10:** A process to transfer funds from the Affordable Housing Fund of Community Preservation Act (CPA) monies to the AHTFC. The Board and Advisory Committee discussed the difficulties that the AHTFC encounters in acting on properties that become available to increase the Town's affordable housing stock. The Board agreed to remove Article 10 from the Draft Warrant. **Article #11:** To see if the Town will vote to allow other funding sources to be used in conjunction with CPA projects. Mr. Stivers stated this article brings the Town into alignment with a recent change in State law. Mr. Hamilton moved that the Board support Article 11, as printed in the Draft Special Town Meeting Warrant, dated August 22, 2024. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). **Article #12:** To see if the Town will vote to transfer $17,068 from the Assessor's Overlay Surplus to fund miscellaneous adjustments to the FY 25 budget. Mr. Hamilton moved that the Board support Article 12, as printed in the Draft Special Town Meeting Warrant, dated August 22, 2024. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). **Article #13 (old #14):** Breakneck Hill Remediation. Ms. Melissa Danza, Conservation Commissioner, appeared before the Board and the Advisory Committee, via Zoom, on the matter. Ms. Danza provided an update on the cleanup project. She stated that the Town had previously approved $2.2 million dollars for remediation at the site. She stated that additional testing revealed the presence of asbestos containing materials (ACMs) and Article 13 requests an additional $2.1 million dollars to address the newly discovered ACMs at the site. Ms. Cook asked about non-compliance. Ms. Danza stated that non-compliance is not an option and that the State would work with the Town as long as progress is evident, noting that the deadline for completion of the remediation is September 2024. Ms. Cook asked if CPA or other funding sources for the remediation have been investigated. Ms. Danza stated that the remediation did not qualify for CPA funds and that she has looked into other funding sources but not found any to cover the cost of remediation. She stated she would review the matter again. Mr. Stivers and Mr. Hamilton asked Ms. Danza to speak with DPW Superintendent Cundiff, as he may have some knowledge in the area of remediation. Mr. Pfaff suggested that the Town's State and Federal representatives be contacted to assist in finding any grants or funds available for remediation. Mr. Purple added that this property was a private farm dump in the middle of the woods that the Town purchased so there are fewer funds available for cleanup. Ms. Danza stated that, barring any weather issues, she expects completion of the project by the end of this year. Mr. Stivers suggested that Mr. Purple ask the Town's grant consultant if any funds might be available for remediation. Ms. Danza agreed to speak with DPW Superintendent Cundiff on the matter and a Board member will reach out to State and Federal representatives to determine if any financial relief is available. Mr. Hamilton moved that the Board support Article 13, as printed in the Draft Special Town Meeting Warrant, dated August 22, 2024. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). **Article #14:** Atwood Remediation. Ms. Cook stated that this article would be removed from the warrant for Special Town Meeting. **Article #15:** Implementation of the Public Safety Staffing Study. Ms. Cook

stated this article would be removed from the warrant for Special Town Meeting. The Board and Advisory Committee agreed to appoint liaisons to review the finding of the Public Safety Staffing Study and make recommendations for FY26. Fire Chief Puntini appeared before the Board and the Advisory Committee on the matter. Chief Puntini stated he is supportive of the recommendations in the study. He asked that the Board and Advisory Committee consider the expenditure of approximately $250,000 for the deputy chief position and staffing each shift with 5 firefighters as priorities. Police Chief Newell appeared before the Board and Advisory Committee and stated he would like consideration of the lieutenant position for Special Town Meeting. The Board and Advisory Committee discussed Chief Newell's request. The Board agreed to create information for a lieutenant position, with financial information, to review at its September 4th meeting. **Article #16:** See Scheduled Appointment "c" above. **Article #17:** Annual Town Meeting. The Board agreed to address this issue at its September 4th meeting. **Article #18:** Citizen's Petition RE: CPC Appointments. Mr. Hamilton moved that the Board support Article 18, as printed in the Draft Special Town Meeting Warrant, dated August 22, 2024. Mr. Stivers seconded the motion. The motion was unanimously defeated (0-5-0). **Article #19:** Citizen's Petition – Recall. The Board agreed to address this matter at its September 4th meeting. Mr. Rubenstein moved to adjourn the Advisory Committee meeting at 10:03 PM. Mr. Rose seconded the motion. The motion was approved by roll call vote: Mr. Samberg, aye; Mr. Martel, aye; Ms. Jones Salow, aye; Mr. Rubenstein, aye; Mr. Rose, aye; Mr. Pfaff, aye (6-0-0).

ii. Consideration of additional articles

See discussion above.

III. Reports

Ms. Cook moved to reports after Other Matters "a."

a. Chair's Report

i. Neary Building Committee and next steps

Ms. Cook reported that the Neary Building Committee has proposed to build a new 4-grade school at an estimated cost of $84 million dollars to the residents of Southborough. She stated schematic design will occur between now and April 2025, when a Special Town Meeting will be held for a Town vote on the project. Ms. Cook stated that if the Town approves the proposal, Finn School would be closed and the Board would need to consider a future use for Finn School.

ii. Update on four 40B projects

Ms. Cook reported that on September 4th, the Zoning Board of Appeals would meet to vote on the Park Central project and discuss 120 Turnpike Road project. She reported that the plans for the 250 Turnpike Road project would be submitted shortly. She stated that the 352 Turnpike Road project is in the early stages of development.

iii. Summer Nights 2024

Ms. Cook reported that Summer Nights was a tremendous success and thanked Christina McCarthy for her efforts with the event.

Ms. Cook reported that Code Red is expanding its business and will move to another location on Turnpike Road for additional space.

b. Members' Reports

i. SHOPC/AHTFC merger update

The Board agreed that this matter had been discussed under Scheduled Appointments "e."

ii. Considering future space for Historical Commission

Ms. Landry reported that she is in discussions with Kevin Miller, John Parent and Jim Hegarty about a location for the Historical Commission and its inventory.

c. Town Administrator's Report

i. Eversource work on Main Street near CSX Railroad Crossing

Mr. Purple reported that Eversource would be working on Main Street starting on September 2, 2024, and he described the scope of work. He thanked DPW Superintendent Cundiff for this outreach to local businesses regarding the work schedule.

V. Consent Agenda

a. Approve Open Session Meeting Minutes: August 6, 2024

The Board agreed to approve the minutes at its September 4th meeting.

b. Accept $1500 donation to Summer Nights: Ken's Foods, $500; Main Street Bank, $500; Andrew Abu Realtors, $500

c. Approve request from DPW Superintendent for minor water abatement approvals

d. Appoint Civil Engineer position in Public Works Department

DPW Superintendent Bill Cundiff and Caitlin Cervello appeared, via ZOOM, before the Board on the matter. Superintendent Cundiff introduced Ms. Cervello to the Board and shared her qualifications. Mr. Stivers moved to appoint Caitlin Cervello as Civil Engineer in the Public Works Department. Mr. Dennington seconded the motion. The motion was unanimously approved (5-0-0).

Ms. Cook heard Scheduled Appointments "c" at this time.

e. Approve cemetery plot buy back

f. Approve release of liability for live Fire training at 26 Deerfoot Road

Chief Puntini stated that 26 Deerfoot would be the site for an active fire training exercise. Mr. Hamilton moved to approve the release, as amended by Ms. Landry. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

g. Approve FY25 fuel oil contract

h. Appoint Kristen LeVault as Rec. Commission representative to the 21 Highland Future Use Committee; term to expire 6/30/2025

Ms. Cook reported that consideration of this matter would be postponed until a later date.

i. Accept $25,000 donation from the Cummings Foundation for intergenerational programming at the Senior Center

j. Approve request from Tricentennial Committee for alterations at Heritage Park

Mr. Dennington clarified that the Friends of Southborough 300 would be selling the bricks for the fundraiser at Heritage Park.

Ms. Cook moved to approve Consent Agenda items "b", "c", "e", "g", "i" and "j." Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

VI. Other Matters *(Board may vote)*

a. Review ARPA funding and requests

Chief Puntini stated he believes the fire alert system is in need of replacement at a cost of approximately $75,000. He stated that he has appeared before the Capital Planning and Improvement Committee (CPIC) and his request is part of the Capital plan. Chief Puntini confirmed that the project would be under contract by December 31, 2024. The Board agreed to table this matter until its September 4th meeting.

Ms. Cook moved to Reports at this time.

b. Select Board Office Hours schedule for remainder of 2024

The Board agreed to table this matter until its September 4th meeting.

c. CPC application for Town Common rail replacement project

Ms. Cook moved to Other Matter "c" after Scheduled Appointments "e." Mr. Dennington stated that the CPA application is due this Friday, September 6th. He stated that he has been working with DPW Superintendent Cundiff and Kevin Miller, Chair of the Historical Commission, and they have determined that the best estimate for the project is $110,000. He stated he would submit an

application to the CPC for that amount. Mr. Dennington moved that the Board approve submitting the CPC application for the Town rail replacement. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

d. Approval of application to CPC from AHTFC, RE: movement of funds from CPC to Southborough Affordable Housing Trust

Mr. Hamilton moved approve the AHTFC's application to the CPC to move funds from the CPC to the Southborough Affordable Housing Trust. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

VII. Public Comment

There was no public comment.

VIII. Executive Session

The Board agreed to address this matter at its September 4th meeting.

IX. Adjournment

Mr. Hamilton moved to adjourn the meeting at 10:30 PM. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

Upcoming Meetings	
September 4, 2024	*September 17, 2024*

Respectfully submitted,

Bridgid Rubin, Recording Secretary

List of Documents referred to at the August 27, 2024 SB Meeting:

- Board and Committee Volunteer Form for Sandy Pochapin
- RECC Investigation Results Presentation
- Select Board Draft Charge for the Southborough Stewardship Committee
- Draft Special Town Meeting Warrant, dated August 22, 2024
- Open Session Meeting Minutes for August 6, 2024
-

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Monday, September 9, 2024 7:00 PM
Location: McAuliffe Hearing Room, Town House, 17 Common Street, Southborough, MA
Present: Kathryn Cook, Andrew Dennington, Sam Stivers, Marguerite Landry and Al Hamilton. Town Administrator Mark Purple and Assistant Town Administrator Vanessa Hale.

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Chair Kathy Cook called the meeting to order at 7:02 PM.

II. Joint Meeting with Planning Board – MBTA Communities Zoning Bylaw

The Board met with the Planning Board and Advisory Committee to discuss Article 8, MBTA Communities Zoning Bylaw. The Planning Board walked through the Town Meeting presentation for this article. The opened the discussion to both parties.

Ms. Cook suggested asking Moderator Paul Cimino if more time could be given for this presentation. She added that she supported this article and asked if it were possible that if this article were voted down, could that put the Neary School Grant in jeopardy. The Board agreed to inquire with Town Counsel Jay Talerman. Mr. Dennington stated he was in support of the MBTA Communities Zoning Bylaw and explained his reasoning which included abiding by a state law supported by former MA Governor Baker and current Governor Healey. He added that he felt this law is a modest step towards creating affordable housing, housing diversity and a better economy. Mr. Dennington spoke about the housing crisis in Massachusetts and the positive impact this article could make in Southborough. Mr. Hamilton stated that with this passing, support should be made for diversity in housing stock, especially within the senior citizen population. Ms. Cook gave more suggestions regarding the presentation for this article.

Mr. Hamilton made a motion to support Article 8 as amended by the Planning Board. Mr. Stivers seconded. The motion passed all in favor (5-0-0).

IX. Adjournment

Ms. Cook moved to adjourn at 8:25 P.M. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

Upcoming Meetings

September 11, 2024 *September 17, 2024*

Respectfully submitted,

Katie Barry, Business Administrator

List of Documents referred to at the September 9, 2024 Select Board Meeting:

- None

SOUTHBOROUGH SELECT BOARD MEETING

September 9, 2024

Town Administrator's Office—Southborough Town House

17 Common Street, Southborough MA 01772

Open Session Meeting Minutes

Present: Kathy Cook, Chair; Andrew Dennington, Vice Chair; Sam Stivers; Marguerite Landry, Al Hamilton

Also Present: Mark Purple, Town Administrator

Ms. Cook called the meeting to order at 8:30PM.

Ms. Cook announced that the meeting topics are review of the warrant for the September 30, 2024 Special Town Meeting ("STM"), including preparing for addressing the warrant articles, and voting on positions for warrant articles that the Board has not previously voted on. The warrant articles discussed are those as presented in the most current warrant draft, dated September 9, 2024.

Ms. Cook reviewed the status of Article 11. This article proposes to restructure the Affordable Housing Trust (as part of combining the Affordable Housing Trust with the Southborough Housing Opportunity Partnership Committee). The original warrant article establishing the Affordable Housing Trust was approved at the 2005 Town Meeting. There is some uncertainty about the follow-up to this approval—the article language was not included in the official Town bylaws and the Town does not have a record of the approval of the article by the Attorney General's office. Ms. Cook has discussed this with Town Counsel, who has prepared the language necessary for the current warrant article to get the paperwork up to date—and this language is what will be considered by the voters at the upcoming STM.

Article 11 consists of two parts: first, Section 6-13 will be added to the Town Code to establish the Affordable Housing Trust membership; and second, Section 6-14 will be added to the Town Code to define the powers and authority of the Affordable Housing Trust (as defined by the 2005 Town Meeting vote and by State law).

Mr. Hamilton moved for the Select Board to support Article 11; Mr. Stivers seconded the motion; vote 5-0 for approval

For Article 12 (the dissolution of the Southborough Housing Opportunity Partnership Committee), Mr. Hamilton moved for the Select Board to support Article 12; Mr. Stivers seconded the motion; vote 5-0 for approval.

For Article 13 (the acceptance of MGL Ch 44B Sec 3b ½--to allow for the contribution of funds in addition to the existing Community Preservation Act ("CPA") surcharge to the various CPA fund balances) Ms. Cook provided an update about her recent conversation with Ben Smith, Chair of the Community Preservation Committee ("CPC"). Mr. Smith explained the CPC's concerns about this article, and requested that the article be removed from the STM warrant. The Board discussed this request. Mr. Dennington moved that this article be removed from the STM warrant; Mr. Hamilton seconded the motion; vote 5-0 for approval.

Ms. Cook proposed that the Board work through the STM warrant articles and take a position on any articles not yet voted on and assign a Board member to speak about each article. She commented that the warrant articles for the STM "Consent Agenda" have not yet been set by the Moderator, so the Board should be ready to comment on all articles. It was noted that the article numbering will be

different from the numbers below for some of the articles in the final version of the warrant, because of the changes voted today.

The Board members responsible for the individual articles are as follows:

#1-SAP update; Mr. Dennington will be prepared to speak about this article.

#2-Pilot Committee; Ms. Cook reported that the Pilot Committee is requesting an update to this article (in addition to reducing the total number of members from 7 to 5) to eliminate the specific appointment of one member of the Council On Ageing and one member of the Capital Improvement Planning Committee. Ms. Cook moved that the Board support this amended version of Article #2; Mr. Stivers seconded the motion; vote 5-0 for approval. Ms. Cook will be prepared to speak about this article.

#3-Solid Waste Committee removal-Ms. Landry will be prepared to speak about this article.

#4-Consumer Advisory Committee removal-Mr. Hamilton will be prepared to speak about this article.

#5-Meeting Minutes for Town Clerk-Mr. Hegarty is expected to speak about this article.

#6-Tailings- Mr. Stivers will be prepared to speak about this article.

#7-Cable Licensee Revenue- Ms. Cook will be prepared to speak about this article.

#8-MBTA Communities Zoning-Planning Board is expected to speak about this article.

#9-Regional Public Safety Dispatch- Mr. Hamilton and Mr. Stivers will be prepared to speak about this article.

#10-Citizen Petition for CPC appointments- Mr. Dennington will be prepared to speak about this article.

#11-Affordable Housing Trust restructuring- Mr. Hamilton will be prepared to speak about this article.

#12-Dissolution of SHOPC- Mr. Dennington will be prepared to speak about this article.

#13-Acceptance of MGL Ch 44B Sec 3b ½ -This article was removed from the STM warrant

#14-Amend the FY25 budget-Ms. Cook will be prepared to speak about this article.

#15-Additional hours the EDC Coordinator- Mr. Dennington will be prepared to speak about this article.

#16-Funding for Breakneck Hill Clean-up- Ms. Landry will be prepared to speak about this article.

#17-Funding for Police Lieutenant-Ms. Cook will be prepared to speak about this article.

#18-ATM date change-Mr. Stivers will be prepared to speak about this article.

#19-Citizen Petition for recall process; The Board had not previously taken a position on this article; Ms. Cook commented that Town Counsel has opined that this article is advisory only (and not binding); Mr. Hamilton moved that the Board support this article; Mr. Stivers seconded the motion; vote 0-5 for approval. Mr. Dennington will be prepared to speak about this article.

At 9:04PM, Mr. Hamilton moved to adjourn the meeting (Mr. Stivers seconded the motion)
vote 5-0 for approval

Document Referenced: Draft Special Town Meeting Warrant (as of 9/9/24)

Minutes Submitted by Sam Stivers

TOWN OF SOUTHBOROUGH

FACILITIES DEPARTMENT
CORDAVILLE HALL · 9 CORDAVILLE ROAD · SOUTHBOROUGH, MASSACHUSETTS 01772
(508) 485-8175 · FAX (508) 485-7189 · jparent@southboroughma.com

September 10, 2024

Town of Southborough
Select Board
17 Common Street
Southborough, MA 01772

Dear Chairwoman Cook,

Attached is a letter of recommendation regarding the contracting of Exterior Painting Services and Selective Repairs at Cordaville Hall and the South Union Building from Raymond T. Guertin, Architect. Based upon this letter or recommendation from Mr. Guertin, I am respectfully requesting that your board award a contract in the amount of $51,000 for said services to Fox Painting Co., Inc.

Funding in the amount of $28,000 for The Cordaville Hall portion of this contract will be paid from the ARPA funds that your board previously approved for this purpose, and funding in the amount of $23,000 for the South Union Building portion of this contract will be paid from Capital Maintenance funds.

Your board's support of this recommendation and authorization to contract with Fox Painting Co., Inc. for these services would be most appreciated.

Sincerely,
TOWN OF SOUTHBOROUGH
FACILITIES DEPARTMENT

John A. Parent
Director of Facilities

RTG
RAYMOND T. GUERTIN
ARCHITECT

September 4, 2024

Mr. John A. Parent, Director of Facilities
Town of Southborough
17 Common Street
Southborough, MA 01772-1662

Re: Exterior Painting & Selective Repairs
Southborough Senior Center/Cordaville Hall & South Union Building

Dear Mr. Parent:

On Thursday, August 8, 2024, thirteen (13) electronic bids were received for the Exterior Painting & Selective Repairs at the Southborough Senior Center/Cordaville Hall & South Union Building for the Town of Southborough.

The two low bids resulted in a tie from JB Painting of Marlboro, MA and Fox Painting Co., Inc. of Arlington, MA in the amount of $55,000.00 including Alternate No. 1. The bids are approximately 31 percent less than our construction estimate of $72,000.00.

The Town Administrator recommended that the issue be rectified by having each of the two tied low bidders submit an updated bid based upon the same project specifications and quality expectations.

On Wednesday, September 4, 2014 the two low bidders hand delivered their updated bids, the results are as follows:

UPDATED BID RESULTS			
Bidder	Base Bid Amount	Alternate No. 1	Base Bid + Alternate No. 1
JB Painting	$26,000.00	$26,900.00	$52,900.00
Fox Painting Co., Inc.	$28,000.00	$23,000.00	$51,000.00

JB Painting is the low bidder if just the Base Bid is accepted, and Fox Painting is the low bidder if the Base Bid & Alternate No. 1 is accepted. Since the prices for both the Base Bid and Alternate No. 1 is below the construction estimate, the Town has elected to accept Alternate No. 1, resulting in Fox Painting as the low bidder.

I talked with Sam Bouboulis of Fox Painting Co., Inc. to discuss the project in detail and their price, and he felt confident in their price and ability to complete the project as designed.

We have reviewed the bid from Fox Painting Co., Inc. and find it to be in order. We also contacted the several references they provided and received favorable comments on their construction and administration abilities, including the following:

- Communicated very well…supervisor was frequently on site and would check in to insure all was going well.

- There were no change orders on the project and the contractor was amenable to discuss changes due to some unforeseen conditions without issue.
- Price was very competitive, and Fox did not look for extras. As a matter of fact, we had them do some extra work and his charge was most reasonable.
- I can't say enough good things about Fox painting. They completed work on two historical buildings that included both a carpentry component as well as painting. The workmanship was great, they kept a clean job site, they were dependable and professional the Town of Southborough is in good hands with Sam and his crew.
- One of the best contractors we've used. We will be using them for another project. You won't go wrong with them.

Based on the above information, it is our recommendation to accept the bid and enter into contract with Fox Painting Co., Inc. Should you have any questions regarding the above recommendation, please do not hesitate to call.

Respectfully submitted,

Raymond T. Guertin

Raymond T. Guertin, Architect

TOWN OF SOUTHBOROUGH

FACILITIES DEPARTMENT
CORDAVILLE HALL · 9 CORDAVILLE ROAD · SOUTHBOROUGH, MASSACHUSETTS 01772
(508) 485-8175 · FAX (508) 485-7189 · jparent@southboroughma.com

September 10, 2024

Town of Southborough
Select Board
17 Common Street
Southborough, MA 01772

Dear Chairwoman Cook,

Please be advised that, pursuant to M.G.L. c. 30B, the Southborough Facilities Department recently solicited quotes for landscaping services at the Southborough Town House. There were two respondents to the request for quotes. Attached is a copy of the quote summary sheet. The low bid of $49,760 was submitted by Samuel Thomas O.D. LLC. The second bid of $58,375 was submitted by Mountainview Landscaping & Lawncare Inc.

I recommend that this contract for Landscaping Services at the Town House be awarded to the lowest quoting contractor, Samuel Thomas O.D. LLC, in the amount of $49,760. Funding for this contract will be paid out of the ARPA funds that were previously approved for this purpose by your board.

Your board's support of this recommendation and authorization to contract with Samuel Thomas O.D. LLC. for these services would be most appreciated.

Sincerely,
TOWN OF SOUTHBOROUGH
FACILITIES DEPARTMENT

John A. Parent
Director of Facilities

Southborough Town House Landscaping Services

Town House Landscaping Services - Thursday, September 05, 2025 - 2:00 p.m.

	Samuel Thomas O.D. LLC., 2 R Williams Way Hopkinton, MA 01748	Mountainview Landscaping Lawncare, Inc. 67 Old James Street Chicopee, MA 01020	LEI Corporation 200 Shrewsbury Street West Boylston, MA 01505
ITEM			
Proposed Contract Price	$49,760.00	$58,375.00	Non Responsive
TOTAL:	$49,760.00	$58,375.00	Non Responsive

TOWN OF SOUTHBOROUGH
FIRE DEPARTMENT
32 CORDAVILLE ROAD
SOUTHBOROUGH, MA 01772
(508) 485-3235 (508) 485-3887 (FAX)

Thursday, September 12, 2024

Select Board
Town of Southborough
17 Common Street
Southborough, MA 01772

Dear Town of Southborough Select Board,

Below, please find information on a donation made to the Town of Southborough Ambulance Fund for your acceptance.

RECEIVED FROM:	AMOUNT:	ACCOUNT SPECIFIED:
Richard Sullivan	$100	Ambulance Fund (2659-4-220-483-48310)

Thank you for your consideration in this request.

Sincerely,

Andrew Puntini
Fire Chief

Intermunicipal Services Agreement
Health Department Health Agent

by and between
the Towns of Northborough and Southborough

This intermunicipal services agreement ("**Agreement**") is made and entered into, pursuant to M.G.L. c.40, § 4A, this __ day of _____, 2024 (the "**Effective Date**") by and between the Towns of Northborough and Southborough, acting by and through their respective Select Boards ("Northborough and Southborough" or, collectively, the "Towns" or "Participating Communities").

RECITALS

Whereas, the Towns have limited staffing to provide inspectional services;

Whereas, the Towns desire to share resources to provide public health services that are important and necessary for the Participating Communities;

Whereas, the Towns wish to continue providing public health inspectional services in conjunction with other services provided by their respective Health Departments;

Whereas, the Towns wish to realize the benefits of sharing the costs and administrative burden of these public health duties;

Whereas, the provisions of M.G.L. c. 40, § 4A authorizes the Towns to enter into an intermunicipal agreement to share the costs and administrative burden for services to be shared by the Towns; and

Whereas, the Select Boards of the Towns have voted to enter into this Agreement for shared services.

Now, therefore, in consideration of the mutual agreements and provisions set forth in this Agreement, and the payments and obligations hereunder, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Towns hereby agree as follows:

TERM

1. **Duration**: this Agreement's duration shall be three (3) years, commencing on the Effective Date. This Agreement shall automatically renew for four additional 3-year periods, for a maximum length of 15 years, unless terminated under the provisions of Section 5.

2. **Lead Municipality**:

2.1. Southborough shall act as the lead municipality under this Agreement and administer any grants available for the services provided hereunder.

2.2. Southborough, subject to approval of Northborough, shall employ or contract with licensed professionals to provide public health services to the Towns in accordance with the job description.

2.3. Southborough shall be responsible for the financial and human resources functions associated with the retention of persons retained by the Towns to provide public health services.

2.4. Southborough shall maintain all records necessary and appropriate for the performance of its duties under this Agreement. Northborough will provide its own record-keeping mechanism for shared employees.

3. **Cost Sharing**: Unless otherwise provided in this Agreement or otherwise agreed to in a writing signed by the Select Boards, all fees, costs, and other expenses incurred by either Town under the Agreement shall be divided equally, with each Town paying one-half of said fees, costs, or expenses. The financial liability of each party shall not exceed the amount appropriated by the Town at its Town Meeting.

4. **Payment**: Southborough shall invoice Northborough on a quarterly basis for services rendered in the prior quarter less any available grant funds available for said services with the 4th quarter payment due by June 15th. Payment under this Agreement is subject to appropriation, but failure to appropriate or make payments when due may result in termination of the Agreement as set forth herein.

5. **Scope of Services**:

5.1. The scope of inspectional services to be performed under this Agreement shall be set forth in a "**Health Agent Services Scope of Services**" in the form appended as **Exhibit A**

5.2. The Towns may, in a writing signed by the Town Administrator of Northborough and the Board of Health in Southborough, amend the Inspectional Services Scope of Services.

6. **Termination**:

6.1. Any Town, by simple majority vote of its Select Board, may terminate this Agreement prior to the expiration of any term.

6.2. Any termination of this Agreement shall be effective on the 180th day following the provision of written notice by the terminating Town to the other Towns of the termination vote (the "**Termination Date**"), except for termination for breach of the Agreement or failure to pay which shall be effective upon thirty (30) days' notice and failure to cure within that time. Services shall be suspended after the effective date of termination and payment shall be owed for services rendered up until the effective date.

6.3. Any termination vote will not be effective until the Towns have agreed to an equitable allocation of all remaining costs, expenses and assets including remaining salary and benefits and other expenses for the remaining fiscal year.

6.4. No sooner than the Termination Date and no later than the 90th day following the Termination Date, Southborough shall provide Northborough with a final accounting of any monies owed under this Agreement. Subject to the provisions of Section 7, Northborough shall pay any such monies owed to the other Town no later than the 45th day following receipt of said final accounting.

7. **Budgeting and Cost Tracking**:

7.1. Southborough, as the lead municipality, shall prepare an annual fiscal-year (*i.e.*, July 1 to and including June 30) budget of all costs, fees, and expenses related to this Agreement. Southborough shall provide said budget to Northborough no later than December 31 preceding the fiscal year to which the budget pertains. Southborough shall provide such additional information as may be reasonably requested by Northborough regarding costs, fees, and expenses related to this Agreement.

7.2. Northborough shall review the budget received from Southborough and shall identify any areas of disagreement with said budget no later than the 30th day following receipt of the budget.

7.3. In the event of a budget disagreement, the Towns shall endeavor in good faith to resolve their differences.

7.4. No monies shall be expended by any Town absent mutual agreement memorialized by: (a) an agreed-to budget; or (b) a writing signed by the Town Administrator of Northborough and the Board of Health Southborough.

7.5. Southborough shall provide quarterly statements to Northborough itemizing all monies expended under this Agreement.

7.6. If either Town incurs a cost, fee, or expense not included in an agreed-to annual budget, said Town shall promptly invoice the other Towns for half of cost, fee, or expense.

8. **Disputes**:

8.1. The Towns recognize a mutual, shared obligation to meet and confer about any disputes under this Agreement and to attempt to resolve the same without legal action, to minimize the time, cost, or expense of any dispute to either Town.

8.2. In the event of a dispute concerning the subject matter of this Agreement, the Town alleging the dispute shall provide written notice to the other Town describing the dispute with reasonable particularity, including an itemization of any monies alleged to be due or owing as part of said dispute.

8.3. No Town shall file an action in court earlier than the 30th day following delivery of notice to the other Towns in accordance with section 8.2 unless such a filing is necessary to preserve the public health, safety, or welfare.

8.4. Prior to the commencement of a court action, the parties hereto shall have the right (but not the obligation) to attempt to resolve disputes by way of non-binding, voluntary mediation. If the parties agree to proceed with voluntary mediation to attempt to resolve a dispute, then the parties agree to work in good faith to promptly designate a mutually acceptable mediator, and schedule and hold the mediation as soon as reasonably practicable. The parties hereto agree to split equally the cost of mediation and to bear their own attorney's fees incurred in preparing for and participating in such mediation. This provision shall not bar a party from initiating litigation where necessary to avoid expiration of an applicable statute of limitations.

8.5. This Agreement's validity, interpretation, construction, performance, and enforcement shall be governed by Massachusetts law, without regard to Massachusetts' choice-of-law or conflicts-of-law principles or rules. Any claim or action arising under or relating to this Agreement may be brought only in Worcester County Superior Court, and the Towns hereby agree that venue is proper, and shall be proper, only in that forum.

8.6. Each Town shall bear its own costs, fees, and expenses related to the enforcement of this Agreement. No Town shall be liable for any reliance or consequential damages if that Town is determined by a court to be in breach or default of any obligation under this Agreement.

9. **Liability**:

9.1. Each Town shall be liable for the acts and omissions of its own employees and not for the employees of the other Town in the performance of their obligations under this Agreement, including but not limited to the extent provided by the *Massachusetts Tort Claims Act*, M.G.L. c. 258.

9.2. By entering into this Agreement, no Town has not waived any governmental immunity or limitation of damages which may be extended to them by operation of law.

10. **Notices**: All notices permitted or required by this Agreement shall be in writing and delivered by certified mail, return receipt requested, to such persons who may be specified from time to time by each Town and to that Town's Clerk. No notice shall be effective until received by the Town Clerk.

11. **Force Majeure:** If and to the extent that a Town is directly prevented from performing an obligation under this Agreement by an event of *force majeure*, that Town shall be excused from performing that obligation and shall not be liable in damages or otherwise for the time period that the force majeure event directly prevents such performance, and the parties may also negotiate in good faith with respect to appropriate modifications to the provisions of this Agreement. The term "force majeure" shall mean only the supervening causes described here, each of which is beyond the reasonable control of the affected party: fire, earthquake, floods, explosion, war,

terrorism, riots, mob violence, failure of transportation, strikes, lockouts, actions of labor unions, condemnation, laws or orders of governmental or military authorities, epidemic or pandemic, or any other cause similar to the foregoing, and shall explicitly exclude changed market conditions.

12. **Reliance**: Nothing contained in the Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against any of the Towns.

13. **Entire Agreement**: This Agreement and the Exhibit to this Agreement, which may be amended from time to time by mutual agreement of the Towns, represent the entire agreement among the Towns pertaining to the subjects covered in this Agreement and expressly supersede all prior negotiations, representations and formal or informal agreements leading up to the final approval and execution of the Agreement respecting such subjects.

14. **Entrance**: Any Town may petition the Towns to join this Agreement to the extent permitted by any grants utilized for payment of services rendered hereunder. The addition of a municipality will require amendment of this Agreement in accordance with Section 15 herein and approval by the Participating Municipalities.

15. **Amendments and Modifications**: The Agreement may be amended or modified only by written instrument signed by the Towns' respective Select Boards, as required by MGL chapter 40, section 4A.

16. **Invalidity or Unenforceability**: If a court of competent jurisdiction declares or orders that any one or more phrases, sentences, clauses, or sections of this Agreement are invalid or unenforceable, then the remaining portions of this Agreement shall remain valid and enforceable notwithstanding such a declaration or order.

17. **Counterparts**: This Agreement may be executed in any number of counterpart copies, all of which constitute one and the same agreement and each shall constitute an original.

Signatures Follow on Next Page

[remainder of page intentionally blank]

WITNESS OUR HANDS AND SEALS as of the first date written above.

Town of Southborough Select Board

_____ _____

Signature of Chair of Select Board Date

_____

Printed Name of Chair of Select Board

Town of Southborough Board of Health

_____ _____

Signature of Chair of Board of Health Date

_____

Printed Name of Chair of Board of Health

WITNESS OUR HANDS AND SEALS as of the first date written above.

Town of Northborough Select Board

_____ _____

Signature of Chair of Select Board Date

_____

Printed Name of Chair of Select Board

Town of Northborough Board of Health

_____ _____

Signature of Chair of Board of Health Date

_____

Printed Name of Chair of Board of Health

Exhibit A: Health Agent Scope of Services

- Conduct regular inspections of various establishments, primarily septic inspections but also including food establishments, housing units, pools, camps and other facilities to ensure compliance with federal, state, and local health regulations.
- Review and approve application for alteration of all establishments licensed by the Board of Health.
- Read and comprehend maps and construction plans.
- Review design, plans, installation, operation and/or regulatory enforcement of septic systems.
- Investigate complaints and reports of public health nuisances and hazards, taking appropriate enforcement action as necessary, including issuing fines and scheduling hearings.
- Review and approve plans for environmental health projects and initiatives, ensuring they meet all health and safety standards.
- Prepare and present reports to the Board of Health, providing updates on inspection activities and compliance issues.
- Assist in the development and implementation of public health policies and procedures.
- Perform any other duty as needed to protect the public and environmental health as needed and required by state and local rules, regulations and ordinances.
- Work collaboratively with a variety of departments in the municipality as well as the Greater Boroughs Partnership for Health

Item	Cost*	Northborough Cost
Salary	$80,000	$40,000
Benefits	$24,000	$12,000
ER Medicare	$1,160	$580
ER Life Insurance	$24	$12
ER Pension	$7,440	$3,720
	$112,624	**$56,312**

*FY25 cost will be less due to hiring date past Q1

From: Jen Hansen
To: Melanie Otsuka
Cc: Travis Farley; Kristin LaVault
Subject: Re: 21 Highland Future Use Committee
Date: Thursday, August 22, 2024 8:53:07 PM

Melanie,

Kristin LaVault (cc'd) will be the Recreation Commission member on the 21 Highland Future Use Committee.

Thanks,
Jen

Jen Hansen
Chair, Southborough Recreation Commission
jhansen@southboroughma.com

21 Highland Future Use Committee

Background:

The South Union School is currently being used to house the Recreation Department and Youth and Family Services. The building is in fair condition, and is energy inefficient. It is likely that in 4-5 years the building will become surplus to the anticipated needs of the municipal side of Town Government, provided that a different building becomes available to the town in the form of either a school or other building.

The Select Board would like to develop alternative uses of the building to, if practical, preserve it.

Charge:

There shall be an Ad Hoc Committee established to make recommendations related to the future use of the South Union School. The committee's charge shall expire on December 31, 2024. The committee shall be guided as follows:

1. The committee may make recommendations related to the town-owned property at the site provided that:
    a. The playground must be maintained. If necessary, it may be moved.
    b. The sledding hill must be maintained.
2. Parking for the playground and any future use must be provided.
3. The committee may consider uses that would require faster conversion than the 4-5 year timeframe envisions. If considered a plan should be developed for the rehousing of the existing occupants.
4. Any future use of the building that requires regular occupancy must bring the building up to modern energy efficiency standards and building codes.
5. The committee may make use of the technical resources of the town in its deliberations provided that the provision of said resources are approved by either the Town Administrator or the Select Board.
6. The committee should attempt to find alternative sources of funding for any proposed use. The committee should be mindful that any request for taxpayer funding must be judged against other competing priorities. The committee is reminded that other neighborhoods in our town have far fewer public amenities (playgrounds, parks, open space) than exist in this neighborhood.

The committee shall make a final report to the Select Board no later than December 31, 2024, and an interim recommendation no later than November 30, 2024. Said reports shall cover alternative uses that will enjoy broad community support. The committee shall hold at least one public forum related to its recommendations.

Composition:

The Committee shall be appointed by the Select Board it shall have 7 members as follows:

- The Open Space Preservation Commission shall nominate 1 member
- The Historical Commission shall nominate 1 member.

Approved by Select Board: October 24, 2023; Amended: March 19, 2024

- The Planning Board shall nominate 1 member.
- The Recreation Commission shall nominate 1 member.
- There shall be 2 members who live within ½ mile of the property.
- There shall be 1 at-large member.

Continued Goals from FY24:	Status	Board Liaison
RECC		
Hopkinton Water Project		
Committee simplification Reorganization of AHTFC and SHOPC		
Review/implement DOR financial study		
Kick off for 21 Highland Committee		

Topic	Board Liaison
Replacement of Town Center historic fence railing	
Finalize CPC application before 8/31 deadline	AD
Review of future plans for 2 East Main St. (Bemis Lot)	KC
Finalizing parking plan at former Fayville Village Hall	KC
Future use of Flagg School	KC
Restoration of farming at Chestnut Hill Farm	AH
Continued negotiations with National Grid	SS
Future use of (Tony Kwan/Newton St.) land	SS
Determine public access to Halloran property	SS
Analysis of repairs/restoration to Old Burial Ground	ML
Bylaw compliance	ML

Economic Development
Outreach to fill vacancies on EDC
Determine permanent staffing for EDC Coordinator (full time)
Business development

Finance
Capital borrowing plan for known projects

Community Development
Affordable housing; reformulate committees, start project implementation, commit funds that town already has to viable project(s)

Administration/Operations
Streamline Select Board mundane decisions
Set calendar to meet with (most) Boards and Committees once annually
Event planning for employee and volunteer recognition

Improved communication on accomplishments and future issues we're facing
Develop State of the Town pitch at end of each FY
Add SB report at ATM

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Tuesday, June 10, 2024 6:30 PM
Location: Public Safety Training Room, 32 Cordaville Road Southborough, MA
Present: Andrew Dennington, Kathryn Cook, Sam Stivers, and Al Hamilton.
Absent: Marguerite Landry
Others Present: Town Administrator Mark Purple and Assistant Town Administrator Vanessa Hale

I. Call Meeting to Order

Chair Kathy Cook called the meeting to order at 6:32 PM.

This was a special meeting to (1) set goals for the Town Administrator, Mark Purple, for the fiscal year beginning July 1, 2024 through June 30, 2025 and (2) set goals for the Select Board for the fiscal year beginning July 1, 2024 thru June 30, 2025. There were no other agenda items and there was no public comment. The meeting was in person only and no one else attended other than the four Select Board members, Mr. Purple and Ms. Hale.

II. Goal Setting for FY25

After discussion among the four members present, the Select Board established three sets of goals: (1) carry forward of certain goals from the prior fiscal year ending June 30, 2024; (2) establishment of new collective goals for the Select Board for the year ending June 30, 2025; and (3) establishment of individual goals for each member of the Select Board for the year ending June 30, 2025. All Select Board members that were present agreed on all goals. The official vote to approve was 4-0.

The Board agreed upon the continued goals from fiscal year 2024 as follows:

- Moving forward with RECC options
- Continuing negotiation with the Town of Hopkinton regarding the water project
- Committee simplification (reorganization of AHTFC and SHOPC)
- Review/implement the DOR financial study
- Guide and support the 21 Highland Committee.

The Board agreed to assign the fiscal year 2025 goals as follows:

- **Mr. Dennington:** replacement of the Town Center historic fence railing (finalize CPC application before 8/31 deadline)

- **Ms. Cook:**
  - Review of future plans for 2 East Main Street
  - Finalizing parking plan at the former Fayville Village Hall
  - Plans for the future use of Flagg School
- **Mr. Hamilton:**
  - Restoration of farming (including produce sales) at Chestnut Hill Farm

RECEIVED
By Town Clerk/amb at 11:51 am, Dec 03, 2024

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Monday, September 30, 2024 6:00 PM
Location: Room 124, Trottier Middle School, 49 Parkerville Road, Southborough, MA
Present: Kathryn Cook, Andrew Dennington, Sam Stivers, Marguerite Landry and Al Hamilton. Town Administrator Mark Purple and Assistant Town Administrator Vanessa Hale.

I. Call Meeting to Order

Chair Kathy Cook called the meeting to order at 6:00 PM.

II. Other Matters

Special Town Meeting preparation

The Select Board reviewed the articles and confirmed who would speak to each. The Board reviewed the Moderator's consent list which included articles 1, 3-7 and 13. They discussed Article 8 (MBTA Communities Act) and potential amendments to anticipate. The Board discussed Article 9 (Select Board recommendation for Public Safety Dispatch Services) and agreed Mr. Hamilton would present.

The Board agreed that Mr. Dennington and Mr. Stivers would comment on Article 10 (Citizen Petition-Appointments to CPC from boards and committees), Mr. Dennington would present Article 14 (Appropriation for Economic Development Coordinator position) and Ms. Landry would present Article 15 (Appropriation for Breakneck Hill Farm Dump Remediation), understanding that it is a borrowing article which requires a two-thirds vote for approval.

III. Adjournment

Ms. Cook moved to adjourn the meeting at 6:45 PM. Mr. Dennington seconded the motion. The motion was unanimously approved (5-0-0).

Upcoming Meetings	
October 8, 2024	*October 22, 2024*

Respectfully submitted,

Katie Barry, Business Administrator

List of Documents referred to at the September 30, 2024 SB Meeting:

- Final Warrant of the 2024 Special Town Meeting

SPECIAL TOWN MEETING WARRANT

of the

TOWN OF SOUTHBOROUGH

MASSACHUSETTS

For the Special Town Meeting
on

Monday, September 30, 2024
7:00PM

P. Brent Trottier Middle School
49 Parkerville Road

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Town Finance Terminology

The following terms are frequently used in the Advisory Committee Report and at Town Meeting. For your convenience, we provide the following definitions:

Surplus Revenue: (Often referred to as "Excess and Deficiency")
The fund represents the amount by which the Cash, Accounts Receivable and other floating assets exceed the liabilities and reserves.

Available Funds: (Often referred to as "Free Cash")
The amount of the Unreserved Fund Balance (Surplus Revenue) account over and above uncollected taxes of prior years constitutes "free cash" or "available funds".

Overlay:
The Overlay is the amount raised by the Assessors in excess of appropriations and other charges for the purpose of creating a fund to cover abatements and exemptions as granted.

Overlay Reserve:
This is the accumulated amount of the Overlay for various years not used or required to be held in the specific Overlay account for a given year, and may be used by vote of the town for extraordinary or unforeseen purposes or voted into the Reserve Fund.

Stabilization Fund:
An outside section of Chapter 138 of the Acts of 1991 (the FY92 State budget) modifies limitations on the Stabilization Fund appropriation process by enabling communities to appropriate from this fund for any non-capital, lawful purpose without Emergency Finance Board approval (section 333). Beginning in FY92, the Stabilization Fund will thus become a source of revenue for general operating expenses for communities.

The Stabilization Fund is a mechanism for setting aside money for capital projects. It equalizes the effect of capital expenditures over time, as capital appropriations can change considerably from year to year. The balance in the fund will build up during years when expenditures for capital items are low. During years with high capital expenditures, the community will transfer money from the fund to reduce the project's impact on the tax rate or the amount of borrowing required for the project.

A community may appropriate up to 10% of its tax levy each year, as long as the balance in the Stabilization Fund does not exceed 10% of the community's equalized valuation. Interest earned on any fund balance is retained as part of the fund.

Appropriations into a Stabilization Fund can be made at either an annual or special town or district meeting. Chapter 94 of the Acts of 1985 permits appropriations to be made from a Stabilization fund at a special town or district meeting, not just at the annual meeting. Regardless of the timing, appropriations from the Stabilization Fund require a two-thirds vote by the appropriating authority. Until the FY92 state budget, a community could only appropriate from the Stabilization Fund for a none-capital purpose with the approval of the Emergency Finance Board.

Reserve Fund:
This fund is established by the voters at the Annual Town Meeting only and may be composed of (a) an appropriation (not exceeding 5% of the tax levy of the preceding year), (b) money transferred from Overlay Reserve, or (c) both. Transfers from the Reserve fund may be made only by the Advisory Committee and are for "extraordinary or unforeseen expenditures" only.

Conservation Fund:
For land purchases and any other conservation use.

Introduction to the Rules of Town Meeting

Southborough's Town Meeting is an open town meeting in which all registered voters may participate. Town Meeting is a deliberative assembly, conducted via a defined process, charged with considering a maximum number of questions of varying complexity in a minimum amount of time and with full regard to the rights of the majority, strong minority, individuals, absentees and all of these together. In other words, we gather for the purpose of conducting the Town's business thoughtfully and efficiently.

AUTHORITY

The three elements of authority at Town Meeting are a quorum of one hundred (100) registered voters or more, the Clerk and the Moderator. Of these three, the quorum is the most important.

The Town Clerk is responsible for voter registration, certification of a quorum, setting up the hall and keeping the record of the proceedings. He may also officiate Town Meeting in the absence of a Moderator.

The Moderator presides at and regulates the proceedings, decides all questions of order, and makes declarations of all votes. No one may speak on an issue without being recognized by the Moderator. It is the Moderator's responsibility to approve the distribution of materials, and persons wishing to do so must seek his permission. The Moderator appoints Tellers and alternates for the purpose of counting votes of the meeting.

THE WARRANT

All matters to be considered at Town Meeting must be published in the Town Meeting Warrant, which is the responsibility of the Board of Selectmen. The primary and most important purpose of the Warrant is to notify voters in advance the nature of the business to be taken up at Town Meeting. By state law, Town by-law or custom, several business articles (such as budget appropriations) must be presented in the Town Warrant each year for consideration. Other items are added by warrant articles proposed by Town officials, committees, boards, or groups of ten or more registered voters. The Advisory Committee reviews the Warrant, making recommendations on all the items of business to be presented. In accordance with the Town by-laws, all articles in the Warrant are considered in the order in which they appear in the Warrant, unless the Town Meeting votes to change the order for reasons that reasonable people would entertain.

PARTICIPATION

Any voter wishing to participate in Town Meeting must go to one of the floor microphones and wait to be recognized by the Moderator. Upon recognition by the Moderator, first state your name and address, and then state your business.

Anyone whose name is not on the list of registered voters requires the approval of either the Moderator or a majority of the Meeting to sit in the voting area.

All remarks shall be limited to the subject then under discussion. It is improper to indulge in references to personalities, and all expressions of approval or disapproval, such as applause or booing, are out of order. The Moderator may request any person to keep silent. If after warning from the Moderator, a person refuses to be silent or persists in other disorderly behavior, the Moderator may order a person to withdraw and if he fails to withdraw, may order a police officer to remove such person from Town Meeting.

Individuals who have a personal or financial interest with respect to a matter may speak or vote thereon but should frankly disclose their interest. However, no Town Meeting voter should accept compensation for participating without disclosing that fact.

There is no fixed time limit to the debate of any question. However, out of consideration for the others in attendance and the need to give adequate time to all matters coming before Town Meeting, each individual who speaks should make an effort to be as brief as possible and avoid repeating facts, views or opinions already expressed by others.

Anyone wishing to make a presentation with respect to any article must, prior to Town Meeting, obtain the Moderator's approval.

In order to give all a fair opportunity to speak, no one who has addressed any particular motion shall speak again, except to answer questions, until all others wishing to speak to the motion have done so.

HOW ARE MOTIONS CLASSIFIED?

Main Motions
Motions of this group are for the bringing of questions, or propositions, before Town Meeting for consideration. Only one main motion can be considered at a given time, and once introduced such a motion excludes all other main motions until it has been disposed.

Subsidiary Motions
Motions of this group have are for the modification or disposition of the main motion that is being considered. Their existence as motions depends entirely upon the principal motion to which they are subordinate. Since they relate to the question then under consideration, it is in order to propose them when a main motion is pending and to vote upon them before voting upon the main motion.

Privileged Motions
Motions of this group have no connection whatsoever with any main motion, but are motions of such importance that they are entitled to immediate consideration. These motions have the privilege of temporarily setting aside the main business then before Town Meeting.

Incidental Motions
Motions of this group have few characteristics in common, but for convenience have been grouped into one class. The name "incidental" applies because they arise only incidentally out of the business of Town Meeting.

RULES RELATIVE TO MOTIONS

A motion is the means of bringing a proposal or question for consideration by Town Meeting. When first put forward it is a motion; after it is seconded and acknowledged by the Moderator, it becomes the question or proposal. Except for complimentary resolutions (the presentation of which must be approved in advance by the Moderator), no main motion shall be entertained unless it's substance is contained within the scope of a Warrant article. Upon completion of debate, articles will be voted upon.

The Moderator shall determine whether a motion, or any discussion relative to a motion, is within the scope of the Warrant article under consideration. That is, the motion and the debate must be relevant to the article as written in the Warrant, since the purpose of the Warrant is to apprise voters of the actions to be taken at Town Meeting.

Articles only give notice to the voters and do not initiate action; motions do. Motions may be withdrawn; articles may not be withdrawn – articles must be acted upon by Town Meeting.

There are four types of amendments: striking out, inserting, striking out and inserting, and substitution. Motions to amend may be hostile as long as they are germane. An amendment to a motion is an amendment of the first rank; an amendment to an amendment is of the second rank; there can be no amendment beyond that of the second rank.

Some motions do not lead to a final determination by Town Meeting. A motion to commit or to refer sends the matter to an existing board or committee or one to be established. The motion to postpone indefinitely disposes of the question without bringing it to a direct vote. The motion to postpone indefinitely should not be confused with the motion to table which only temporarily delays a vote. As previously stated, articles may not be withdrawn; so when the Meeting does not wish to act on a particular article, the proper motion is to postpone consideration indefinitely.

Motions to reconsider shall be entertained when new information is available that is materially different than was presented (or could have been presented) at the time of the original vote on the article. Articles may be reconsidered only once. If a motion to reconsider is passed by the necessary 2/3 vote, it brings the original article back to the floor (which requires a new motion and additional debate); if the motion to reconsider is defeated, then the original article stands as previously voted and may not be reconsidered again. Actions to reconsider can be taken at the same session or any subsequent session of Town Meeting. A notice of reconsideration may be filed in advance with the Town Clerk stating that, at a specific point during the current Town Meeting, a voter will move for reconsideration on a particular article, and the Moderator will inform the hall of said action. Note that such a motion so noticed in advance must still be in order (i.e., must comply with all conditions required of any reconsideration motion).

All motions other than purely procedural motions must be in writing and signed by the sponsor.

CHART OF PRECEDENCE OF MOTIONS AND SUMMARY OF GOVERNING RULES

	May interrupt a speaker	Req. a sec.	Debatable	Vote Required	Motions that may apply
PRIVILEGED MOTIONS					
1. To dissolve	no	yes	no	majority	none
2. To adjourn	no	yes	limited	majority	amend
3. Point of no quorum	no	no	no	none	none
4. Recess	no	yes	limited	majority	amend
5. Question of privilege	yes	no	no	chair rules	none
SUBSIDIARY MOTIONS					
6. To lay on the table	no	yes	no	2/3	none
7. Previous question	no	yes	no	2/3	none
8. Limit or extend debate	no	yes	no	2/3	amend, reconsider
9. To postpone to time certain	no	yes	limited	majority	amend, reconsider
10. To commit or refer	no	yes	limited	majority	amend, reconsider
11. To amend	no	yes	yes	majority	amend, reconsider
12. To postpone indefinitely	no	yes	yes	majority	reconsider
MAIN MOTIONS					
Main Motions	no	yes	yes	majority*	all
To reconsider or rescind	no	yes	yes	2/3	table previous question postpone definitely
To take from the table	no	yes	no	majority	none
To advance an article	no	yes	yes	majority	amend, reconsider
INCIDENTAL MOTIONS					
Point of order	yes	no	no	chair rules	none
Division of a question	no	yes	no	majority	none
Separate consideration	no	yes	no	majority	none
To withdraw a motion	no	no	no	majority	reconsider
To suspend rules	no	yes	no	2/3	none
Orders of the day	yes	no	no	none	none

*The vote required to pass an affirmative main motion is a matter of substantive law, but is usually a majority.

FORM USED IN MAKING MOTIONS

1. Main Motion	Mr. Moderator, I move that...(statement of the proposal)
2. Adjourn	Mr. Moderator, I move to adjourn to...(state time)
3. Amend	Mr. Moderator, I move to amend by adding...
	Mr. Moderator, I move to amend by inserting...before...
	Mr. Moderator, I move to amend by stroking out...
	Mr. Moderator, I move to amend by striking out...and inserting...
	Mr. Moderator, I move to substitute...for...
4. Amend an Amendment	Mr. Moderator, I move to amend the pending amendment by (see above)
5. Amend Something Previously Adopted	Mr. Moderator, I move to amend the resolution under Article...by...
6. Commit or Refer	Mr. Moderator, I move that the proposal be referred to a committee of...
8. Division of a Question	Mr. Moderator, I move to divide the question.
9. Lay on the Table	Mr. Moderator, I move that the proposal be laid on the table.
10. Point of Order	Mr. Moderator, I rise to a point of order.
11. Postpone to a time certain	Mr. Moderator, I move to postpone the question to...
12. Postpone Indefinitely	Mr. Moderator, I move that the question be postponed indefinitely.
13. Previous Question	Mr. Moderator, I move the previous question.
14. Question of Privilege	Mr. Moderator, I rise to a question of privilege.
15. Recess	Mr. Moderator, I move to recess for...
16. Reconsider	Mr. Moderator, I move to reconsider the vote under Article...
	Mr. Moderator, I move to reconsider the vote on the amendment to...
17. Separate Consideration	Mr. Moderator, I move for separate consideration.
18. Suspend the Rules	Mr. Moderator, I move to suspend the rules which interfere with...
19. Take from the Table	Mr. Moderator, I move to take from the table the motion relating to...

INTERRUPTING A SPEAKER

No one may interrupt a speaker except for a point of order or a question of privilege.

POINT OF ORDER

A point of order if a question of the Moderator about whether the speaker is entitled to be speaking, or whether the current subject under discussion (or what the speaker is saying) is irrelevant, illegal or contrary to proper procedure. No other "point of order" is proper.

PREVIOUS QUESTION

To call or move the question is a request to stop discussion and to take an immediate vote. This requires a 2/3 vote.

VOTING

Voting is by hand vote and the Moderator declares the result of such votes. If seven or more voters immediately question the declared result, the Moderator shall determine the result by a standing count of votes by the Tellers. After the vote counted by the Tellers is presented to the Moderator and announced to the floor, any further motions for recount are out of order.

ADJOURNMENT AND DISSOLUTION

Sessions of Town Meeting normally adjourn at eleven o'clock in the evening but may adjourn at such earlier or later time as vote of the majority may determine. Town Meeting shall not dissolve until all articles in the warrant have been properly considered.

TOWN WARRANT
COMMONWEALTH OF MASSACHUSETTS

SPECIAL TOWN MEETING

Worcester, ss. September 9, 2024

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the Inhabitants of the Town of Southborough qualified to vote in town affairs, to meet in the P. Brent Trottier Middle School, 49 Parkerville Road, in said Southborough, on

Monday, September 30, 2024

at ***7:00 p.m.***, then and there to take action on the following Articles:

ARTICLE 1: To see if the Town will vote to amend the Personnel Salary Administration Plan, as specified in Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL, as follows:

PERSONNEL BYLAW
ENTITLED "THE SALARY ADMINISTRATION PLAN"
[revised at September 30, 2024 Special Town Meeting
Effective October 1, 2024 if warrant article is approved]

SECTION 20: CLASSIFICATION SCHEDULE: *SCHEDULE A: GRADED POSITIONS*

Title	Grade
DPW Laborer	1
Library Page	1
Library Technician	1
Administrative Assistant	2
Library Assistant	2
Administrative Assistant	3
Library Associate	3
Business Administrator I	4
Library Supervisor	4
Maintenance Technician	4
Police Dispatcher**	4
Assistant Town Accountant	5
Business Administrator II	5
Clinician	5
EDC Coordinator	5
Executive Assistant to Select Board	5
Health Agent*	5
Program Coordinator	5
Youth Services Librarian	5
Assistant Library Director	6
Assistant Director, Youth & Family Services	6

Civil Engineer	6
Deputy Assessor	6
Deputy Town Clerk	6
Deputy Treasurer/Collector	6
Electrician	6
Local Inspector	6
Nurse	6
Outreach Coordinator	6
Police Business Administrator	6
Program Manager	6
Assistant Director/Nurse/Outreach	7
Conservation Agent	7
Recreation Director	7
Senior IT Specialist	7
Town Planner	7
Youth & Family Services Director	7

Assistant Town Administrator	8
Building Commissioner	8
Council on Aging Director	8
Director of Facilities	8
Health Director*	8
IT Manager	8
Library Director*	8
Police Lieutenant	8
Principal Assessor*	8
Town Accountant*	8
Finance Director/Treasurer-Collector*	9
Superintendent of Public Works*	9

*when not under contract
**effective March 25, 2024

SCHEDULE A

GRADE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
A-1	$15.38	$15.68	$15.99	$16.31	$16.64	$16.97	$17.31	$17.66	$18.01	$18.37	$18.74	$19.11	$19.49	$19.88	$20.28
A-2	$19.22	$19.60	$19.99	$20.39	$20.80	$21.22	$21.64	$22.07	$22.51	$22.96	$23.42	$23.89	$24.37	$24.86	$25.36
A-3	$23.06	$23.52	$23.99	$24.47	$24.96	$25.46	$25.97	$26.49	$27.02	$27.56	$28.11	$28.67	$29.24	$29.82	$30.42
A-4	$26.53	$27.06	$27.60	$28.15	$28.71	$29.28	$29.87	$30.47	$31.08	$31.70	$32.33	$32.98	$33.64	$34.31	$35.00
A-5	$29.18	$29.77	$30.37	$30.98	$31.60	$32.23	$32.87	$33.53	$34.20	$34.88	$35.58	$36.29	$37.02	$37.76	$38.52
A-6	$32.10	$32.75	$33.41	$34.08	$34.76	$35.46	$36.17	$36.89	$37.63	$38.38	$39.15	$39.93	$40.73	$41.54	$42.37
A-7	$40.13	$40.93	$41.75	$42.59	$43.44	$44.31	$45.20	$46.10	$47.02	$47.96	$48.92	$49.90	$50.90	$51.92	$52.96
A-8	$48.15	$49.12	$50.10	$51.10	$52.12	$53.16	$54.22	$55.30	$56.41	$57.54	$58.69	$59.86	$61.06	$62.28	$63.53
A-9	$52.97	$54.03	$55.11	$56.21	$57.33	$58.48	$59.65	$60.84	$62.06	$63.30	$64.57	$65.86	$67.18	$68.52	$69.89

Municipalities are subject to the federal minimum wage law, not the state law.

SCHEDULE C: SEASONAL PERSONNEL

Positions
Grade 1
Camp Counselor*
Program Aide* (1:1)
Program Supervisor* (i.e. RAP Monitor)
Grade 2
Camp Assistant Supervisor*
Intern**
Grade 3
Camp Supervisor*
Assistant Coach*
Head Coach*
Grade 4
Program Instructor*

*Fee based personnel
**Effective October 1, 2024

Rates for Seasonal Personnel

Grade	Minimum		Midpoint		Maximum	
	Hourly	Annual	Hourly	Annual	Hourly	Annual
1	$ 15.00	$ 31,200.00	$ 16.00	$ 33,280.00	$ 17.00	$ 35,360.00
2	$ 19.00	$ 39,520.00	$ 20.00	$ 41,600.00	$ 21.00	$ 43,680.00
3	$ 23.00	$ 47,840.00	$ 24.00	$ 49,920.00	$ 25.00	$ 52,000.00
4	$ 30.00	$ 62,400.00	$ 31.00	$ 64,480.00	$ 32.00	$ 66,560.00

; or do or act anything in relation thereto.

Proposed by: PERSONNEL BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: At Town Meeting
Summary: *The Personnel Board is recommending that the bylaw be amended to add several new positions to the Classification Schedule including Intern, Health Agent, Health Director, and DPW Laborer, as well as broadening the language for Seasonal Positions, which was previously restricted to Recreation. The Health Agent is proposed to be a shared position with the Town of Northborough.*

ARTICLE 2: To see if the Town will vote to amend §9-51 of the Town Code, Appointment of members., as it pertains to the membership of the PILOT Committee, by eliminating §9-51 in its entirety and replacing it as follows:

§9-51 Appointment of members.
No later than 45 days after the Attorney General's approval of this article, the Select Board will appoint members of this committee, consisting of five voting members, as follows:

A. Three members representing the taxpayers of Southborough, without any financial relationship with St. Mark's, Fay School or New England Center for Children;
B. One member of the Historic Commission, selected by the Historic Commission;
C. One member of the Select Board, selected by the Select Board;
D. Specifically excluding any ex officio members.

;or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: At Town Meeting
Summary: *The PILOT Committee has requested a reduction in their membership from 7 to 5 members.*

ARTICLE 3: To see if the Town will vote to delete Chapter 9, Article I of the Town Code, Solid Waste Disposal Committee; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: At Town Meeting
Summary: *The Committee has been inactive for several years. The Board is reviewing the current list of boards and committees in an effort to streamline the overall number of ad-hoc committees.*

ARTICLE 4: To see if the Town will vote to delete Chapter 6, Article II of the Town Code, Consumer Advisory Commission; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: At Town Meeting
Summary: *The Committee has been inactive for several years. The Board is reviewing the current list of boards and committees in an effort to streamline the overall number of ad-hoc committees.*

ARTICLE 5: To see if the Town will vote to amend Town Code § 9-25 Meeting Minutes, by deleting it in its entirety and replacing it with:

Each board, committee, or commission shall submit minutes for each meeting to the Town Clerk within 45 days of the meeting, provided however that Executive Session minutes shall be submitted to the Town clerk within 45 days from the date that they are released for public disclosure.

A. The requirements of this bylaw shall apply to every board, committee or commission meeting, whether held in person, virtually, or in a hybrid manner.
B. Minutes shall be prepared and approved as required by the Attorney General's instructions on the Open Meeting Law ("OML"), MGL c. 30A, § 22.
    1) The Town Clerk shall provide every board, commission or committee member with a list of the Attorney General's OML instructions as they relate to meeting minutes on an annual basis and whenever there is a change in the instructions.
    2) The Town Clerk shall also maintain this information on the town website.
C. Minutes submitted to the Town Clerk shall include, as reasonably possible, copies of all documents, as defined by the Attorney General's OML instructions. The last page of the minutes shall include a section labeled Documents Used at This Meeting and shall list the names of each document that was used at the meeting.
D. Minutes shall indicate whether they have or have not been approved by the board, committee or commission when submitted to the Town Clerk. Minutes that have not been approved at the time of their receipt shall be labeled "Draft."
E. The Town Clerk shall:
    1) Notify the board, committee or commission chair if minutes are overdue.
    2) Keep minutes and documents for the period of time as required by applicable state law.
    3) Maintain and publish a monthly summary of any instance when a board or committee has not complied with the provisions of this bylaw.

; or do or act anything in relation thereto.

Proposed by: TOWN CLERK
Select Board Recommendation: Support
Advisory Committee Recommendation: At Town Meeting
Summary: *This Article clarifies that the existing requirements for a board, committee, or commission to maintain minutes and documents used at a meeting also applies to both in-person meetings, hybrid and fully virtual meetings. This Article also requires the town clerk to maintain and publish a monthly summary of board and committees that have not complied with the provisions of this bylaw. A recent review of board meetings revealed many instances where no documents were submitted by a board.*

ARTICLE 6: To see if the Town will vote to accept M.G.L c.200A, §9A to allow the Treasurer-Collector to collect unclaimed checks or "tailings"; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: At Town Meeting
Summary: *MGL Chapter 200A S9A provides for an alternative procedure for the disposing of abandoned funds known as tailings, held in the custody of the Town. Adopting this statute allows for a more efficient and expedited process for the disposing of abandoned funds, allowing the Treasurer to take these funds as General Fund revenue after there have been several attempts to notify the check recipient, once a full year has passed since the original issuance. Not passing this MGL means the Town must follow Massachusetts Unclaimed annual reporting guidelines whereby there is a 3-year waiting period and the funds transfer to the state not the Town.*

ARTICLE 7: To see if the Town will accept General Laws Chapter 44, Section 53F¾, which establishes a special revenue fund known as the Public Education Government (PEG) Access and Cable Related Fund, to reserve cable franchise fees and other cable-related revenues for appropriation to support PEG access services and oversight and renewal of the cable franchise agreement, and to allow the accounting officer to transfer any balance to the accepted fund to begin operation for fiscal year 2026, which begins on July 1, 2025, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: At Town Meeting
Summary: *The Town is paid user fees by the cable companies as a result of their contractual agreements with the Town. Those cable fees are then used to offset expenses Related to public access media operations. Recent changes in legislation require those funds to be placed into a special revenue fund prior to disbursement by the Town. This article creates the required special revenue fund.*

ARTICLE 8: To see if the Town will vote to add a new **§174-10.3 MBTA Communities Overlay District (MCOD)** to the Town of Southborough's Zoning Bylaws, amend the zoning map, amend certain other sections to integrate the new section into the current zoning bylaw, and make any minor modifications to the text required for consistency with the existing format of the bylaws or take any other action relative thereto.

Please note that text to be added is in **bold**, other than §174-10.3, where the proposed change is the addition of the entire section; deleted language is shown with ~~strikethrough~~.

Add the following definitions to §174-2. Definitions:

B. Definitions

AFFORDABLE UNIT
A multi-family housing unit that is subject to a restriction recorded in its chain of title limiting the sale price or rent or limiting occupancy to an individual or household of a specified income, or both.

AFFORDABLE HOUSING
Housing that contains Affordable Units as defined by §174-2.

AREA MEDIAN INCOME (AMI)
The median family income for the metropolitan statistical region that includes the Town of Southborough, as defined by the U.S. Department of Housing and Urban Development (HUD).

MULTIFAMILY HOUSING (WITHIN THE MCOD)
A building with three or more residential dwelling units or two or more buildings on the same lot with more than one residential dwelling unit in each building.

Modify the following existing definitions in §174-2. Definitions:

B. Definitions

DWELLING UNIT
~~Living quarters for a single family.~~
A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation.

Add the following text to: §174-3. Districts enumerated:

N. MBTA Communities Overlay District, referred to as MCOD.

Add the following text to Article III. Use Regulations:

§174-8.13 MCOD MBTA Communities Overlay District

A. See §174-10.3

Add the following text to §174-10. A:

(6) All multi-family development within the MCOD (§174-10.3). The provisions of §174-11 Signs, §174-12 Parking and Loading, §174-12.1 Outdoor Illumination, §174-13 Landscaping, §174-13.3 Lower Impact Development, §174-13.4 Water Resource Protection, and §154 Stormwater and Erosion Control shall be included as a part of the MCOD site plan review process.

Add the following text to §174-12.1. Outdoor Illumination:

E. (2) LZ-1: low ambient lighting
(b) Zoning Districts: Residence A, Residence B, **and MCOD.**

F. Table 1 – under the column LZ-1, add "**MCOD**" below Residential B.

Add the following new section under Article III. Use Regulations:

§174-10.3: MBTA Communities Overlay District.

A. Purpose.

The purpose of the MBTA Communities Overlay District (MCOD) is to allow multi-family housing as of right in accordance with Section 3A of the Zoning Act (Massachusetts General Laws Chapter 40A). This zoning provides for as of right multi-family housing to accomplish the following purposes:

(1) Encourage the production of a variety of housing sizes and typologies to provide equal access to new housing throughout the community for people with a variety of needs and income levels;

(2) Support vibrant neighborhoods by encouraging an appropriate mix and intensity of uses to support an active public space that provides equal access to housing, jobs, gathering spaces, recreational opportunities, goods, and services within a half-mile of a transit station.

(3) Locate housing within walking distance of public transit to promote general public health, reduce the number of vehicular miles traveled, support economic development, and meet community-based environmental goals, including reducing greenhouse gases and improving air quality.

(4) Support public investment in public transit and pedestrian- and bike-friendly infrastructure.

B. Establishment and Applicability.

This MCOD is an overlay district having a land area of approximately 59.2 acres in size that is superimposed over the underlying zoning district(s) and is shown on the Zoning Map.

(1) **Applicability of MCOD.** An applicant may develop multi-family housing within the MCOD as of right in accordance with the provisions of this §174-10.3. The MCOD shall be exempt from the requirement of §174-8. C. (2) to obtain a special permit for 2 buildings on one lot.

(2) **Underlying Zoning.** The MCOD is an overlay district superimposed over underlying zoning districts. The regulations for use, dimensions, and all other provisions of the Town of Southborough's Zoning Bylaw governing the respective underlying zoning district(s) shall remain in full force, except for uses allowed as of right in the MCOD. Uses that are not identified in §174-10.3 are governed by the requirements of the underlying zoning district(s).

(a) The requirements of §174-13.2 Major Residential Development do not apply to the MCOD.

(b) The requirements of §174-13.3. E, Lower Impact Development for a special permit application and process shall not apply to a multifamily use within the MCOD, but the performance standards of §174-13.3. I, Lower Impact Development, Performance Standards: LID Criteria, shall be considered during site plan review.

(c) The requirements of §174-13.4.C, Water Resource Protection related to the special permit process shall not apply to a multifamily use within the MCOD, but compliance with the Massachusetts Surface Water Quality Standards (314 CMR 4.00) shall be considered during site plan review.

(3) **Subdistricts:** The MCOD contains the following subdistricts, all of which are shown on the Zoning Map:

(a) MCOD Subdistricts #1a and 1b (Residence B Dimensional Standards)

(b) MCOD Subdistrict #2 (Industrial Park Dimensional Standards)

(c) MCOD Subdistrict #3 (Industrial Park Dimensional Standards)

For subdistrict dimensional standards, see §174-10.3. E. (1) Table of Dimensional Standards. For Sign regulations, see §174-11, and for provisions of Outdoor Illumination, see §174-12.1.

C. Definitions.

Terms used in this section but not otherwise defined herein or under §174-2 of the Zoning Bylaw shall be as defined in the Zoning Act.

D. Permitted Uses.

(1) **Permitted Uses are as follows:** The following uses are permitted as of right within the MCOD.

(a) Multi-family housing

(2) **Accessory Uses.** The following uses are considered accessory as of right to any of the permitted uses in Section D.1. above.

(a) Parking, including surface parking and parking within a structure such as an above ground or underground parking garage or other building on the same lot as the principal use.

(3) **Prohibited uses.** All uses which are not listed above, legally nonconforming, or otherwise allowable by the provisions of the underlying zoning regulations, are prohibited.

E. Dimensional standards are as follows:

(1) **Table of Dimensional Standards.** The dimensional requirements applicable in the MCOD are as follows:

Dimensional Standards	*MCOD Subdistricts #1a & 1b* (Residence B Dimensional Standards)	*MCOD Subdistrict #2* (Industrial Park Dimensional Standards)	*MCOD Subdistrict #3* (Industrial Park Dimensional Standards)
(a) Minimum lot area (sq ft)	**25,000**	**43,560**	**43,560**
(b) Minimum frontage (ft)	**125**	**200**	**200**
(c) Minimum setbacks (ft)			
(i) Front	**30**	**75***	**50**
(ii) Rear	**35**	**50**	**50**
(iii) Side	**15**	**50**	**50**
(d) Maximum height	**2.5 stories or 35 feet**	**3 stories or 45 feet**	**3 stories or 45 feet**
(e) Maximum floor area ratio (%)	**0.3**	**0.6**	**0.6**
(f) Maximum dwelling units per acre	**15.0**	**16.0**	**15.0**

***A 75-foot setback is required for buildings on Route 9.**

(2) **Multi-Building Lots.** In the MCOD, lots may have more than one principal building. A minimum distance of ten (10) feet is required between principal buildings.

(3) **Exceptions:** (refer to §174-15).

(4) **Exceptions: Renewable Energy Installations.** The Planning Board may waive the height and setbacks in §174-10.3. E. (1) Dimensional Standards to accommodate the installation of solar photovoltaic, solar thermal, living, and other eco-roofs, energy storage, and air-source heat pump equipment. Such installations shall not create a significant detriment to abutters in terms of noise or shadow and must be appropriately integrated into the architecture of the building, as applicable, and the layout of the site. The installations shall not provide additional habitable space within the development.

F. Off-Street Parking.

These parking requirements are applicable to development in the MCOD.

(1) **Number of parking spaces.** The following **minimum** numbers of off-street parking spaces shall be permitted by use, either in surface parking or within garages or other structures:

Use	Minimum Spaces
Multi-family	**1.5 per unit**

(2) **Number of bicycle parking spaces.** The following **minimum** numbers of covered bicycle storage spaces shall be provided by use:

Use	Minimum Spaces
Multi-family	**1 per unit**

(3) **Bicycle storage.** For a multi-family development of 15 units or more, covered parking bicycle parking spaces of no less than 25% of the total required spaces shall be integrated into the structure of the building(s).

G. General Development Standards.

(1) Development standards are applicable to all multi-family development within the MCOD. These standards are components of the Site Plan Review process in §174-10.3.I. Site Plan Review.

(2) **Site Design.**

(a) **Connections.** Sidewalks shall provide a direct connection among building entrances, the public sidewalk (if applicable), bicycle storage, and parking.

(b) **Vehicular access.** Where feasible, curb cuts shall be minimized, and shared driveways encouraged.

(c) **Mechanicals.** Mechanical equipment at ground level shall be screened by a combination of fencing and plantings. Rooftop mechanical equipment shall be screened if visible from a public right-of-way.

(d) **Dumpsters.** Dumpsters shall be screened by a combination of fencing and plantings. Where possible, dumpsters or other trash and recycling collection points shall be located within the building.

(e) **Stormwater management.** Stormwater Management shall comply with the most current versions of the Massachusetts Department of Environmental Protection Stormwater Management Standards, the Massachusetts Stormwater Handbook, Massachusetts Erosion Sediment and Control Guidelines, and, the provisions under Town Code §154, Stormwater and Erosion Control. Provisions under Stormwater and Erosion Control shall be included as part of the Site Plan Review process but shall not supersede the requirements of §154.

(f) The following provisions shall be considered during site plan review:
(1) Screening for Parking (refer to Landscaping §174-13).
(2) Parking and Loading (refer to Parking and Loading §174-12, provided the required number of spaces shall be reduced as provided in F, above).
(3) Landscape and Plantings (refer to Landscaping §174-13).
(4) Lighting (refer to §174-12.1 Outdoor illumination).
(5) Signs (refer to §174-11).
(6) Lower Impact Development (refer to §174-13.3, provided section E shall not apply).
(7) Water Resource Protections (refer to §174-13.4, provided section C shall not apply).
(8) Stormwater and Erosion Control (refer to §154).

(3) **Buildings: General.**

(a) **Position relative to the principal street.** The primary building shall have its principal façade and entrance facing the principal street. See also §174-10.3. G.6. Buildings: Corner Lots.

(b) **Entries.** Where feasible, entries shall be clearly defined and linked to a paved pedestrian network that includes the public sidewalk.

(c) **Exterior Design.** The building(s) shall have an exterior design that is consistent with the styles of the surrounding residential neighborhood and the Town of Southborough in general.

(4) **Buildings: Multiple buildings on a lot.**

(a) Parking and circulation on the site shall be organized so as to reduce the amount of impervious surface. Where possible, parking and loading areas shall be connected to minimize curb cuts onto public rights-of-way.

(b) A paved pedestrian network shall connect parking to the entries of all buildings and the buildings to each other.

(c) The orientation of multiple buildings on a lot should reinforce the relationships among the buildings. All building façade(s) shall be treated with the same care and attention in terms of entries, fenestration, and materials.

(d) The building(s) adjacent to the public street shall have a pedestrian entry facing the public street.

(5) **Buildings: Shared Outdoor Space.** Multi-family housing shall have common outdoor space that all residents can access. Such space may be located in any combination of ground floor, courtyard or terrace.

(6) **Buildings: Corner Lots.** A building on a corner lot shall indicate a primary entrance either along one of the street-facing façades or on the primary corner as an entrance serving both streets.

(a) Such entries shall be connected by a paved surface to the public sidewalk, if applicable.

(b) All façades visible from a public right-of-way shall be treated with similar care and attention in terms of entries, fenestration, and materials.

(c) Fire exits serving more than one story shall not be located on either of the street-facing façades.

(7) **Buildings: Infill Lots.** If the adjacent buildings are set back at a distance that exceeds the minimum front yard requirements, infill buildings shall meet the requirements of §174-10.3.E.(1) Dimensional Standards. Otherwise, infill buildings may match the setback line of either adjacent building, or an average of the setback of the two buildings to provide consistency along the street.

(8) **Buildings: Principal Façade and Parking.** Parking shall be subordinate in design and location to the principal building façade.

(a) **Surface parking.** Surface parking shall be located to the rear or side of the principal building. Parking shall not be located in the setback between the building and any lot line adjacent to the public right-of-way.

(b) **Integrated garages.** The principal pedestrian entry into the building shall be more prominent in design and placement than the vehicular entry into the garage.

(c) **Parking structures.** Building(s) dedicated to structured parking on the same lot as one or more multi-family buildings shall be subordinate in design and placement to the multi-family building(s) on the lot.

(9) **Waivers.** Upon the request of the Applicant and subject to compliance with the Executive Office of Housing and Livable Communities' (EOHLC's) Compliance Guidelines, the Planning Board may waive the requirements of this §174-10.3.G. General Development Standards, in the interests of design flexibility and overall project quality, and upon a finding of consistency of such variation with the overall purpose and objectives of the MCOD.

H. Affordability Requirements.

(1) **Purpose.**

(a) Promote the public health, safety, and welfare by encouraging a diversity of housing opportunities for people of different income levels;

(b) Provide for a full range of housing choices for households of all incomes, ages, and sizes;

(c) Increase the production of affordable housing units to meet existing and anticipated housing needs; and

(d) Work to overcome economic segregation, allowing the Town of Southborough to be a community of opportunity in which low and moderate-income households have the opportunity to advance economically.

(2) **Applicability.** This requirement is applicable to all residential developments with five (5) or more dwelling units, whether new construction, substantial rehabilitation, expansion, reconstruction, or residential conversion (Applicable Projects). No project may be divided or phased to avoid the requirements of this section.

(3) **Subsidized Housing Inventory**. All units affordable to households earning 80% or less of AMI created in the MCOD under this section must be eligible for listing on EOHLC's Subsidized Housing Inventory (SHI).

(4) **Provision of Affordable Housing.** In Applicable Projects, not fewer than ten percent (10%) of housing units constructed shall be Affordable Housing Units. For the purpose of calculating the number of units of Affordable Housing required within a development project, a fractional unit shall be rounded up to the next whole number. The Affordable Units shall be available to households earning income up to eighty percent (80%) of the AMI.

(5) **Alternative Methods.**

(a) As an alternative to the requirements of paragraph (3) of this section, and in certain exceptional circumstances, the Planning Board may, at the formal written request of the developer, consider an alternative method of compliance, as provided for in §174-13.2.E.(5).

(6) **Affordability Development Standards.** Affordable Units shall be:

(a) Integrated with the rest of the development and shall be compatible in design, appearance, construction, and quality of exterior and interior materials with the other units and/or lots;

(b) Dispersed throughout the development;

(c) Located such that the units have equal access to shared amenities, including light and air, and utilities (including any bicycle storage and/or Electric Vehicle charging stations) within the development;

(d) Located such that the units have equal avoidance of any potential nuisances as market-rate units within the development;

(e) Distributed proportionately among unit sizes; and

(f) Distributed proportionately across each phase of a phased development.

(g) Occupancy permits may be issued for market-rate units prior to the end of construction of the entire development provided that occupancy permits for Affordable Units are issued simultaneously on a pro rata basis.

(7) **Administration.**

(a) The Zoning Enforcement Officer shall be responsible for administering and enforcing the requirements in this section.

I. Site Plan Review.

(1) **Applicability.** The requirements of §174.10 Site Plan Approval are applicable to any multi-family development within the MCOD, unless modified herein. An application for Site Plan Review shall be reviewed by the Planning Board for consistency with the purpose and intent of this §174-10.3.

(2) **Site Plan Approval.** Site Plan approval for uses listed in §174-10.3(D) Permitted Uses shall be granted upon determination by the Planning Board that the following requirements have been satisfied. The Planning Board may impose reasonable conditions, at the expense of the applicant, to ensure that these requirements are satisfied.

(a) the Applicant has submitted the required fees and information as set forth in *the Town of Southborough's requirements for a Building Permit and Site Plan Review; and*

(b) the project as described in the application meets the development standards set forth in §174-10.3.G General Development Standards and the requirements of §174-10.3.D.(1) and §174-10 or has received waiver(s) from the requirements therein.

(3) **Project Phasing.** An Applicant may propose, in a Site Plan Review submission, that a project be developed in phases subject to the approval of the Planning Board, provided that the submission shows the full buildout of the project and all associated impacts as of the completion of the final phase. However, no project may be phased solely to avoid the provisions of §174-10.3.H Affordability Requirements.

J. Severability.

If any provision of this §174-10.3 is found to be invalid by a court of competent jurisdiction, the remainder of §174-10.3 shall not be affected but shall remain in full force. The invalidity of any provision of this §174-10.3 shall not affect the validity of the remainder of the Town of Southborough's Zoning Bylaw.

Proposed by: PLANNING BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: At Town Meeting
Summary: *The intent of this article is to comply with Chapter 40A §3A, MBTA Multi-family zoning. The MBTA Communities shall have a zoning ordinance or by-law that provides for at least 1 district of reasonable size in which multi-family housing is permitted as of right; provided, however, that such multi-family housing shall be without age restrictions and shall be suitable for families with children. This article includes the addition of a new overlay district, the MBTA Communities Overlay District (MCOD), changes to the zoning map to show the new overlay, and edits to the other sections of the zoning bylaw required to implement the MCOD overlay district. The proposed MCOD is comprised of 4 areas (as depicted on maps prepared by Bohler Engineering July 2024.*

ARTICLE 9: To see if the Town will vote to recommend that the Select Board should exercise its authority to enter into an Intermunicipal Agreement ("IMA") with the Metrowest Regional Emergency Communications Center (the "RECC") for the provision of public safety communications services (including 911 response and emergency public safety dispatch services)—in place of the services currently being provided locally by Town employees in the Public Safety Building dispatch center. This recommendation includes expectations that the IMA will provide reasonable local influence and control over the RECC services and that the Select Board's plan for this process addresses local concerns regarding financial exposure to RECC financial assessments and staffing presence at the Public Safety Building; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: At Town Meeting
Summary: *Southborough residents have raised a number of questions and concerns about Southborough's joining a RECC. The Select Board agreed that before we commit to joining a RECC we would conduct additional evaluation of RECC participation and hold an advisory vote at a Town Meeting—which is the subject of this article. For the additional RECC evaluation work, we created an in-house team of our 2 Chiefs, our Town Administrator and 2 Select Board members. This team has: visited 3 operating RECC's and 2 other RECC's in the process of being formed; surveyed police chiefs and Greater Boston RECC's; interviewed several Fire Chiefs in other communities; evaluated a "Virtual RECC" concept; engaged in discussions with the State 911 managers; held discussions with several neighboring communities; and conducted several public meetings to collect public input on this topic. The evaluation team recently reported to the Select Board and made the recommendation that we join the MetroWest RECC (currently including Westborough and Grafton)—subject to successful agreement on an IMA for this purpose.*

ARTICLE 10: To see if the Town of Southborough will vote to amend Chapter 9 of the code of the Town of Southborough, entitled Committees, by amending Article IV, Section 9-16 Establishment (A); terms of the Community Preservation Committee by inserting the following changes, as noted in **BOLD** and striking those in ~~*ITALICS*~~ with a strikethrough. Sections B-D are unchanged.

Section 9-16 Establishment, terms.
(A) There is hereby established a Community Preservation Committee consisting of nine voting members pursuant to the Massachusetts General Laws, Chapter 44B. ~~*The Committee shall be appointed by the Select Board and shall consist of the following members:*~~ **The composition of the Committee, the appointment authority and the term of office for the Committee Members shall be as follows:**

(1) One member of the Historical Commission as designated by **a majority vote of** the Commission for an initial term of three years and thereafter for a term of three years.
(2) One member of the Housing Authority as designated by **a majority vote of** the Authority for an initial term of one-year and thereafter for a term of three years.
(3) One member of the Conservation Commission as designated by **a majority vote of** the Commission for an initial term of two years and thereafter for a term of three years.

(4) One member of the Planning Board as designated by **a majority vote of** the Board for an initial term of two years and thereafter for a term of three years.
(5) One member of the Recreation Commission as designated by **a majority vote of** the Commission for an initial term of one-year and thereafter for a term of three years.
(6) One member of the Open Space Preservation Commission as designated by **a majority vote of** the Commission for an initial term of three years and thereafter for a term of three years.
(7) One member of the Southborough Housing Opportunity Partnership Committee (SHOPC) as designated **by a majority vote of** by the ~~Commission~~ Committee for a term of three years.
(8) Two members at large to be appointed by **a majority vote of** the Select Board, for an initial term of one-year and thereafter for a term of three years.

; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Select Board Recommendation: Not Support
Advisory Committee Recommendation: At Town Meeting
Summary: *This is a citizen petition.*

ARTICLE 11: To see if the Town will vote to ratify action taken under Article IV at the Special Town Meeting on April 11, 2005, which voted to adopt a general bylaw to establish an Affordable Housing Trust, which such bylaw may not have been processed for review and approval by the Attorney General, and to make amendments to such bylaw, the entire language of which is as depicted below, and that upon the effective date of this article, the terms of the existing Board of Trustees shall be terminated, and the Select Board shall appoint a new Board of Trustees, who shall amend any existing trust documents accordingly:

Article V Southborough Affordable Housing Trust Fund
§ 6-13 Establishment
There shall be a board of trustees of the Southborough Affordable Housing Trust Fund established by the Vote under Article 4 of the Warrant for the 2005 Special Town Meeting and as ratified under Article 11 of the Warrant for the 2024 Special Town Meeting, in this section called the Board, which shall consist of five (5) members appointed by the Select Board for terms of 2 years. One member shall be a member of the Select Board as required by law. The other four (4) members shall be at-large members being residents of the Town of Southborough. It is desired but not required that at least 2 members of the Board of Trustees shall have experience in one of the following: Affordable Housing, Real Estate Development, Construction, Social Services or Finance.

§ 6-14 Purpose
The powers of the Board, all of which shall be carried on in furtherance of the purposes set forth in General Laws Chapter 44, § 55C, shall include, but are not limited to, the following:

(1) to accept and receive property, whether real or personal, by gift, grant, devise, or transfer from any person, firm, corporation or other public or private entity, including without limitation grants of funds or other property tendered to the trust in com1ection with provisions of any zoning ordinance or by-law or any other ordinance or by-law;

(2) to purchase and retain real or personal property, including without restriction investments that yield a high rate of income or no income;

(3) to sell, lease, exchange, transfer or convey any personal, mixed, or real property at public auction or by private contract for such consideration and on such terms as to credit or otherwise, and to make such contracts and enter into such undertaking relative to trust property as the board deems advisable notwithstanding the length of any such lease or contract;

(4) to execute, acknowledge and deliver deeds, assignments, transfers, pledges, leases, covenants, contracts, promissory notes, releases and other instruments sealed or unsealed, necessary, proper or incident to any transaction in which the board engages for the accomplishment of the purposes of the trust;

(5) to employ advisors and agents, such as accountants, appraisers and lawyers as the board deems necessary;

(6) to pay reasonable compensation and expenses to all advisors and agents and to apportion such compensation between income and principal as the board deems advisable;

(7) to apportion receipts and charges between incomes and principal as the board deems advisable, to amortize premiums and establish sinking funds for such purpose, and to create reserves for depreciation depletion or otherwise;

(8) to participate in any reorganization, recapitalization, merger or similar transactions; and to give proxies or powers of attorney with or without power of substitution to vote any securities or certificates of interest; and to consent to any contract, lease, mortgage, purchase or sale of property, by or between any corporation and any other corporation or person;

(9) to deposit any security with any protective reorganization committee, and to delegate to such committee such powers and authority with relation thereto as the board may deem proper and to pay, out of trust property, such portion of expenses and compensation of such committee as the board may deem necessary and appropriate;

(10) to carry property for accounting purposes other than acquisition date values;

(11) to borrow money on such terms and conditions and from such sources as the board deems advisable, to mortgage and pledge trust assets as collateral;

(12) to make distributions or divisions of principal in kind;

(13) to comprise, attribute, defend, enforce, release, settle or otherwise adjust claims in favor or against the trust, including claims for taxes, and to accept any property, either in total or partial satisfaction of any indebtedness or other obligation, and subject to the provisions of this act, to continue to hold the same for such period of time as the board may deem appropriate;

(14) to manage or improve real property; and to abandon any property which the board determined not to be worth retaining;

(15) to hold all or part of the trust property uninvested for such purposes and for such time as the board may deem appropriate; and

(16) to extend the time for payment of any obligation to the trust.

, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: At Town Meeting
Summary: *This article ratifies approval of a bylaw that was adopted by the Town Meeting in 2005. The Town has been acting in accordance with that bylaw since its approval. However, there is no record that the bylaw was either submitted to, or approved by, the Attorney General. The bylaw proposed is the same language that was approved in 2005 and comports with State law and amends the composition of the board.*

ARTICLE 12: To see if the Town will vote to repeal Sections 6-11 and 6-12 of the Town Code, establishing the Southborough Housing Opportunity Partnership Committee; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: At Town Meeting
Summary: *The elimination of SHOPC is part of the reorganization of the Town's affordable housing committees, consolidating both SHOPC and the Affordable Housing Trust Fund Committee (AHTFC) into one committee. The Board of Trustees of the Affordable Housing Trust Fund Committee, acting in accordance with a previously approved bylaw, as ratified in the preceding article performs the necessary functions that SHOPPC would otherwise perform and has additional authority under State law to facilitate the development of affordable housing.*

ARTICLE 13: To see if the Town will vote to transfer the sum of $17,068 from Assessor's Overlay Surplus for funding miscellaneous adjustments to the Fiscal Year 2025 budget as follows:

Department	Line Item	Amount
Treasurer-Collector - Personnel Services	145-51100	$1,004
Select Board - Personnel Services	122-51100	$1,004
Assessor's - Personnel Services	141-51100	$2,987
Fire - Personnel Services	210-51100	$1,847
Youth Commission - Personnel Services	542-51100	$2,276
Recreation - Personnel Services	630-51100	$ 250
Youth Commission - Other Charges & Expenses	542-57100	$ 750
Treasurer-Collector - Other Charges & Expenses	145-57800	$ 750
Assessors - Other Charges & Expenses	141-52540	$6,200

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: At Town Meeting
Summary: *This article funds salaries for various employees which were not finalized until after Annual Town Meeting was concluded. There were also minor adjustments to expense lines for Treasurer-Collector and Youth & Family Services based on liability renewals and/or requirements of a new position. The Assessor's database was due to be migrated to the cloud in FY26. However access to the server has created multiple problems that are adversely affecting the Department's operations, so the timetable has been moved up.*

ARTICLE 14: To see if the Town will vote to transfer from Assessor's Overlay Surplus the sum of $27,929 to increase the weekly hours to forty (40) hours weekly and any related benefits for the Economic Development Coordinator position effective January 1, 2025; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *Building Southborough's commercial tax base is a key factor in easing pressure on residential property tax rates. This can be done by attracting and retaining businesses in Southborough, which is a primary function of our Economic Development Coordinator. We have historically been underfunded in this area, with one part-time Economic Development Coordinator—and we have lost a number of important businesses to other towns who have much more robust economic development departments. These additional hours for our Economic Development Coordinator will make us more competitive in this area, and should produce additional commercial tax revenue.*

ARTICLE 15: To see if the Town will vote to appropriate $2,127,960, or any other amount, to be expended with the approval of the Select Board, to pay additional costs of remediating pollution at the Breakneck Hill dumpsite, as required by an administrative consent order between the Town and the Department of Environmental Protection, including the payment of all costs incidental and related thereto; to determine whether this amount shall be raised by taxation, transfer from available funds, borrowing or otherwise provided, or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: At Town Meeting
Summary: *Due to recently discovered site conditions, and to remain in compliance with the Administrative Consent Order from DEP, the total cost of the project has increased from what was originally voted to be borrowed under Article 9 of the March 2023 town meeting.*

ARTICLE 16: To see if the Town will vote to raise and appropriate or transfer from available funds the sum of $76,733 to add a second Lieutenant position to the Southborough Police Department, said funds to cover the cost of salary and benefits for the position beginning January 1, 2025. The implementation of this position is based on the recommendations of the Public Safety staffing study conducted by Municipal Resources, Inc. dated August 2024; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: At Town Meeting
Summary: *During the Fiscal Year 2025 budget preparation, the Police Chief had requested the addition of a second Lieutenant position for the Department. In lieu of adding the requested position for FY25, the Select Board agreed to first conduct a Public Safety staffing study that would include Police, Fire, and Communications (Dispatch). That study was concluded in July 2024, and included in its recommendation the addition of a second Police Lieutenant to assist with administrative and operational responsibilities in the Department. The Select Board unanimously agreed to add the position effective January 1, 2025, pending Town Meeting approval for the required funding of salary and benefits.*

ARTICLE 17: To see if the Town will vote to amend §41-1 of the Town Code, Date and time of Annual Town Meeting, by deleting it in its entirety and replacing it as follows:

"The Annual Town Meeting for the consideration of all business, other than the election of Town Officers or other matters to be determined by ballot, shall be held no later than the last Saturday in April at a date and time to be determined by the Select Board."

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD
Select Board Recommendation: Support
Advisory Committee Recommendation: At Town Meeting
Summary: *State law provides considerable flexibility for the timing of Annual Town Meetings. The "best" timing for a particular year depends on a variety of factors, including the annual departmental budgeting process, the town finance team budgeting process, the budgeting process for the schools, the Assessor's calculation of variables related to tax rates, timing of data available from the State Department of Revenue, school schedules, holidays, etc. These factors can vary from year to year, so setting one permanent date for every Annual Town Meeting can create timing problems for one or more of the above factors. This article allows the Select Board the flexibility to determine the date each year that best addresses all of the above factors considered together.*

ARTICLE 18: It is hereby resolved that the citizens of Southborough require the Select Board to establish a legal and valid recall bylaw modeled upon what is legal and valid in Hopkinton, substituting language for Southborough in place of Hopkinton, and without substantially changing the intent or standards of any conditions or terms, which are acceptable to the Commonwealth of Massachusetts. The Select Board shall complete and post a draft of the bylaw for public view within 21 days of a successful vote in support of this petition, and furthermore submit a completed recall bylaw for any and all state legal scrutiny, process, and approval within 45 days from the time of the vote of this article. The Select Board is required to offer an update upon the status of the bylaw at every Select Board Meeting after 60 days from the passage of this petition, until the bylaw is legally established and included in publicly available town election materials.

Proposed by: JOSEPH PALMER, et al
Select Board Recommendation: Not Support
Advisory Committee Recommendation:
Summary: *This is a citizen petition.*

And you are to give notice hereby by posting true and attested copies of the Warrant on the Town website, the Southborough Town House, 17 Common Street, Southborough Senior Center, 9 Cordaville Road, Southborough Library, 25 Main Street, and Southborough Transfer Station, 147 Cordaville Road; fourteen (14) days at least before the time appointed for such meeting.

Given under our hand this 9th day of September 2024.

Kathryn M. Cook, Chair

Andrew R. Dennington, Vice-Chair

Sam Stivers

Alfred Hamilton

Marguerite Landry

SELECT BOARD OF THE TOWN OF SOUTHBOROUGH

RECEIVED
By Town Clerk/ksb at 11:29 am, Oct 24, 2024

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Tuesday, October 8, 2024 6:30 PM
Location: McAuliffe Hearing Room, Town House, 17 Common Street, Southborough, MA
Present: Kathryn Cook, Andrew Dennington, Sam Stivers, Marguerite Landry and Al Hamilton. Town Administrator Mark Purple. Absent: Assistant Town Administrator Vanessa Hale

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Chair Kathy Cook called the meeting to order at 6:30 PM.

II. Public Comment

Ms. Lisa Braccio, 13 Oregon Road, expressed her thanks to the residents of Southborough for their response to the recent drive for supplies for the victims of Hurricane Helene. She thanked Mr. Purple for providing use of the Senior Center to collect donations and Ted's of Fayville for providing a truck to transport the items. She also thanked the DPW, specifically, Superintendent Cundiff, Chris Leroy and Tammi Rice, for their support.

Ms. Debbie DeMuria, 58 Flagg Road, corrected her previous comment before the Conservation Commission regarding the Chestnut Hill CSA and the percentage of produced goods required for qualification as a working farm. She shared that Chapter 40A, Section 3, states that for commercial agriculture, 25% of products for sale must be grown at the farm. She stated that she believes the Trustees are required to follow the law and the law should be applied fairly throughout Town. She also noted that utilizing the farm for event space, etc. would be considered a change of use.

Mr. Jim Hegarty, Town Clerk, stated that vote by mail ballots had been received, that his office prepared 2,525 ballots and that they would be mailed out this week. He asked that anyone with questions, reach out to the Town Clerk's Office for information at 508-485-0710, ex. 3005.

Mr. Dennington acknowledged the passing of Mr. Ray Minnucci, a veteran who participated in the Annual Veteran's Day commemoration, and offered condolences to his family on behalf of the Board.

III. Reports

a. Chair's Report

i. Volunteer Recognition Breakfast

Ms. Cook reported that the Volunteer Breakfast was held yesterday at the Senior Center and approximately 30 volunteers attended the event. She thanked Assistant Town Administrator Vanessa Hale for coordinating the event.

b. Members' Reports

i. Chestnut Hill CSA

Mr. Hamilton reported that he attended a Conservation Commission meeting where the Trustees outlined their five-year management plan for the property. He stated that it is his belief that the Trustees do not have a plan to reinstate farming at Chestnut Hill farm.

ii. Update on 21 Highland Future Use Committee

Mr. Dennington reported that the first meeting of the 21 Highland Future Use Committee occurred on October 2, 2024. The Committee agreed to reach out to John Parent, Director of Facilities, to gather general information on the state of the building before moving forward. Mr. Dennington

noted that the charge for the Committee expires on December 31, 2024 and he suggested that this matter be reviewed in the November/early December timeframe. He also suggested the Committee prepare a report prior to Annual Town Meeting 2025.

c. Town Administrator's Report

i. CSX repair work on Central Street

Mr. Purple reported that the railroad crossing would be repaired and the road would be closed on October 15th and reopened on October 16th. He stated that the detour information is posted on the Town's website and information would be posted on X (formerly Twitter), as well.

Mr. Purple encouraged residents to participate in the ALS One Fundraiser, which will be held this weekend at the Southborough Golf Course. He stated a portion of every round of golf would be donated to ALS One, in memory of Brian Schifrin and John Wilson. Mr. Purple acknowledged BrianShea for his efforts to coordinate the event.

iii. Extension of MADEP Administrative Consent Order (ACO) for Breakneck Hill Dump

Mr. Purple reported that the Massachusetts Department of Environmental Protection (MADEP) issued an extension of the ACO until March of 2025. He reported that, according to Conservation Commissioner Danza, work has resumed on the clean up.

IV. Consent Agenda

a. Approve Open Session Meeting Minutes: September 4, 2024; September 17, 2024; September 30, 2024

Mr. Stivers requested to hold Consent Agenda item "a." **September 4, 2024:** Mr. Stivers had scrivener's changes to the minutes. Ms. Landry had scrivener's changes to the minutes. **September 17, 2024:** Mr. Stivers had scrivener's changes to the minutes. Mr. Dennington requested the following change: Line 121-122: end the sentence after "building." **September 30, 2024:** Mr. Stivers requested the following change: Line 17: insert "comment on" and delete "present." Ms. Cook moved to approve the September 4, 2024 minutes, as amended, the September 17, 2024 minutes, as amended and September 30, 2024 minutes, as amended. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

b. Appoint James Harding to the Tricentennial Committee (Veteran's Designation), term to expire on June 30, 2025

c. Approve restitution for removal of public shade tree at 37 Clifford Street

Ms. Cook stated that this matter would be moved to October 22, 2024. She reported that Mr. Chris LeRoy, Tree Warden designee, met with the homeowner and informed them the fine for removal would be the planting of two replacement trees. She stated the Planning Board would attend the October 22, 2024 meeting to discuss the matter.

d. Appoint Robert Walker as a Part-time Communications Officer

e. Approve 2024 State Election Warrant

Ms. Cook moved to approve Consent Agenda items "b", "d", and "e." Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

V. Other Matters *(Board may vote)*

a. Review of September 30, 2024 Special Town Meeting

All Board members agreed that the Noisy Room was a success and that the Board should provide some form of it at future meetings. They also agreed that clickers should be used at future meetings. Ms. Cook recommended that the Board avoid multi-night Special Town meetings in the future. She stated that the residents approved the Economic Development Committee (EDC) Coordinator and Police Lieutenant positions and approved of the Town joining the MetroWest Regional Emergency Communications Center (RECC). Mr. Hegarty stated that he would need to address the number of

clickers needed at future Town Meetings. He stated he takes full responsibility for the clicker malfunction that occurred at Special Town Meeting.

b. Set dates for Neary School Special Town Meeting & 2025 Annual Town Meeting

The Board discussed dates and times to hold the Neary School Special Town Meeting and 2025 Annual Town Meeting. Mr. Hamilton expressed his concern that the Neary School Building Committee has never made a presentation to the Board and Ms. Cook stated that such a presentation would occur prior to a Town vote on the matter. Mr. Stivers moved to hold the Neary School Special Town Meeting on Saturday, May 10th at 9:00 AM at Algonquin Regional High School. Mr. Dennington seconded the motion. The motion was unanimously approved (5-0-0). Mr. Stivers moved to hold the 2025 Annual Town Meeting on Monday, April 7th, at 7:00 PM at Trottier Middle School and continuing to Tuesday, April 8th, if necessary. Mr. Dennington seconded the motion. The motion was unanimously approved (5-0-0). Mr. Hegarty suggested the Board consider starting Annual Town Meeting at 6:30 PM. Mr. Stivers amended his previous motion regarding the start time for Annual Town Meeting to begin at 6:30 PM. Ms. Landry seconded the motion. The motion was unanimously approved (5-0-0). Mr. Stivers reiterated the importance of having a Noisy Room for Annual Town Meetings and Special Town Meetings.

c. Discussion of letter of support for proposed 40B project at 352 Turnpike Road

Ms. Cook stated that on Friday she toured the proposed 40B site at 352 Turnpike Road. Mr. Stivers drafted a letter of support to MassHousing for the proposed project for the Board's consideration. Ms. Cook stated that comment letters related to the project are due on October 24th. The Board reviewed the letter. Ms. Cook suggested that the words "including senior citizens" be added to the end of bullet point 2, #4, and the Board agreed. Mr. Purple agreed to confirm the developer entity name and number of units for the letter. Ms. Cook moved to approve the letter to Katherine Miller regarding 352 Turnpike Road 40B, written by Mr. Stivers and amended with Ms. Cook's language described above, and to authorize Ms. Cook to sign on behalf of the Board. Ms. Landry seconded the motion. The motion was unanimously approved (5-0-0).

d. Discussion of ARPA funding

i. Review of project allocation

Ms. Cook stated that the Board is reviewing its ARPA funding for the Trails Committee to ensure all allocated funds are either contracted/spent by December 31, 2024 or returned for reallocation to other projects. Ms. Kathryn McKee, Chair of the Southborough Trails Committee, 18 Walnut Drive, and Town Accountant Carla McAuliffe appeared before the Board on the matter. Ms. McKee outlined a history of monies spent thus far and proposals for expenditure of the remainder of the originally allocated $144,000 in ARPA funds. Ms. McKee stated that she expects the Notice of Intent (NOI) to be filed with the MADEP after October 16th, at which time engineering services for the Peninsula Project, Phase 2 (boardwalk and bridge) will commence. With regard to the Massachusetts Trails Grant match, she stated $6,600 of ARPA funds would be used for engineering services for ADA parking spaces and approximately $21,000 of ARPA funds would be used to pave the ADA parking spaces, noting both engineering and paving must be completed by December 31, 2024, in order to receive the grant match. The Board requested that Ms. McKee provide a more accurate quote for paving services and she agreed to provide that information at the Board's October 22nd meeting. Ms. McKee stated that $7,055.79 of ARPA funds would be committed for trail enhancements (signage, bench, etc.) for other trails in Town by the October 22nd Board meeting. With regard to the Peninsula Trail crosswalk, she stated that she does not yet have a Memorandum of Understanding (MOU) with Sanofi to allow use of their parking for users of the Peninsula Trail. The Board requested that Ms. McKee provide an update on the matter at the Board's October 22nd meeting so a determination can be made whether to commit the ARPA funds or return them for reallocation to other projects. Mr. Stivers asked Ms. McKee what portion of the $144,000 previously allocated ARPA funds is currently uncommitted. Ms. McKee stated that approximately $40,000 has not been committed.

ii. Reallocation of available funds

Ms. Cook stated that Facilities Director John Parent and DPW Superintendent Bill Cundiff have identified a hazardous area outside the Town House and would like to use excess ARPA funds to repair the area. She stated the cost to repair the area is approximately $110,000, which includes engineering and construction. Ms. McAuliffe informed the Board that there is an old article on the books in the amount of $47,000 to repair the hazardous area in question. DPW Superintendent Cundiff joined the discussion via ZOOM. He stated that Mr. Parent and he are recommending using the $47,000 to repair the puddling but would need additional ARPA funds to complete the project. Superintendent Cundiff also stated that VHB has prepared bid documents that will be sent out tomorrow and he expects bids to be received within one month. He stated that VHB's estimate for construction is $90,000, with the total project cost estimated to be $110,000. Superintendent Cundiff stated he expects to be under contract with a company by December 31, 2024. Mr. Stivers asked if the repair would occur on the left ramp or right ramp of the Town House. Superintendent Cundiff stated that the repair would occur on both sides of the Town House ramp and that the ramps would be ADA compliant. Ms. Cook moved to reallocate the excess money in the Senior Center category, $65,193.13, to a new category to repair the problems in the Town House parking lot, that the Board believes will cost $110,000. Mr. Hamilton seconded the motion. The motion was unanimously approved (5-0-0). Mr. Stivers stated that there are no Automated External Defibrillators (AEDs) in the pit area of the Transfer Station or the Swap Shop and he would like to use ARPA funds to install one in each area. Fire Chief Puntini joined the discussion for this matter. Chief Puntini discussed different types of AEDs. Ms. Landry suggested adding an AED at the library, if there isn't one already. The Board agreed to have Chief Puntini research AED options and the Board will allocate funds at its October 22nd meeting.

Ms. Cook stated that there would be excess ARPA funds to reallocate to DPW projects, but the Board would discuss the matter at its October 22nd meeting.

Mr. Dennington stated that at the 21 Highland Street Future Use Committee meeting, the group discussed conducting a feasibility study to ascertain the current condition of the building and potential uses. Mr. Dennington suggested and the group agreed to meet with Facilities Director Parent to learn as much information as possible prior to engaging any services for a study. The Board discussed whether this is the time to fund such a study and discussed other potential funding sources. Ms. Debbie DeMuria, 58 Flagg Road, stated that she spoke to Mr. Parent and learned it would cost $18,000 to hire an historic architect to conduct a conditions assessment report, including an architectural assessment with lift survey, structural assessment, regulatory analysis and proposed budget. Ms. DeMuria stated that she believes the building should be preserved because it is listed on both the National and State Registers of Historic Places. She stated she is requesting the Board consider using ARPA monies to fund the conditions assessment report. Mr. Dennington stated he would send an email to the 21 Highland Street Future Use Committee that summarizes the Board's discussion this evening, including Ms. DeMuria's comments, and inform them of the Board's next meeting and discussion of ARPA funds. Mr. Hamilton requested that, if the Board is to consider this matter, Mr. Parent appear before the Board and the Board agreed.

e. Discussion of applying to MetroWest RECC for admission

The Board discussed the next steps including applying for admission to the MetroWest RECC and beginning discussions of an InterMunicipal Agreement (IMA). Mr. Dennington moved to approve the Letter of Application to the MetroWest RECC. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

f. Continued discussion of Select Board FY25 goals

Mr. Dennington suggested that the Board work on the following goals between now and the beginning of the budget cycle: 1) State of the Town Report with Master Plan Implementation Committee (MPIC); 2) Processing Recommendations from the Department of Revenue (DOR)

Financial Report; and 3) Repairs to the Old Burial Ground prior to the Town's Tricentennial. Mr. Dennington and Mr. Stivers agreed to move forward with item #1. Ms. Landry agreed to move forward with #3, with assistance from Mr. Stivers. Ms. Cook and Mr. Hamilton agreed to move forward with #2 and also work with the Advisory Committee. Ms. Cook reported that she had a productive meeting with Mr. Tony Kwan and learned that Mr. Kwan wants to assist the Town in developing the Newton Street property. They also discussed the project on Overlook Drive. She stated she would reach out to the Newton Street property owner in the near future. She also reported that the Hopkinton Water Project is beginning to move forward again but stated that the Town will not move forward until an IMA is in place. Ms. Landry reported that reporting for DPW issues and bylaw compliance issues seems to be moving in the right direction with attention from Building Commissioner Lund and Kelly O'Brien in the Building Department office. She stated the Building Department and the Planning Department are working on language updates to zoning bylaws. Ms. Landry stated that, after consideration, DPW Superintendent Cundiff has decided against using the previously proposed SeeClickFix Software as the system currently in place is working well.

g. Review of Public Safety Staffing study

Police Chief Ryan Newell and Fire Chief Puntini appeared before the Board on the matter. Chief Newell stated he thought the report was comprehensive, thorough and identified critical issues facing the department. He stated that he is very concerned about retention, pay disparities and the lack of specialty assignments. Chief Newell stated it costs $56,000 to hire a new officer and that the Town is losing money after trained officers leave for other communities that pay more. He stated he is concerned that, due to staffing issues, the department is becoming a reactive department rather than a proactive one. Ms. Cook asked Chief Newell to put together a three-year phased plan of department needs. Chief Newell stated the need is more immediate than a phased in approach over three years. Mr. Dennington recommended that any plan be coordinated with the Advisory Committee sooner rather than later. Mr. Hamilton stated that the issue of retention must be addressed before additional officers are hired and any increase in the police budget must be balanced with other needs in Town. Ms. Landry suggested asking the residents what they would like to spend their tax dollars on, specifically if they would support an increase in the police budget. Chief Puntini echoed Chief Newell's thoughts on the comprehensive nature of the report. Chief Puntini stated that, although the Fire Department is not facing a retention problem, it is facing a recruitment problem. He stated that the report recommended that the Fire Department analyze its current staffing model and create an Assistant or Deputy Fire Chief position. He stated that long-term goals include a day Training officer and a day EMS officer. He also stated that he intends to apply for a FEMA grant that would pay for up to 100% of new firefighters for three years. Ms. Cook asked both Chief Newell and Chief Puntini to create a phased approach to the recommendations in the report for the Board to use during the upcoming budget season. Ms. Cook stated that the Board would outline a plan to address the recommendations in the report.

VI. Public Comment

None

VIII. Executive Session

Mr. Stivers moved to enter into Executive Session at 9:30 PM, per M.G.L. Chapter 30A, Section 21, and not return to Open Session, for the purpose of (1) discussing strategy as it relates to a successor agreement with the Police Union (Exemption 3), as the Chair declares that an open meeting may have a detrimental effect on the bargaining position of the public body. Mr. Dennington seconded the motion. The motion was approved by roll call vote: Mr. Hamilton, aye; Ms. Landry, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Cook, aye (5-0-0).

Upcoming Meetings	
October 22, 2024 (Special Town Meeting)	*November 4, 2024*

Respectfully submitted,

Bridgid Rubin, Recording Secretary

List of Documents referred to at the October 8, 2024 SB Meeting:

- Open Session Meeting Minutes, dated September 4, 2024
- Open Session Meeting Minutes, dated September 17, 2024
- Open Session Meeting Minutes, dated September 30, 2024
- Board and Committee Volunteer Form for James Harding
- Email Communication from Ling Yang, dated September 30, 2024, RE: Removal of Shade Tree at 37 Clifford Road
- Memorandum from Police Chief Ryan Newell, dated October 2, 2024, RE: Appointment of Part-time Communications Officer Robert Walker
- Resume of Robert Walker
- List of Town of Southborough's Use of ARPA Funds, Project Status as of 10/4/2024
- Letter from Kathryn Cook, dated October 9, 2024, RE: Acceptance of Southborough into Metro West RECC
- Town of Southborough Public Safety Staffing Analysis, dated August 2024
- Warrant for 2024 State Election from William F. Galvin, Secretary of the Commonwealth
- September 30, 2024 Special Town Meeting Record
- Draft Letter from the Select Board, RE: Proposed 40B Development, 352 Turnpike Road, Southborough, MA
- Continued Board Goals from FY2024

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Tuesday, September 4, 2024 6:00 PM
Location: McAuliffe Hearing Room, Town House, 17 Common Street, Southborough, MA
Present: Kathryn Cook, Andrew Dennington, Sam Stivers Marguerite Landry and Al Hamilton. Town Administrator Mark Purple and Assistant Town Administrator Vanessa Hale.

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Chair Kathy Cook called the meeting to order at 6:00 PM.

II. Executive Session

Ms. Cookmoved to enter the Board into Executive Session per M.G.L. Chapter 30A, Section 21, at 6:00 PM for the purposes of (1) discussing strategy as it relates to a successor agreement with the Police Union (Exemption 3), as the Chair declares that an open meeting may have a detrimental effect on the bargaining position of the public body, and (2) to review and approve Executive Session minutes from the August 6, 2024 (Exemption 7). Mr. Stivers seconded the motion. The motion was unanimously approved by roll call vote: Mr. Hamilton, aye; Ms. Landry, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Cook, aye (5-0-0).

The Board returned to Open Session at 7:18 PM. Ms. Cook moved to Other Matters "d" at this time.

III. Public Comment

Ms. Cook heard Public Comment after Other Matters "b." There was no public comment.

IV. Reports

a. Chair's Report

There was no Chair's Report.

b. Members' Reports

Mr. Dennington reported that, on behalf of the Board, he submitted the application to the Community Preservation Commission (CPC) requesting Community Preservation Act (CPA) funds for the Town Common rail replacement project. Mr. Hamilton stated he submitted an application for the transfer of CPA Affordable Housing funds to the Affordable Housing Trust Fund (AHTF).

Mr. Hamilton reported that he and Mr. Stivers would meet with the Westborough Regional Emergency Communication Center (RECC) next Monday to discuss regionalization.

c. Town Administrator's Report

Mr. Purple reported that Chief Newell issued a personnel order congratulating Officer Theo Davis on completing the department's 12-week field training program and added he will begin regular shifts.

V. Consent Agenda

a. Approve Open Session Meeting Minutes: August 6, 2024

Mr. Stivers requested to hold Consent Agenda item "a." Mr. Stivers requested the following changes: Line 247: impervious to pervious. Ms. Landry requested scrivener's changes to the minutes. Ms. Cook requested scrivener's changes to the minutes and the following: Line 149: insert "costs" after

latest; Line 148: delete after "at" and insert "a Special Town Meeting expected to be held in April 2025; Line 156: delete "sent" and insert "made"; Line 233: delete after "funding" and insert "CPA eligible projects." Mr. Stivers moved to approve the August 6, 2024 minutes, as edited. Mr. Hamilton seconded the motion. The motion was unanimously approved (5-0-0).

b. Approve Eversource request to use DPW as staging area

Mr. Michael Conkemd appeared before the Board, via ZOOM, on the matter. DPW Superintendent Bill Cundiff also appeared before the Board, via ZOOM. Superintendent Cundiff stated that Eversource is requesting to have its contractor, New England Utilities Contractors (Neuco), use the DPW as a staging area to repair the gas line along Route 9 between Cordaville Road and Parkerville Road over the next two months. He stated the work would occur overnight and the staging area would occur past the transfer station. Mr. Conkemd stated that hours of operation would be from 8 PM- 5 AM and work would occur at the DPW between 9 PM and midnight. Mr. Conkemd also stated that that he would reach out to residents on Middle Road to inform them of the work and address any noise and light concerns/complaints. Superintendent Cundiff stated that the DPW would get an additional storage as part of the Eversource request. Mr. Dennington asked about concerns regarding the open door at the transfer station between 9 PM and midnight. Superintendent Cundiff stated that Neuco would maintain a presence at the transfer station and that there are cameras on site as well. Mr. Stivers moved to approve the Property Use Agreement between the Town and Neuco, pending approval by Town Counsel. Mr. Dennington seconded the motion. The motion was unanimously approved (5-0-0).

c. Close warrant for September 30, 2024 Special Town Meeting

The Board agreed to close the warrant at its September 9th meeting following the Planning Board meeting on Article #8 and the Board's subsequent meeting on Articles #10 and #11.

VI. Other Matters *(Board may vote)*

a. Review ARPA funding and requests

Ms. Cook stated that the Board would need to reallocate $223,000 dollars of ARPA funds that need to be committed by December 31, 2024, and reviewed a potential list of items to fund. The Board discussed the list. Ms. Cook moved that the Board transfer $223,463.62 out of the following projects: ARPA Consultant-$29,760; Northboro Rd./Johnson Rd. Culvert-$5,518.50; Town Meeting Clickers-$755; Town Hall Furniture-$5,000; Trottier Rooftop HVAC-$30,004.71; Finn Mold Remediation-$28,159.19; Town Survey for Seniors-$35,000; Mental Health Clinician-$36,650; and National Grid-$52,616.22 and into the General Tax Relief Category. Mr. Hamilton seconded the motion. The Board agreed to leave $35,000 allocated to the Senior Survey. Ms. Cook amended her motion to transfer $188,463.62 out of the projects listed above, excluding $35,000 for the Senior Center Survey, and transfer into the General Tax Relief Category. Mr. Hamilton seconded the motion. The motion was unanimously approved (5-0-0). Mr. Hamilton moved to transfer the following out of the General Tax Relief Category: $75,000 for the Fire Notification System and $125,000 for the Transfer Station Trailer. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Mr. Hamilton moved to confirm that the Board allocated ARPA funds for the following: $85,000 for the Town Website Improvements and $20,000 for the McAuliffe Hearing Room. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

b. Continued review of warrant articles for September 30, 2024 Special Town Meeting

Police Chief Ryan Newell appeared before the Board to discuss implementation of the Public Safety Staffing Study (PSSS) recommendations. Ms. Cook asked the Board if they wanted to implement any recommendations from the PSSS in the FY25 Police budget. The Board discussed the lieutenant position. The Board agreed they are supportive of adding the lieutenant position to the budget in January 2025. Ms. Cook stated that Mr. Purple had provided the Board with the financial impact of adding the lieutenant position. Ms. Cook moved that the Board support adding a second lieutenant

to the Police Department as of January 1, 2025, at Special Town Meeting on September 30, 2024. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Mr. Purple stated the lieutenant position would be Article #16 in the warrant for Special Town Meeting. Ms. Cook stated the Board would review other recommendations from the PSSS after Special Town Meeting. The Board agreed to discuss the following articles: Article #5 – Minutes; Article #10-Establishing the Board of Trustees of the Affordable Housing Trust Fund (AHTF); Article #11- Dissolving Southborough Housing Opportunity Partnership Committee (SHOPC); Article #17 – Time of Annual Town Meeting; and #19 – Citizen's Petition-Recall. Mr. Purple reviewed the timeline for inclusion in the Special Town Meeting warrant and stated that his goal is to send the document to the printer on September 10th. Mr. Hamilton stated he had spoken with Town Clerk Hegarty and is comfortable with the Article #5. Mr. Hamilton moved that the Board support Article #5, as printed in the Draft Warrant dated August 30, 2024. Ms. Landry seconded the motion. The motion was unanimously approved (5-0-0). Mr. Dennington stated that the Working Group would meet on Friday, September 6th, to finalize Articles #10 and #11. The Board discussed qualifications for members on the newly formed committee in Article #10. The Board agreed to vote on Articles #10 and #11 on Monday, September 9th, at a meeting immediately following the Board's appearance and vote on Article #8 at the Planning Board meeting. The Board discussed the language in Article #17. The Board agreed to change the language to "Annual Town Meeting will occur no later than the last Saturday in April at a date and time to be determined by the Select Board." Mr. Purple agreed to ask Town Counsel for an opinion regarding suspension of Town Meeting by 11:00 PM. Mr. Hamilton moved that the Board support Article #17, as amended this evening by Mr. Dennington's printed revisions. Ms. Landry seconded the motion. The motion was unanimously approved (5-0-0). The Board discussed Article #19. Mr. Dennington moved that the Board support at Special Town Meeting Article #19. Mr. Stivers seconded the motion. The motion unanimously failed (0-5-0). The Board discussed the ordering of articles for the warrant. Mr. Hamilton moved to reorder Article #18 after Article #7 and before Article #8. Ms. Landry seconded the motion. Mr. Dennington amended the motion to reorder Article #18 as the new Article #10 after Article #8-MBTA Communities and Article #9-RECC. Ms. Landry seconded the motion. The motion was unanimously approved (5-0-0).

c. Select Board Office Hours: schedule for remainder of 2024

The Board agreed to the following schedule for office hours on the following dates: September 10th: Mr. Stivers and Mr. Hamilton; October 15: Ms. Landry and Mr. Stivers; November 12th: Ms. Cook and Mr. Dennington; and December 10th: Ms. Landry and Mr. Hamilton.

The Board recessed at 8:29 PM and resumed meeting at 8:34 PM. The Board moved to Other Matters "b" at this time.

d. Review proposed Health Agent IMA with Northborough

Ms. Chelsea Malinowski, Board of Health (BOH) Chair, and Taylor West, RN and Health Director, appeared before the Board on the matter. Ms. Cook stated that Ms. Malinowski and Ms. West were appearing before the Board to discuss the proposed InterMunicipal Agreement (IMA) with Northborough to share a Health Agent. Ms. Malinowski stated that the BOH engaged the Collins Center to conduct a staffing study to determine if the BOH was utilizing its Public Health Excellence Grant (PHEG) effectively. She stated that Northborough, Southborough and Boylston participated in the study that focused on shared resources with future consideration of regionalization, adding that the BOH is not recommending a regional approach at this time. Ms. Malinowski stated that the BOH has recently restructured and Ms. West will now be responsible for the Health Director position, nursing position and supervising inspections. She stated that Dennis Costello would perform food and septic inspections. Ms. Malinowski stated the BOH is proposing the Town adopt Option 2 from the Collins Study, which would add a shared Health Agent position between Southborough and

Northborough. She explained that although the FY25 BOH budget would increase, the increase would be offset by local receipts and result in no net increase or a minimal increase. Mr. Hamilton requested that, in shared arrangements with other communities, all costs are captured to determine the actual cost of shared services. The Board discussed edits to the IMA and requested that the IMA have an exhibit detailing all costs. Ms. Malinowski stated an exhibit detailing costs would be included. Mr. Dennington suggested that the IMA include language that equally splits the costs of any judgment not covered by insurance between Northborough and Southborough and Ms. Malinowski edited the IMA to include that language. The Board requested Ms. Malinowski speak with Mr. Brian Ballantine regarding how to address the pension for the shared employee. The Board agreed to approve the revised IMA at its September 17th meeting.

VII. Public Comment

There was no public comment.

VIII. Adjournment

Mr. Hamilton moved to adjourn the meeting at 9:10 PM. Ms. Landry seconded the motion. The motion was unanimously approved (5-0-0).

Upcoming Meetings	
September 9, 2024	*September 11, 2024*

Respectfully submitted,

Bridgid Rubin, Recording Secretary

List of Documents referred to at the September 4, 2024 SB Meeting:

- Email from Jen Hansen, dated August 22, 2024, RE: 21 Highland Street Future Use Committee
- Open Session Meeting Minutes, dated August 6, 2024
- Letter of Request from Dan Wisz, dated August 26, 2024, RE: New England Utility Contractors (NEUCO), with attachment
- Draft Town Meeting Warrant, dated August 30, 2024
- Memorandum from Melanie Otsuka, dated August 30, 2024, RE: Proposed Select Board Office Hour Dates
- Proposed Intermunicipal Services Agreement between Southborough and Northborough
- Memorandum from Mark Purple, dated September 3, 2024, RE: Police Lieutenant Position
- Letter from Southborough Board of Health, dated September 3, 2024, RE: Health Agent IMA
- Collins Center Report on Public Health Shared Services/Regionalization Assessment, dated June 2024
- Draft Article #17 language proposed by Andrew Dennington

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Tuesday, September 17, 2024 6:30 PM
Location: McAuliffe Hearing Room, Town House, 17 Common Street, Southborough, MA
Present: Kathryn Cook, Andrew Dennington, Sam Stivers Marguerite Landry and Al Hamilton. Town Administrator Mark Purple and Assistant Town Administrator Vanessa Hale.

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Chair Kathy Cook called the meeting to order at 6:35 PM.

II. Public Comment

There was no public comment.

III. Scheduled Appointments *(Board may vote)*

a. Chris Lund, Building Commissioner – Update on Building Department

Mr. Chris Lund, the Town's Building Commissioner, appeared before the Board on the matter and provided an update on the first quarter of FY25. Highlights included: 1) greater access capability with Open Gov. permitting system using iPads; 2) utilization of a new system for online permitting called Zoning Interpretation Request (ZIR), which allows for greater efficiencies for the Building Commissioner and Town Planner when responding to requests; 3) a commitment to decreasing response times for residents; 4) greater collaboration with the Town Planner and Economic Development Committee (EDC); and 5) digitizing records, noting that a retiree is assisting the Building Department with this project. Commissioner Lund stated that other projects include a review and updating of bylaws and addressing the impact to the Building Dept. of the numerous upcoming 40B projects. The Board reiterated their goal of increasing the housing stock and attracting more businesses to Southborough. The Board suggested Commissioner Lund focus on zoning bylaws, especially those that create flexibility for multiple uses on commercial sites. Ms. Landry offered to meet with Commissioner Lund to review an approach for updating bylaws. Ms. Cook asked if the Building Department was caught up from its recent backlog of inspections/permits, etc., and Commissioner Lund replied that it was. Meme Luttrell, Chair of the Planning Board, stated that the Planning Board is committed to working on zoning changes, especially uses, and offered to meet with Commissioner Lund and Ms. Landry to move the process forward. Ms. Cook suggested a future joint meeting of the Board, the Planning Board and Commissioner Lund to discuss potential zoning changes.

b. Update from Council on Aging

Ms. Pam LeFrancois, Director of the Senior Center, and Mr. Douglas Peck, Chair of the Council on Aging, appeared before the Board on the matter. Ms. LeFrancois shared that the senior population is growing and discussed a variety of programming the Center provides including the following: monthly clinics and programs at Colonial Gardens, tax work-off program, SHINE program, durable medical equipment sharing, one-on-one technical support for devices, legal services, housing assistance and fuel assistance. She shared that many of the programs are volunteer-led including the Trailblazers and the Handyman program. She also shared the success of the Dull Men's Club and the Book Club and described collaborations with the Police, Fire and Recreation Departments and

Southborough Youth and Family Services. Ms. LeFrancois stated that the Senior Center was awarded a Cummings Foundation grant that will allow it to hire an intergenerational program coordinator. She also described the Caregiver grant program, now in its 8th year, with funds from The Southborough Community Fund, which provides outreach to those experiencing a round-the-clock care situation. Ms. LaFrancois stated the Center will begin congregate meals with the Monday Blue Plate Special and is investigating ways to provide more fitness options. She stated that while the public largely sees the programming side of the Senior Center, nursing and outreach care are major components, as well. The Board and Ms. LeFrancois discussed the impacts of the increasing number of seniors in Southborough, noting that by 2030, seniors are expected to comprise 30% of population. Mr. Dennington asked if the Cummings grant was a one-year opportunity. Ms. LaFrancois stated that there may be opportunities for funding in future years. Mr. Stivers asked about the most pressing needs. Ms. LaFrancois stated that funding is the major concern, noting that costs continue to rise to maintain the current level of programming and there is a need to expand programming in the evenings. Mr. Peck stated the Council on Aging is focused on recruitment, as 2/3 of the Senior Center staff will be leaving in the next year. He stated he expects there will be a need to increase the number of nursing hours as the senior population rises. Mr. Peck stated that providing seniors with a place to connect is a priority and hiring staff to extend the hours would be required. He also stated that, at some point, the Senior Center might need to consider hiring a social worker to deal the with complexities facing the senior population. Ms. Landry asked Ms. LaFrancois to participate in succession planning to ensure a smooth transition. Ms. Cook stated that anyone who wishes to contribute funds assisting seniors in Southborough could contribute to the Friends of the Council on Aging. Ms. Cook asked Mr. Peck about the ARPA funds allocated for a senior survey. Mr. Peck confirmed that, at this time, the Council on Aging is not seeking ARPA funds for the senior survey but they will consider the survey in the future.

IV. Reports

a. Chair's Report

i. Neary School project update

Ms. Cook reported that the project is in the schematic design phase and she expects that phase to be completed in March/April. She also reported that the Massachusetts School Building Authority (MSBA) reimbursement cost has increased, resulting in a reduction in the bond amount required to complete the project to $81.8 million dollars.

b. Members' Reports

i. RECC Update

Mr. Hamilton reported that he and Mr. Stivers met with the Select Board Chair in Westborough and had a productive meeting. He also reported that he, Mr. Stivers, Mr. Purple, Chief Newell and Chief Puntini met with the Westborough RECC, which included the police/fire chiefs and town administrators for Westborough and Grafton. He also stated he recently appeared on Southborough Access Media (SAM) to discuss regionalization and the Westborough RECC. He will also be speaking with the Dull Men's Club on Friday.

c. Town Administrator's Report

Mr. Purple stated that all presentations for Special Town Meeting are due to the Town Clerk by this Friday, September 20th, at noon.

i. Volunteer breakfast

Mr. Purple reported that the Volunteer Breakfast would be held on Monday, October 7th, from 7:30-9:30 AM at the Senior Center. He also reported that the dedication of the new room at the Senior Center would be held on Tuesday, September 18th, at 8:30 AM.

Mr. Purple reported that the ALS Golf Fundraiser, in honor of Brian Shifrin and John Wilson, would be held on October 12th – 14th. He stated that the golf management company would donate $10 from every round of golf played to ALS One.

V. Consent Agenda

a. Approve Open Session Meeting Minutes: August 27, 2024; September 9, 2024; September 9, 2024 (Joint with Planning Board); September 11, 2024 (Joint with School Committee)

Mr. Stivers requested to hold Consent Agenda item "a." **September 9, 2024 (Joint with Planning Board):** Mr. Stivers requested the following change: Line 15: replace the last sentence with "They opened with discussion with both groups." **September 11, 2024 (Joint with School Committee):** Mr. Dennington requested the following change to lines 16-17: He requested that the second sentence (in lines 16-17) be deleted. **September 9, 2024:** Mr. Dennington requested that Ms. Cook's name in Lines 15 and 20 be replaced with Mr. Dennington's. Mr. Dennington moved to approve the Open Session Meeting Minutes of August 27, 2024, as written, September 9, 2024, as amended, September 9, 2024 (Joint with Planning Board), as amended and September 11, 2024 (Joint with School Committee), as amended. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

b. Approve contracts for Facilities project; Town House painting, Town House landscaping
c. Accept $100 donation to the Ambulance Fund
d. Approve Intermunicipal Agreement with Northborough for Health Agent position
e. Appoint Bessie Trinidad as Full-time Communications Officer
f. Approve Executive Session Meeting Minutes: September 4, 2024

Ms. Cook moved to approve Consent Agenda items "b", "c", "d", "e" and "f." Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

Ms. Cook moved to Other Matters "d" at this time.

VI. Other Matters *(Board may vote)*

a. Appoint Kristin LaVault as Rec. Commission representative to the 21 Highland Future Use Committee; term to expire 6/30/2025

Mr. Dennington provided an update of recent efforts to address the future of the building and an overview of the committee's work thus far. The Board discussed the impact of closing Finn School, as part of the Neary School Building project, and SYFS's potential move to the Flagg School relative to the 21 Highland Street building. Ms. Phaneuf stated that in her tenure as a Select Board member, she appointed people who did not agree with her and believes that varying opinions make for a good committee. She urged the Board to appoint Ms. LaVault. Ms. Kristin LaVault appeared, via ZOOM, on the matter. Ms. LaVault thanked Ms. Phaneuf for her support and stated she did not decline the invitation from the Board to appear this evening. She stated she has always been open and remains open to considering all options for 21 Highland Street. Mr. Dennington moved to appoint Kristin LaVault as the Recreation Commission representative to the 21 Highland Future Use Committee, term to expire 12/31/24. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

b. Discussion and potential revisions to charge for 21 Highland Future Use Committee

The Board did not discuss Other Matters "b."

Ms. Cook moved to Other Matters "e" at this time.

c. ARPA: revote COA survey funds

See Scheduled Appointments "b."

d. Future Town use of Flagg School

Ms. Sarah Cassell, Director of Southborough Youth and Family Services (SYFS) appeared before the Board on the matter. Ms. Cassell stated that SYFS is nearing the end of their 5-year strategic plan and

they would like to develop a new data-driven 5-year plan. She stated SYFS is proposing to contract with Trendline to conduct a community needs assessment that will produce a thorough report focused on gaps in services and an interactive database for use by SYFS. The Board discussed the proposal. Mr. Stivers moved to reallocate $20,000 in ARPA monies to fund the SYFS survey, with the expectation that it will be contracted no later than December 31, 2024 and completed no later than December 31, 2025. Mr. Hamilton seconded the motion. The motion was unanimously approved (5-0-0). Ms. Cook moved to reallocate $35,000 in ARPA funds for the Council on Aging survey to the General Tax Relief category and allocate $20,000 from the General Tax Relief category to the SYFS Trendline survey. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Ms. Cook stated the Board would discuss the future use of the Flagg School, as it will become vacant in the near future. Ms. Cassell stated that she would like to Board to consider moving SYFS to the Flagg School when it becomes vacant. She stated she toured the space with Facilities Director John Parent and she believes the Flagg School is centrally located, yet offers privacy and the additional office space needed. Ms. Cook informed the Board that others Town Departments would also like consideration of moving to Flagg School and that this agenda item is for discussion purposes only. The Board discussed the potential for SYFS to relocate to the Flagg School. Ms. Bonnie Phaneuf, 179 Middle Road, stated she is in favor of moving SYFS to Flagg School and suggested that the Board bring the building into ADA compliance using ARPA funds.

Ms. Cook moved to Other Matters "a" at this time.

e. Review of Select Board FY25 goals

The Board discussed the status of its goals list, thus far. Mr. Dennington suggested that Mr. Purple divide the Department of Revenue (DOR) financial study into areas for the Board to review and consider for implementation. The Board discussed a "State of the Town" presentation that describes important issues for the Town to consider in a 5-10 year timeframe (e.g. roads, infrastructure, staffing, etc.). Mr. Hamilton suggested Annual Town Meeting or other potential venues (e.g. a Board meeting or Southborough Access Media (SAM)) for delivering the presentation. Mr. Hamilton and Mr. Stivers expressed the need for the Board to communicate with residents about long-term issues facing the town and obtain critical feedback. Mr. Stivers stated that it is important to communicate the status of the Master Plan Implementation Committee (MPIC)'s work on achieving its goals, as well. The Board discussed how best to engage the residents to communicate the information described above. The Board agreed to address this goal after Special Town Meeting. Ms. Cook stated that she has made progress on the parking lot at Fayville Hall goal. She stated that there would be 16 unmarked spaces for the Town to use during specified hours. Mr. Dennington stated that the Board remains committed to filling the vacancies on the EDC. Mr. Hamilton stated he is not hopeful about the restoration of agriculture at Chestnut Hill Farm. With regard to the Old Burial Ground, Mr. Stivers stated he is working with DPW Superintendent Cundiff to submit an estimate to the Board of Commissioners of Trust Funds for potential funding. The Board agreed that Ms. Landry would work with Superintendent Cundiff to develop an estimate for the removal of dead trees in the Old Burial Ground and that the Board would discuss the matter at its October 8th meeting. Ms. Landry stated that the bylaw compliance goal has been met. The Board agreed to discuss the Public Safety Staffing Study and include any suggestions for implementation into the budget cycle for FY26. The Board also agreed to distribute 5 goals among the members, to be completed by the end of 2024, at its October 8th meeting.

VII. Public Comment

Ms. Phaneuf asked the Board to investigate cemetery space needs. Mr. Hamilton stated that he looked into the matter and believes this will be an issue in approximately 5 years. Ms. Cook stated that the Board would look into the matter.

Mr. Grant Farrington, 58 Flagg Road, appeared via ZOOM and stated that the YouTube links in the minutes section of the website have not been updated. Ms. Cook stated that the IT Department would address the matter.

VIII. Adjournment

Ms. Cook moved to adjourn the meeting at 8:57 PM. Mr. Dennington seconded the motion. The motion was unanimously approved (5-0-0).

Upcoming Meetings	
September 30, 2024 (Special Town Meeting)	*October 8, 2024*

Respectfully submitted,

Bridgid Rubin, Recording Secretary

List of Documents referred to at the September 17, 2024 SB Meeting:

- Draft Open Session Meeting Minutes for August 27, 2024; September 9, 2024 (Joint Meeting with the Planning Board); September 9, 2024; September 11, 2024 (Joint with the School Committee)
- Letter from John Parent, dated September 10, 2024, RE: Recommendations from Raymond T. Guertin, Architect, with attachments
- Letter from John Parent, dated September 10, 2024, RE: Town House landscaping services, with attachment
- Letter from Fire Chief Andrew Puntini, dated September 12, 2024, RE: Ambulance Fund Donation
- Draft Intermunicipal Services Agreement, Health Department Health Agent between Northborough and Southborough, with attachments
- Memorandum from Jen Hansen, dated August 22, 2024; RE: Kristin LaVault
- Charge for the 21 Highland Future Use Committee
- FY25 Board Goals
- Open Session Meeting Minutes for June 10, 2024 Goal Setting Meeting
- Southborough Youth and Family Services Trendline Proposal

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Monday, September 30, 2024 6:00 PM
Location: Room 124, Trottier Middle School, 49 Parkerville Road, Southborough, MA
Present: Kathryn Cook, Andrew Dennington, Sam Stivers Marguerite Landry and Al Hamilton. Town Administrator Mark Purple and Assistant Town Administrator Vanessa Hale.

I. Call Meeting to Order

Chair Kathy Cook called the meeting to order at 6:00 PM.

II. Other Matters

Special Town Meeting preparation

The Select Board reviewed the articles and confirmed who would speak to each. The Board reviewed the Moderator's consent list which included articles 1, 3-7 and 13. They discussed Article 8 (MBTA Communities Act) and potential amendments to anticipate. The Board discussed Article 9 (Select Board recommendation for Public Safety Dispatch Services) and agreed Mr. Hamilton would present.

The Board agreed that Mr. Dennington and Mr. Stivers would present Article 10 (Citizen Petition-Appointments to CPC from boards and committees), Mr. Dennington would present Article 14 (Appropriation for Economic Development Coordinator position) and Ms. Landry would present Article 15 (Appropriation for Breakneck Hill Farm Dump Remediation), understanding that it is a borrowing article which requires a two-thirds vote for approval.

III. Adjournment

Ms. Cook moved to adjourn the meeting at 6:45 PM. Mr. Dennington seconded the motion. The motion was unanimously approved (5-0-0).

Upcoming Meetings	
October 8, 2024	*October 22, 2024*

Respectfully submitted,

Katie Barry, Business Administrator

List of Documents referred to at the September 30, 2024 SB Meeting:

- Final Warrant of the 2024 Special Town Meeting

Katie Barry

From: noreply@civicplus.com
Sent: Monday, September 9, 2024 5:27 PM
To: SelectmenOffice
Subject: Online Form Submittal: Board and Committee Volunteer Form

[EXTERNAL]

Board and Committee Volunteer Form

First Name	James
Last Name	Harding
Address	1 Leonard Drive
City	Southborough
State	Massachusetts
Zip Code	01772
Phone Number	[redacted]
Email Address	[redacted]
To view a list of the Board and Committee and current membership as well as vacancies	Click here
Name of Board(s) or Committee(s) you would like to volunteer for?	300year Celebration
Have you previously served on a Board or Committee for the Town of Southborough?	*Field not completed.*
Current Occupation / Current Employer	Retired

Please tell us how much volunteer time you have available and any education, experience or special skills that may be relevant to the Committee(s) you are interested in.	Li have lived in Southborough all my life.
Upload resume preferred but not required	*Field not completed.*

Email not displaying correctly? View it in your browser.

Katie Barry

Subject: FW: Removal of Shade Tree at 37 Clifford Street

From: ling yang <yltiffany0918@gmail.com>
Sent: Monday, September 30, 2024 9:38 PM
To: Select Board <selectboard@southboroughma.com>
Cc: Chris Leroy <cleroy@southboroughma.com>; Mark Purple <mpurple@southboroughma.com>; William Cundiff <wcundiff@southboroughma.com>
Subject: Removal of Shade Tree at 37 Clifford Street

[EXTERNAL]

Dear esteem board,

This is Ling Yang, owner of the house on 37 Clifford Street. We had accidentally removed tree on 37 Clifford St. without prior knowledge that the tree was in the town right of way. We did not realize it was a public shade and I would like to offer the following in lieu of paying a fine:

furnish (2) 1.5"-2" caliper Kwanzan Cherry trees to the DPW for planting at a location selected by the Tree Warden Designee.

Thank you for your time in advance and I look forward to your approval.

Sincerely,
Ling Yang

Southborough Police Department
32 Cordaville Road
Southborough, Massachusetts 01772
508-485-2121 Fax 508-485-4634

Ryan M. Newell
Chief of Police

Sean P. McCarthy
Lieutenant

To: Honorable Select Board

From: Chief Ryan M. Newell

Subject: Appointment of Part-time Communications Officer Robert Walker

Date: October 2, 2024

Dear Select Board Members:

Please consider my request to appoint Mr. Robert Walker to the position of Part-time Communications Officer with the Town of Southborough, effective **October 8, 2024**.
Mr. Walker is a resident of Marlborough, MA, and is currently working as a Senior Public Safety Dispatcher for the Town of Marlborough. He is fully certified in all current communications officer training and requirements, and would be able to start immediately upon his appointment (after a small amount of internal training).

The recommended pay rate would be $26.53 per hour, per Schedule A, Grade 4 of the Salary Administration Plan.

Please feel free to contact me with any questions or concerns you may have.

Thank you.

Respectfully,

Ryan M. Newell
Chief of Police
Southborough Police Department
32 Cordaville Road
Southborough, MA. 01772
Tel: (508) 485-2121 FAX: (508) 480-0161

Robert Walker

[redacted] * [redacted] * [redacted] * [redacted]

EDUCATION: **Assabet Valley Regional Technical High School – Marlborough, MA**

- Class of 2015 - Health Technologies
- Certified Nursing Assistant Certification
- Principal's Leadership team

CERTIFICATIONS:

- Next Gen 911
- APCO PST1
- APCO CTO
- Multiple FEMA certifications
- Massachusetts CJIS certification
- Powerphone EMD certification
- American Red Cross CPR – Basic Life Support
- FBI Swatting and Hoax call recognition training

SKILLS:

- Ability to make sound decisions using all available information.
- Recognize threatening and unusual situations over the phone.
- Speak clearly and concisely over telephone and radios.
- Ability to remain calm during stressful situations.
- Training and mentoring skills.

PROFESSIONAL EXPERIENCE: **Senior Public Safety Dispatcher** - Marlborough, MA August 2016- Present

- Determine the nature and location of the emergency, determine priorities, and dispatch police, fire, EMS or other emergency units as necessary and in accordance with established procedures.
- Monitor emergency police, fire and medical alarms, as well as answer non- emergency calls for assistance.
- Enter, update and retrieve information from a variety of computer systems.
- Monitor several complex public safety radio frequencies.
- Give callers pre-arrival instructions while units are responding, including CPR.
- Trains all new dispatchers.
- Schedules employees in the communications center and fills open shifts with Per-diem employees and overtime calendar.
- Assists Administrative Services Division Commander in overseeing the day-to-day operation of the Communications center.
- Assisted in the implementation of a new CAD system for the Fire Department

COMMONWEALTH OF MASSACHUSETTS
WILLIAM FRANCIS GALVIN
SECRETARY OF THE COMMONWEALTH

WARRANT FOR 2024 STATE ELECTION

Worcester, SS.

To the Constables of the Town of **SOUTHBOROUGH**

GREETINGS:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of Southborough who are qualified to vote in Elections to vote at:

The Trottier Middle School Gymnasium, 49 Parkerville Road, Southborough, MA.

on **TUESDAY, THE FIFTH DAY OF NOVEMBER 2024,** from **6:30 A.M. to 8:00 P.M.** for the following

To cast their votes in the State Election for the candidates for the following offices:

ELECTORS OF PRESIDENT AND VICE PRESIDENT .....FOR THESE UNITED STATES
SENATOR IN CONGRESS ..... FOR THIS COMMONWEALTH
REPRESENTATIVE IN CONGRESS ..... SECOND DISTRICT
COUNCILLOR.....THIRD DISTRICT
SENATOR IN GENERAL COURT..... MIDDLESEX & WORCESTER DISTRICT
REPRESENTATIVE IN GENERAL COURT.....NINETEENTH WORCESTER DISTRICT
CLERK OF COURTS..... WORCESTER COUNTY
REGISTER OF DEEDS..... WORCESTER DISTRICT

QUESTION 1: LAW PROPOSED BY INITIATIVE PETITION

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives before May 1, 2024?

SUMMARY

This proposed law would specify that the State auditor has the authority to audit the legislature.

A YES VOTE would specify that the State auditor has the authority to audit the legislature.

A NO VOTE would make no change in the law relative to the State Auditor's authority.

QUESTION 2: LAW PROPOSED BY INITIATIVE PETITION

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives before May 1, 2024?

SUMMARY

This proposed law would eliminate the requirement that a student pass the Massachusetts Comprehensive Assessment System (MCAS) tests (or other statewide or district-wide assessments) in mathematics, science and technology, and English in order to receive a high school diploma. Instead, in order for a student to receive a high school diploma, the proposed law would require the student to complete coursework certified by the student's district as demonstrating mastery of the competencies contained in the state academic standards in mathematics, science and technology, and English, as well as any additional areas determined by the Board of Elementary and Secondary Education.

A YES VOTE would eliminate the requirement that students pass the Massachusetts Comprehensive Assessment System (MCAS) in order to graduate high school but still require students to complete coursework that meets state standards.

A NO VOTE would make no change in the law relative to the requirement that a student pass the MCAS in order to graduate high school.

QUESTION 3: LAW PROPOSED BY INITIATIVE PETITION

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives before May 1, 2024?

SUMMARY

The proposed law would provide Transportation Network Drivers ("Drivers") with the right to form unions ("Driver Organizations") to collectively bargain with Transportation Network Companies ("Companies")-which are companies that use a digital network to connect riders to drivers for pre-arranged transportation-to create negotiated recommendations concerning wages, benefits and terms and conditions of work. Drivers would not be required to engage in any union activities. Companies would be allowed to form multi-Company associations to represent them when negotiating with Driver Organizations. The state would supervise the labor activities permitted by the proposed law and would have responsibility for approving or disapproving the negotiated recommendations. The proposed law would define certain activities by a Company or a Driver Organization to be unfair work practices. The proposed law would establish a hearing process for the state Employment Relations Board ("Board") to follow when a Company or Driver Organization is charged with an unfair work practice. The proposed law would permit the Board to take action, including awarding compensation to adversely affected Drivers, if it found that an unfair work practice had been committed. The proposed law would provide for an appeal of a Board decision to the state Appeals Court. This proposed law also would establish a procedure for determining which Drivers are Active Drivers, meaning that they completed more than the median number of rides in the previous six months. The proposed law would establish procedures for the Board to determine that a Driver Organization has signed authorizations from at least five percent of Active Drivers, entitling the Driver Organization to a list of Active Drivers; to designate a Driver Organization as the exclusive bargaining representative for all Drivers based on signed authorizations from at least twenty-five percent of Active Drivers; to resolve disputes over exclusive bargaining status, including through elections; and to decertify a Driver Organization from exclusive bargaining status. A Driver Organization that has been designated the exclusive bargaining representative would have the exclusive right to represent the Drivers and to receive voluntary membership dues deductions. Once the Board determined that a Driver Organization was the exclusive bargaining representative for all Drivers, the Companies would be required to bargain with that Driver Organization concerning wages, benefits and terms and conditions of work. Once the Driver Organization and Companies reached agreement on wages, benefits, and the terms and conditions of work, that agreement would be voted upon by all Drivers who has completed at least 100 trips the previous quarter. If approved by a majority of votes cast, the recommendations would be submitted to the state Secretary of Labor for approval and if approved, would be effective for three years. The proposed law would establish procedures for the mediation and arbitration if the Driver Organization and Companies failed to reach agreement within a certain period of time. An arbitrator would

consider factors set forth in the proposed law, including whether the wages of Drivers would be enough so that Drivers would not need to rely upon any public benefits. The proposed law also sets out procedures for the Secretary of Labor's review and approval of recommendations negotiated by a Driver Organization and the Companies and for judicial review of the Secretary's decision. The proposed law states that neither its provisions, an agreement nor a determination by the Secretary would be able to lessen labor standards established by other laws. If there were any conflict between the proposed law and existing Massachusetts labor relations law, the proposed law would prevail. The Board would make rules and regulations as appropriate to effectuate the proposed law. The proposed law states that, if any of its parts were declared invalid, the other parts would stay in effect.

A YES VOTE would provide transportation network drivers the option to form unions to collectively bargain with transportation network companies regarding wages, benefits, and terms and conditions of work

A NO VOTE would make no change in the law relative to the ability of transportation network drivers to form unions.

QUESTION 4: LAW PROPOSED BY INITIATIVE PETITION

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives before May 1, 2024?

SUMMARY

This proposed law would allow persons aged 21 and older to grow, possess, and use certain natural psychedelic substances in certain circumstances. The psychedelic substances allowed would be two substances found in mushrooms (psilocybin and psilocyn) and three substances found in plants (dimethyltryptamine, mescaline, and ibogaine). These substances could be purchased at an approved location for use under the supervision of a licensed facilitator. This proposed law would otherwise prohibit any retail sale of natural psychedelic substances. This proposed law would also provide for the regulation and taxation of these psychedelic substances. This proposed law would license and regulate facilities offering supervised use of these psychedelic substances and provide for the taxation of proceeds from those facilities' sales of psychedelic substances. It would also allow persons aged 21 and older to grow these psychedelic substances in a 12-foot by 12-foot area at their home and use these psychedelic substances at their home. This proposed law would authorize persons aged 21 or older to possess up to one gram of psilocybin, one gram of psilocyn, one gram of dimethyltryptamine, 18 grams of mescaline, and 30 grams of ibogaine ("personal use amount"), in addition to whatever they might grow at their home, and to give away up to the personal use amount to a person aged 21 or over. This proposed law would create a Natural Psychedelic Substances Commission of five members appointed by the Governor, Attorney General, and Treasurer which would administer the law governing the use and distribution of these psychedelic substances. The Commission would adopt regulations governing licensing qualifications, security, recordkeeping, education and training, health and safety requirements, testing, and age verification. This proposed law would also create a Natural Psychedelic Substances Advisory Board of 20 members appointed by the Governor, Attorney General, and Treasurer which would study and make recommendations to the Commission on the regulation and taxation of these psychedelic substances. This proposed law would allow cities and towns to reasonably restrict the time, place, and manner of the operation of licensed facilities offering psychedelic substances, but cities and towns could not ban those facilities or their provision of these substances. The proceeds of sales of psychedelic substances at licensed facilities would be subject to the state sales tax and an additional excise tax of 15 percent. In addition, a city or town could impose a separate tax of up to two percent. Revenue received from the additional state excise tax, license application fees, and civil penalties for violations of this proposed law would be deposited in a Natural Psychedelic Substances Regulation Fund and would be used, subject to appropriation, for administration of this proposed law. Using the psychedelic substances as permitted by this proposed law could not be a basis to deny a person medical care or public assistance, impose discipline by a professional licensing board, or enter adverse orders in child custody cases absent clear and convincing evidence that the activities created an unreasonable danger to the safety of a minor child. This proposed law would not affect existing laws regarding the

operation of motor vehicles while under the influence, or the ability of employers to enforce workplace policies restricting the consumption of these psychedelic substances by employees. This proposed law would allow property owners to prohibit the use, display, growing, processing, or sale of these psychedelic substances on their premises. State and local governments could continue to restrict the possession and use of these psychedelic substances in public buildings or at schools. This proposed law would take effect on December 15, 2024.

A YES VOTE would allow persons over age 21 to use certain natural psychedelic substances under licensed supervision and to grow and possess limited quantities of those substances in their home and would create a commission to regulate those substances.

A NO VOTE would make no change in the law regarding natural psychedelic substances.

QUESTION 5: LAW PROPOSED BY INITIATIVE PETITION

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives before May 1, 2024?

SUMMARY

The proposed law would gradually increase the minimum hourly wage an employer must pay a tipped worker, over the course of five years, on the following schedule:

- To 64% of the state minimum wage on January 1, 2025;
- To 73% of the state minimum wage on January 1, 2026;
- To 82% of the state minimum wage on January 1, 2027;
- To 91% of the state minimum wage on January 1, 2028; and
- To 100% of the state minimum wage on January 1, 2029

The proposed law would require employers to continue to pay tipped workers the difference between the state minimum wage and the total amount a tipped worker receives in hourly wages plus tips through the end of 2028. The proposed law would also permit employers to calculate this difference over the entire weekly or bi-weekly payroll period. The requirement to pay this difference would cease when the required hourly wage for tipped workers would become 100% of the state minimum wage on January 1, 2029.

Under the proposed law, if an employer pays its workers an hourly wage that is at least the state minimum wage, the employer would be permitted to administer a “tip pool” that combines all the tips given by customers to tipped workers and distributes them among all the workers, including non-tipped workers.

A YES VOTE would increase the minimum hourly wage an employer must pay a tipped worker to the full state minimum wage implemented over five years, at which point employers could pool all tips and distribute them to all non-management workers.

A NO VOTE would make no change in the law governing tip pooling or the minimum wage for tipped workers. Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this _____ day of _____, 2024.

_____	_____
Kathryn Cook, Chair	Andrew Dennington, II, Vice-Chairman
_____	_____
Alfred Hamilton	Marguerite Landry
_____	
Sam Stivers	

SELECT BOARD OF THE TOWN OF SOUTHBOROUGH

Return of Service

Posted on the Town website, at the Town House, the Southborough Library, the Senior Center, and at the Transfer Station.

_____	_____
Ryan M. Newell, Constable	Date

September 30, 2024
Annual Town Meeting Record

Article	Article Description	Sponsor	Amount	Funding Source	Motion	Quantum of Vote	BOS	Advisory	Town Meeting Action	Date
1	Amend Personnel SAP bylaw	Personnel Board			Jason Malinowski	Majority	Y (5-0-0)	Y (6-0-0)	Passed	9/30/2024
2	Amend Town Code - PILOT Committee	Select Board			Kathy Cook	Majority	Y (5-0-0)	Y (6-0-0)	Passed	9/30/2024
3	Amend Town Code - SW Disposal Committee	Select Board			Marguerite Landry	Majority	Y (5-0-0)	Y (6-0-0)	Passed	9/30/2024
4	Amend Town Code - Consumer Advisory Commission	Select Board			Al Hamilton	Majority	Y (5-0-0)	Y (6-0-0)	Passed	9/30/2024
5	Amend Town Code - Minutes	Town Clerk			Jim Hegarty	Majority	Y (5-0-0)	Y (6-0-0)	Passed	9/30/2024
6	Accept MGL - Collection of Tailings	Select Board			Sam Stivers	Majority	Y (5-0-0)	Y (6-0-0)	Passed	9/30/2024
7	Accept MGL - SRF for Cable Revenue	Select Board			Kathy Cook	Majority	Y (5-0-0)	Y (6-0-0)	Passed	9/30/2024
8	Zoning - MBTA Communities Overlay District	Planning Board			Meme Lutrell	Majority	Y (5-0-0)	Y (4-3-0)	Passed (281-273)	9/30/2024
9	Select Board Recommendation for RECC	Select Board			Al Hamilton/Sam Stivers	Majority	Y (5-0-0)	Y (6-0-0)	Passed	9/30/2024
10	Citizen Petition - Appointments to CPC	CPC			Ben Smith	Majority	N (5-0-0)	N (4-3-0)	Passed	9/30/2024
11	Amend Town Code - AFHTFC	Select Board			Al Hamilton	Majority	Y (5-0-0)	Y (6-0-0)	Passed	10/1/2024
12	Amend Town Code - Eliminate SHOPC	Select Board			Andrew Dennington	Majority	Y (5-0-0)	Y (6-0-0)	Passed	10/1/2024
13	Amend Fiscal Year 2025 Budget	Select Board	$17,068	Overlay Surplus	Kathy Cook	Majority	Y (5-0-0)	Y (6-0-0)	Passed	9/30/2024
14	Appropriation for EDC Coordinator position	Select Board	$27,929.00	Overlay Surplus	Andrew Dennington	Majority	Y (5-0-0)	Y (7-0-0)	Passed	10/1/2024
15	Appropriation for Breakneck Hill remediation	Select Board	$2,127,960.00	Borrowing	Marguerite Landry	Two-thirds	Y (5-0-0)	Y (6-0-0)	Passed 2/3	10/1/2024
16	Appropriation for Police Lieutenant position	Select Board	$76,733.00	Taxation	Kathy Cook	Majority	Y (5-0-0)	Y (6-0-0)	Passed	10/1/2024
17	Amend Town Code - Town Meeting date	Select Board			Sam Stivers	Majority	Y (5-0-0)	Y (6-0-0)	Passed	10/1/2024
18	Citizen Petition - Recall bylaw	Joe Palmer			Joe Palmer	Majority	N (5-0-0)	N (6-0-0)	Failed	10/1/2024
	Moderator Consent List: 1, 3, 4, 5, 6, 7, 13									

[Select Board Letterhead]

October 9, 2024

Select Board
Town of Southborough
Town Hall
Southborough, MA 01772

Ms. Katherine Miller
Mass Housing
One Beacon Street
Boston, Ma. 02108

Re: Proposed 40B Development, 352 Turnpike Road, Southborough, MA

Dear Ms. Miller:

At its regular meeting held on October 8, 2024, the Southborough Select Board voted unanimously (5-0) to support the 40B project at 352 Turnpike Road, Southborough, MA as proposed by the Ferris Development Group, LLC [and its affiliate FD 352 Turnpike, LLC] (property owner). We believe that this project is in the best interests of the Town of Southborough for the following reasons:

- In June of 2023 the Select Board met to establish its priorities for fiscal 2024. One of the goals established by the Board was to make meaningful progress with expanding the stock of affordable housing in the Town of Southborough. This goal was reaffirmed for fiscal 2025 by the Select Board during its 2024 planning meeting. This [60-unit] project will not only allow us to make progress with increasing our housing stock generally, it will also support our progress toward the Commonwealth's goal of achieving at least 10% of our housing units being classified as "affordable".
- The site appears to be well suited for controlled growth.
    - The site creates minimal intrusions into existing residential neighborhoods.
    - The project, which will use Route 9 for ingress/egress, will produce minimal impacts on local secondary roads.
    - The site has space to provide adequate septic capacity to serve the [60 units] proposed.
    - The proposed additional building on the site can provide some local services within walking distance for residents.
- The developer team has deep roots in our community both as residents and developers.
- The developer has a track record of building high quality office developments.
- The developer has met with the Select Board and members of other town boards in a collaborative effort relative to this project.

The Select Board, based on the above considerations, recommends that Mass Housing find the proposed development at 352 Turnpike Road be deemed as eligible for 40B status. Subject to this Mass Housing positive determination, the developer will need to work with our Zoning Board of Appeals (and other local boards, as applicable) to obtain a comprehensive permit for the project.

Signed [Select Board Members]

DRAFT

Town of Southborough's Use of ARPA Funds

Project Status as of

10/4/2024

Total Allocated to Southborough under the American Rescue Plan Act (ARPA)

	Capital	Revised Project Amount	Total Proj Spending / Enc	Balance as of: 10/4/2024	Comments
ADA upgrades- Fac related	C	50,000.00	-6,673.60	43,326.40	Anticipate spending funds by 10/04/2024
ADA upgrades - Rec related	C	18,570.00	-18,570.00	0.00	100% Complete
Senior Center Additional Space/ Town House Plantings	C	400,000.00	-334,806.87	65,193.13	Project is ongoing expect to spend all available by 10/04/2024
Southborough Trail Enhancements	C	12,500.00	-5,444.21	7,055.79	Project is ongoing expect to encumber all available by 10/04/2024
Peninsula Trail	C	144,547.00	-76,937.50	67,609.50	Project is ongoing expect to encumber all available by 10/04/2024
Crosswalk at Stonybrook/Route 30	C	15,000.00	0.00	15,000.00	Project is ongoing expect to encumber all available by 10/04/2024
Town House Furniture Replacement	C	20,000.00	-7,833.92	12,166.08	Returned - 5,000.00 - project ongoing expected to spend all by 10/04/2024
* Plaque for rural cemetary water tower		500.00	-380.75	119.25	Signs on order
Finn A/C - Mold	C	106,340.81	-94,133.00	12,207.81	Voted 2-13-24 - To Be Returned 28,159.19
Woodward A/C	C	50,000.00	0.00	50,000.00	Project Voted 2-13-24
Road Maint Article	C	177,500.00	-177,500.00	0.00	Project Completed
Family and Youth Survey		20,000.00	0.00	20,000.00	Project Voted 2-13-24 revoted and reduced by 15K 9-17-24
Atwood Testing	C	85,000.00	-85,000.00	0.00	Project Voted 5-7-24
Neary Additional Borings	C	10,000.00	0.00	10,000.00	Project Voted 7-23-24
DPW Trailer	C	125,000.00	0.00	125,000.00	Project Voted 9-4-24
Fire Alert System Upgrade	C	75,000.00	-3,974.50	71,025.50	Project Voted 9-4-24
WIFI Upgrades PH 2		85,000.00	0.00	85,000.00	Project Revoted 9-4-24
McAuliffe Room Upgrades		20,000.00	0.00	20,000.00	Project Revoted 9-4-24
TOTAL		**3,047,777.31**	**-2,444,073.85**	**603,703.46**	

Summary as of 10/04/2024	
ARPA Grant Allocation	3,051,240.93
Projects Voted	(3,047,777.31)
Funds Available	3,463.62

TOWN OF SOUTHBOROUGH

OFFICE OF THE SELECT BOARD
TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 · FAX (508) 983-7752 · selectboard@southboroughma.com

October 9, 2024

Kristi Williams
Town Manager
Town of Westborough
34 West Main Street
Westborough, MA 01581

Evan Brassard
Town Administrator
Town of Grafton
30 Providence Road
Grafton, MA 01519

RE: Acceptance of Southborough into MetroWest RECC

Ms. Williams and Mr. Brassard:

We held our Special Town Meeting last week, which included a non-binding warrant article for support of Southborough's joining the MetroWest Regional Communication Center. I'm pleased to report that Town Meeting overwhelmingly approved this article. With this vote, our Select Board, at our October 8 meeting, discussed our participation in the MetroWest RECC. Our Select Board voted unanimously to proceed with our application for participation in the MetroWest RECC, and with the execution of an Intermunicipal Agreement to this effect. I have asked Mark Purple to work with the two of you to complete any necessary application paperwork and to get an amendment to the Intermunicipal Agreement ready for signatures as soon as possible.

We look forward to working with you to get this RECC operational. Please feel free to contact me if there is anything that our Select Board can do to support this process as it moves forward.

Best regards,

Kathy Cook, Chair
Southborough Select Board

cc: Patrick Welch, Chair, Westborough Select Board
Ann Marie Foley, Chair, Grafton Select Board
Mark Purple, Southborough Town Administrator
Chief Ryan Newell, Southborough Police Department
Chief Andrew Puntini, Southborough Fire Department
Chief Todd Minardi, Westborough Police Department
Chief Patrick Purcell, Westborough Fire Department
Chief Normand A. Crepeau, Jr., Grafton Police Department
Chief Eric Mathieu, Grafton Fire Department

Continued Goals from FY24:	Status	Board Liaison
RECC		
Hopkinton Water Project		
Committee simplification Reorganization of AHTFC and SHOPC		
Review/implement DOR financial study		
Kick off for 21 Highland Committee		

Topic	Board Liaison
Replacement of Town Center historic fence railing	
Finalize CPC application before 8/31 deadline	AD
Review of future plans for 2 East Main St. (Bemis Lot)	KC
Finalizing parking plan at former Fayville Village Hall	KC
Future use of Flagg School	KC
Restoration of farming at Chestnut Hill Farm	AH
Continued negotiations with National Grid	SS
Future use of (Tony Kwan/Newton St.) land	SS
Determine public access to Halloran property	SS
Analysis of repairs/restoration to Old Burial Ground	ML
Bylaw compliance	ML

TOWN OF SOUTHBOROUGH, MASSACHUSETTS

PUBLIC SAFETY STAFFING ANALYSIS

AUGUST 2024

Prepared by:
Municipal Resources, Inc.
66 Main Street, Suite B
Plymouth, NH 03264
603-279-0352
all@mrigov.com

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all@mrigov.com
www.mrigov.com

REPORT

SECTION ONE
POLICE DEPARTMENT STAFFING ANALYSIS
SOUTHBOROUGH, MA
AUGUST 2024

INTRODUCTION

The Town of Southborough, Massachusetts, retained the services of Municipal Resources, Inc. (MRI) of Portsmouth, New Hampshire, to provide technical assistance to the Town in researching, analyzing, and recommending police staffing. In the months that followed, MRI has collected various data from the Town of Southborough and conducted a substantive review and analysis of the current data available.

MRI would like to thank the staff of the Southborough Police Department for their insight and professional commitment towards the enhancement of services provided to the residents and visitors of Southborough and provide thanks to Police Chief Ryan Newell and Lieutenant Sean McCarthy for their assistance as MRI gathered pertinent data for this analysis.

THE POLICING ENVIRONMENT

Examination of the policing environment is an essential prerequisite to informed judgment regarding policing culture, practice, policy, operations, and resource requirements. The geography, service population, economic conditions, levels, and composition of crime and disorder, workload, and resources in Southborough, are salient factors that define and condition the policing requirements, response capacity, and opportunities for innovation. The main purpose of a police agency is to ensure public safety within the community. This objective is accomplished primarily through the patrol division, who has the responsibility to maintain order, respond to Calls for Service (CFS), conduct traffic enforcement, maintain high visibility to deter criminal activity, and to have positive interactions with those in the community. These public

contacts are essential to help establish good rapport, build relationships, and to bolster and ensure ongoing community trust. In a smaller agency such as Southborough, additional patrol officer responsibilities are expansive and include conducting preliminary investigations; identifying, pursuing, and arresting suspects' rendering aid to victims, including psychological, emotional, and physical care; preparation of cases for court, including testimony; and writing reports that document accurate accounts of events.

MRI observed that the community expectations for the Southborough Police are very high, and the staff of the Department work diligently to meet those expectations. In large part this is due to the extraordinary level of commitment to customer service in their daily interactions with the community. MRI was duly impressed with the dedication to resolving all incidents of crime within the community. While this may sound counter-intuitive considering police exist to do just that, the reality in most New England communities is that the workload pressures begin to impact the ability to dedicate adequate time to resolving crime and solving problems. As an example, it would not be unusual in many police agencies to respond to the vandalized mailbox and complete a report that is purposely focused upon serving as an insurance statement. However, in Southborough, MRI observed that the goal of this type of incident is to have the officer thoroughly investigate by conducting a neighborhood canvas, attempt to add patrol to a targeted area, and engage other methods to satisfactorily resolve the issue. In gathering data to develop this report, MRI noted this level of response to every incident by the staff of the Southborough Police Department. It is the challenge to continue with this level of commitment despite workload demands, for which the Department is proud, that deeply concerns Chief Newell.

At the time of this report the Southborough Police Department has an authorized and budgeted staff of twenty-one (21) full-time sworn police officer positions. There are four (4) budgeted positions not available for patrol duties due to the following reasons:

- One officer recently graduated from the police academy and is now in Field Training (FTO) training and will be available for patrol duties during July 2024.
- One officer is presently attending the 26-week basic police academy and will graduate June 13th. This officer will require 8-12 weeks FTO before he assumes patrol duties meaning he is projected to be available by the end of August 2024.
- Two (2) officers have recently been hired and are scheduled to begin their employment attending the 26-week basic police academy in July-projected availability for patrol duties after FTO is March of 2025.

MRI learned that yet another Southborough officer has tended his resignation to accept employment in the Town of Milford on June 2, 2024. Subsequently, Chief Newell has already commenced another selection process that he anticipates will consume yet another month, or

possibly two, to identify a viable candidate. This unidentified employee will be tentatively available mid-2025.

In researching data points for this report, MRI is concerned by the number of officers who are leaving the employment of Southborough. Nationally the difficulty in attracting viable candidates to the police profession is at a crisis point. There seems to be no one defining reason for the lack of desire to work for government. Research points to multiple social, political, and economic forces that are simultaneously at play in shaping the current state of recruitment and retention. So dire is the situation that neighboring police administrators are actively "poaching" certified police officers from area communities, a strategy so reprehensible just several years ago is now becoming the norm owed to the hiring crisis and the lack of interested and qualified candidates.

Larger police agencies with diversified positions like Detective, Tactical, Canine and School Resource officers have always been very appealing as they offer more opportunities for an officers' career. While the attraction of smaller agencies where the ability to engage problem-solving and community-oriented policing holds significant attraction, the financial incentives of a community nearby that will compensate an experienced officer with pay grades into the $90,000 range is simply too compelling. Consequently, regardless of this report's conclusions, if the agency cannot retain their valued and experienced officers, the point of this report is moot. As a result, MRI will also briefly delve into the costs associated with losing these valued employees combined with the inherent challenge associated with constantly being in the hiring mode.

Southborough has grown over the years, adding corporations, commercial entities, apartment units and single-family homes and/or condominiums largely because of its location. With busy transportation corridors such as Interstate 495, Route 9, 30 and 85, Southborough offers an excellent location providing easy access to virtually anywhere in the region. Proposals for future housing like 120 Turnpike with 60 units and 250 Turnpike with 56 units combined with the MBTA Community Housing program are a demonstration of the attraction that Southborough possesses and the challenges looming. While the growth has been a significantly positive addition to the Town of Southborough, these transportation corridors draw visitors daily. Unfortunately, some of those visitors from outside the community arrive with nefarious intent, adding pressure to the Southborough Police to perform expeditiously despite there being no additions to the workforce. Properties like Madison Place with 168 housing units add significant call volume to the Southborough Police. Additionally, MRI noted with significant trepidation, that as administrative tasks escalated due to implemented State legislation such as weapon permitting requirements, maintaining accreditation, additional responsibilities to the community and other managerial tasks associated with the litigious environment of law enforcement, the strategy has been for the Southborough Police to remove staff from the patrol function or augment responsibilities to an

already busy staff. With the vacancies mentioned earlier, almost 24% of the agency is currently unavailable to perform patrol functions let alone administrative tasks. Lieutenant McCarthy, who has also filled vacant patrol shifts recently, has a myriad of administrative tasks assigned to him such as maintaining accreditation and was further tasked with gathering data for this report. Additionally, he is the lead person in recruiting and accomplishing the multitude of tasks associated with selecting qualified and viable candidates for the host of vacancies at the Southborough Police Department. MRI found it unusual and problematic that Chief Newell is assigned as the Southborough Police Department's "Records Access Officer." A function routinely assigned to subordinate managers, not police chiefs.

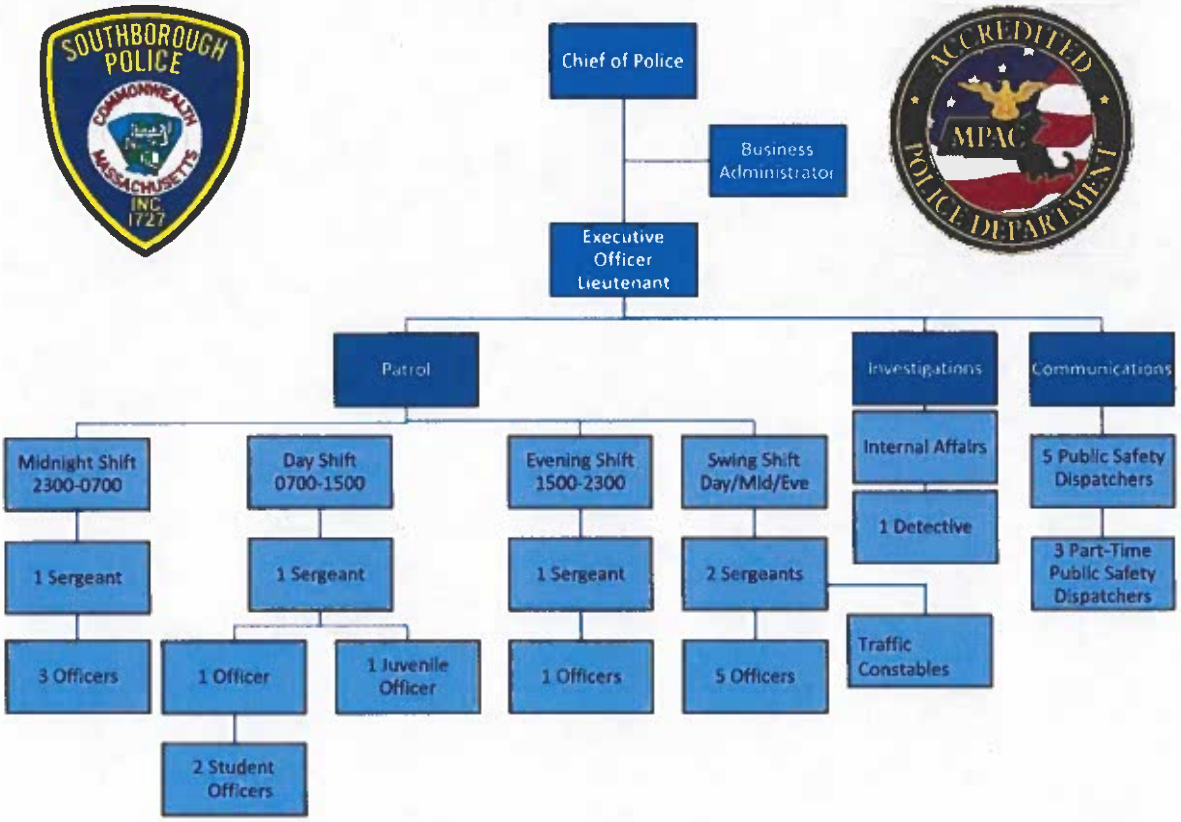


Figure 1-1
Southborough Police Department – Organizational Chart

For some time, Chief Newell has had a growing concern that the department is becoming one-dimensional, with officers responding to 911 calls, taking reports (seemingly for the insurance companies), and not having time to engage in a proactive, problem-solving style of policing the

residents of Southborough expect to receive. Chief Newell expressed concern that the organization is heading towards being a "reactive" police agency without time to engage in community-oriented programs designed to build relationships and/or trust capacity through a proactive, highly visible policing strategy.

By design, each patrol shift has a Sergeant as a working supervisor. Chief Newell has determined that no patrol shift should be staffed with less than a Sergeant and two patrol officers. So concerned are the patrol officers at this minimalist approach that this strategy of minimum staffing is now incorporated into the union contract with the Town. The Sergeants are deemed as 'working supervisors' because they routinely handle calls for service, especially during times when calls require back-up or multiple officers to address the call for service. Clearly this necessity reduces officer visibility and impacts officer response time to pending calls for service.

In addition to the unique transportation features discussed, the extremely busy corridors of Interstate 495 or Routes 90, 30 and 85, all circumventing or making access to Boston more simplified, create numerous challenges for the Southborough Police. On occasion, the Southborough Police are often the first to respond to calls for service on 495 due to a mutual aid agreement with the Massachusetts State Police. Southborough Police are the primary respondents on all the other corridors. In addition to the police centric calls for service, The Southborough Police, who are actively patrolling the community 24/7, also respond to all medical calls as they likely will arrive on the scene prior to the Southborough Fire Department (SFD).

As noted, the budget and authorized structure of the organization is twenty-one (21) which is comprised of a Police Chief, a Lieutenant who is responsible for overseeing Operations as well as numerous Administrative tasks, and five (5) Sergeants, all assigned to patrol duties. Patrol, the backbone of any police organization, currently has thirteen (13) police officers assigned to the three patrol shifts. While listed on the organizational chart, there is a Detective, this position is presently unoccupied due to the need to fill vacant patrol shifts. The School Resource Officer (SRO) is a position in name only creating a false illusion that something is being accomplished at the Southborough schools when it is not. While one of the patrol officers is so designated, there is no opportunity to accomplish any of the tasks associated with this important role in the community. MRI found that the school administrators are constantly requesting the services of the SRO while no or minimal support is capable of being offered.

Sergeants are assigned as the overall commander for each of the three patrol shifts which function from 11 PM to 7 AM, 7 AM to 3 PM and 3 PM to 11 PM as noted. Sergeants are considered "working supervisors" while assigning officers to various calls and other tasks, they also act as first responders and will be used in the calls for service calculations to adequately depict the environment.

During Chief Newell's tenure, the Department has attempted to function under this established design. As noted, each shift currently has three (3) staff members assigned: two (2) patrol and one Sergeant. The police facility is staffed 24/7 by dispatchers, who provide basic assistance to persons who arrive at the facility. For matters of substance, an officer is called into the station to meet with the customer. If there is an arrest and the person is retained in one of the agency's jail cells, an officer must be removed from active patrol to remain in the police facility to ensure prisoner and facility safety and attend to various needs of the prisoner. While removing an officer from active patrol duties is an absolute necessity to manage the risk of having a confined person in the custody of Southborough, it reduces the capability of the agency during this period by 33%.

As noted, currently there are three (3) patrol officers in various stages of attending and completing the police academy, with yet another resignation pending and a selection process not yet complete. These four (4) unavailable officers severely impact patrol capacity. There is no situation like a patrol officer vacancy to highlight the issues associated with smaller police agencies and the lack of flexibility to fill shifts. Additionally, the limited number of patrol staff that management needs to call upon to work overtime, basically "going to the well" repeatedly, especially as the well is so shallow, is problematic. Four (4) vacancies in patrol capabilities represent 19% of the agency's workforce. Additionally, the pending one patrol officer vacancy consumes significant staff time in addressing the selection process even though Southborough is not, fortunately, part of the Massachusetts Civil Service process.

Another challenge uniquely associated with smaller agencies are the numerous ancillary issues that must be accomplished regardless of the size of the police agency as residents simply anticipate that the service exists. It is abundantly evident to MRI that the Southborough Police is an agency that conveys a positive community-centric work ethic of "sure, we'll do that" as they strive to provide a high level of service options to the community. As is common in most smaller agencies, almost every officer has one or more collateral duties. While the list is exhaustive and will not be fully articulated here, it is worthy to note that the agency performs such functions as Mental Health Outreach, Crisis Intervention Team (CIT), Fleet Maintenance, Domestic Violence Liaison, Drug Take-Back Program, Elder Citizen Liaison, Evidence & Property Management, Firearms Licensing, Training Officer, Internet Technology Officer, Body Worn Camera Program, CEMLEC Tactical Team, Court Officer, Grant Writing, Sex Offender Registry Coordinator, Armorer, Less Lethal Taser Officer, and FTO Coordinating Officer to mention a few.

While it is important to articulate the host of duties performed by staff of the Southborough Police, the primary focus of this report is designed to determine the capacity of the patrol function who are exclusively tasked with responding to calls for service. As noted, rarely are police agencies at full staff in these challenging employment times. However, for computation

purposes MRI will use the authorized and budgeted staff of these eighteen (18) employees, minus the Detective position, dedicated to patrol positions. These are the calculations that determine the capacity of the Southborough Police to adequately respond to the demands of the Southborough community.

THE SERVICE POPULATION

The Town of Southborough is in Worcester County with a 2020 census population estimated at 10,448. The Town is considered to be an affluent bedroom community to the Boston metroplex region. Southborough operates under an open town meeting form of government led by Town Administrator Mark Purple who reports to the Select Board. He has the responsibility of overseeing daily operations of each department though the various department heads.

Southborough is a suburban community with two of the busiest highways (I-495 and Rt. 9) in the region traversing the community. While these corridors provide easy access for residents to the region's employment centers, as well as cultural, recreational, and educational opportunities, ancillary criminal challenges are also realized due to these same transportation corridors which greatly impacts the Southborough Police. Southborough is primarily a residential community comprised of single-family homes, with townhouse and apartment units becoming a significant construction trend to meet new residential demands. A number of residential complexes, specifically Madison Place and the Red Roof Inn on Route 9, have a significant negative impact upon the Police Department. Just the discussions pertaining to the emerging discussions of the MBTA Community Housing initiative create further anxiety for the agency as it attempts to maintain a protractive policing strategy.

While it is important to note that MRI staffing model does not rely on population as the sole variant for calculating staff demands, MRI recognizes that increases in population typically result in additional workload, and these population shifts are often predictable and measurable. Southborough is clearly impacted by these fluctuations. Municipal Resources, Inc. expands upon staffing needs based on officer availability and workload, not simply the wide variants associated with the transient and shopping population as well as the associated seasonal demands of a residential community. Another important measure for determining police staffing needs, and for monitoring police department activities and operational success, involves an examination of crime data. The MRI team conducted a significant analysis of the calls for service (CFS) data for the Town of Southborough, to gain a greater perspective on the policing environment.

COMPETENT POLICE RESPONSE TO CITIZEN'S REQUESTS

Just how many police officers are required to adequately provide competent services to a community has always been a topic for debate. The Federal Bureau of Investigation (FBI) has long tracked police officers per 1,000 residents where the largest police presence is found in Washington, DC, where there are 5.7 officers for every 1,000 residents, followed closely behind by Wilmington, Delaware, with 4.3 officers per 1,000. Obviously, larger agencies have a greater call volume to address, but they also have flexibility to assign their larger staff numbers to issues as they arise. According to FBI statistics, New England communities with a population between 10,000 and 25,000 residents have an average of 1.9 police officers per thousand residents[1]. The Southborough Police Department is an example of the reported regional average number of officers with slightly more officers per thousand at 2.0. Unfortunately, that is the budgeted data, not the reality. Officer vacancies due to resignations persist as patrol officers accept employment in neighboring police agencies, the Southborough Police have struggled to maintain this number of authorized sworn staff members. The Department does not have the same organizational flexibility to reassign officers in the way that a larger police organization would and have eliminated basic services such as Detective and SRO so Chief Newell can provide respond to basic community demands.

As noted, population is an important consideration in understanding the allocation of police officers. However, it is important to reiterate that the MRI staffing model does not rely on population as a single variant for calculating police staffing demands. The inherent problem with doing so is related to the distinctly different composition of that population. If the population consisted of 1,000 college-aged students as opposed to 1,000 active retired residents, the policing environment would be manifestly different. However, Municipal Resources recognizes that any increase in population will undoubtedly result in additional workload thrust upon the police, and these population shifts are often predictable and measurable, and must be understood to have a negative impact upon the demands for limited police services. As we will highlight below, the need for staffing increases for the Southborough Police is based on a big-picture approach that considers workload demands, officer availability, and the challenges of the police agency to respond adequately to the community on a 24/7 basis.

Determining the optimum allocation of human resources in a police department is a perplexing problem not only to the police manager, but also to town administrators, elected officials, and the taxpayer. No one formula is interchangeable from one community to the next. Likewise, the quality of law enforcement is often directly related to the effective distribution of police personnel, especially patrol officers, who represent the most important element in the police

[1] https://ucr.fbi.gov/crime-in-the-u.s/2016/crime-in-the-u.s.-2016/topic-pages/tables/table-24/

service. For this reason, the proper staffing and distribution of personnel should be given prime consideration and be well-conceived by the governing body. While what occurs in one community may have no relationship to another, it is always interesting to note what comparable communities are investing to provide police services within their community. While each community has a variety of unique dynamics that drive the composition of their police agency, often they are more similar than not and can offer insight to how Southborough is approaching a competent delivery of policing services.

Comparable Communities

Town	Population	# of Officers	Calls (2023)	FY22 Budget	Calls Per Officer	Cost Per Resident	Officers per thousand
Shrewsbury	38,900	61	47,500	$7,900,000	778	$203	1.5
Hopkinton	19,500	29	14,000	$3,500,000	482	$179	1.5
Ashland	19,500	29	12,800	$4,235,525	441	$217	1.5
Concord	18,424	36	35,748	$5,219,135	993	$283	1.9
Northborough	16,000	24	17,531	$3,510,412	730	$219	1.5
Medfield	12,800	19	17,890	$2,803,546	942	$219	1.4
Weston	12,500	26	17,282	$4,600,000	665	$368	2.0
Maynard	11,000	21	37,795	$2,900,350	1,799	$263	1.9
Winchendon	10,900	16	17,619	$2,000,000	1,101	$183	1.5
Acushnet	10,559	20	7,538	$2,713,074	377	$256	1.9
Southborough	10,448	21	18,990	$2,432,459	904	$232	2.0
Middleton	10,001	22	13,000	$2,632,834	590	$263	2.2
Sturbridge	9,900	22	30,201	$3,911,275	1,373	$395	2.2
Carlisle	5,600	12	15,753	$2,100,000	1,313	$375	2.1
Berlin	3,500	10	13,184	$1,382,000	1,318	$394	2.8
Average	***13,272***	***25***	***21,112***	***$3,456,040***	***920***	***$283***	***1.9***

Figure 1-2: Comparable Communities

The manner in which law enforcement services are provided by the police department and the types of services that it provides are a reflection of the character and demands of that community. The continuing challenge for the Department will be the ability to define the appropriate allocation and deployment of officers to meet the demands of the residents of Southborough. While this report could focus upon crime statistics as the driving factor for determining how many police officers are necessary, MRI believes that is a counter-productive strategy as more crime may dictate more police, but if there is less crime, should there be less police, which may enable those with poor intent to fill the void? MRI believes that an agile programming strategy that embraces stabilization of community expectations, organizational and per officer productivity, as well as budget expenditures is the more prudent approach.

In today's policing profession, calls for service are obligated functions to which officers must adequately respond. Many calls are not criminal in nature, but the police are responsible for resolving the issue regardless and the community expectations are high to do so in an efficient, compassionate, and professional manner. The police do not have the option to discard a matter that many may personally consider of little importance. Consequently, one of the key components of the community comparable list is calls for service and the corresponding number of calls handled per officer.

Today's police are challenged with complicated issues such as mental health, juvenile offenses, and other incidents that are not easily or immediately resolved. If officers do not have adequate time to address the service demands, community satisfaction wanes and management of risk by the agency increases. Additionally, it must be noted that many obligated calls for service demand multiple officers to respond. While not all the officers may remain after the initial response, the issue often requires a triage strategy approach before that decision can be made. In Southborough, multiple officers call for service obviously removes personnel from their assigned patrol sectors. CFS that engage multiple officers can quickly exhaust and/or eliminate a proactive policing approach to any given shift. Further negating Southborough's responsiveness to community demands is the lack of any Detective or investigative function. Patrol officers are left to follow up on informational investigations only during their shift. As an example of just one problem this reality creates, officers assigned to work late night hours cannot reasonably contact victims and/or witnesses, becoming an impossible task. With no formal investigative strategy, Southborough Police is unfortunately a one-dimensional law enforcement agency left to complete reports for insurance companies and not having a proactive strategy that keeps criminal elements from targeting Southborough the community.

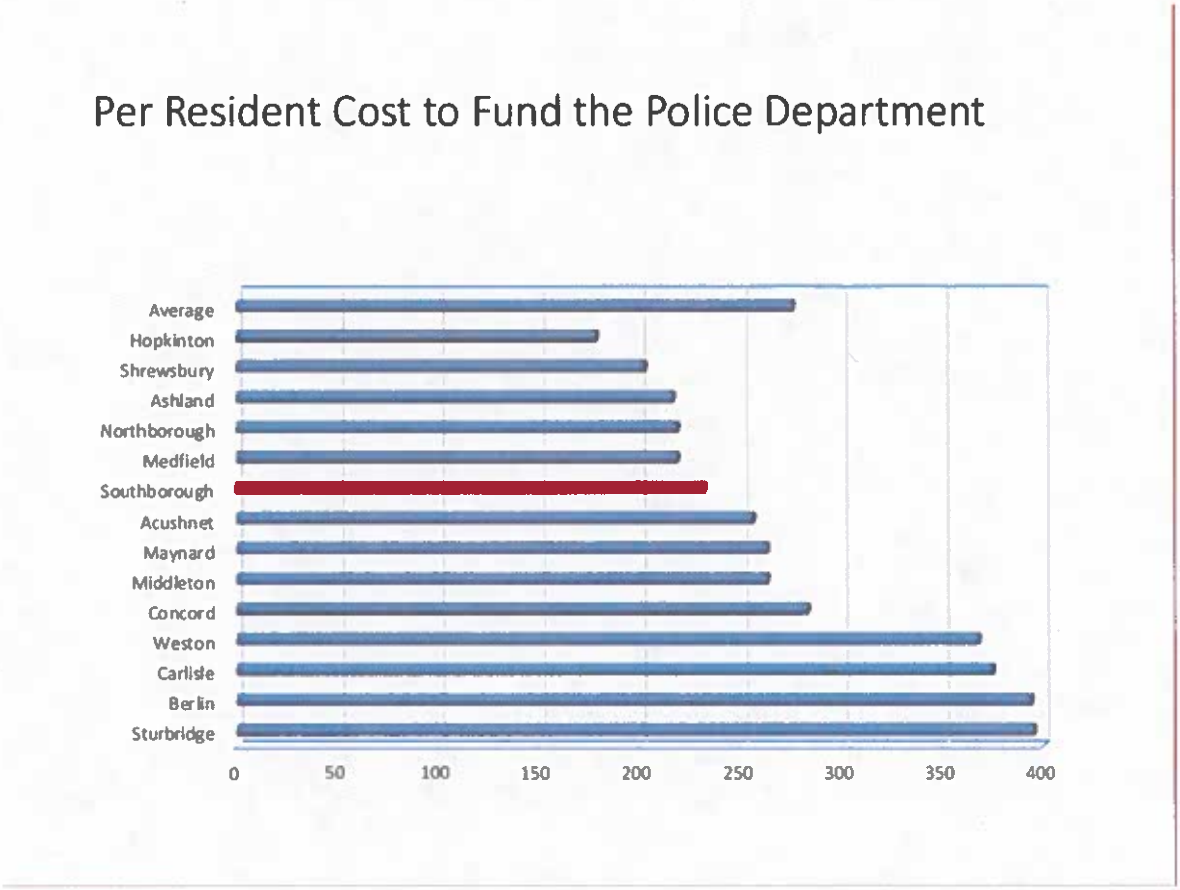


Figure 1-3: Per Resident Cost to Fund Police Department

Funding the Southborough Police Department is calculated to cost each resident $232 annually. This data places the Southborough Police the 9th lowest of comparable agencies identified to MRI. While this statistic is interesting to note, it is admittedly one-dimensional and does not address the complex nature of calculating an individual tax base for a community nor the funding streams that support various initiatives.

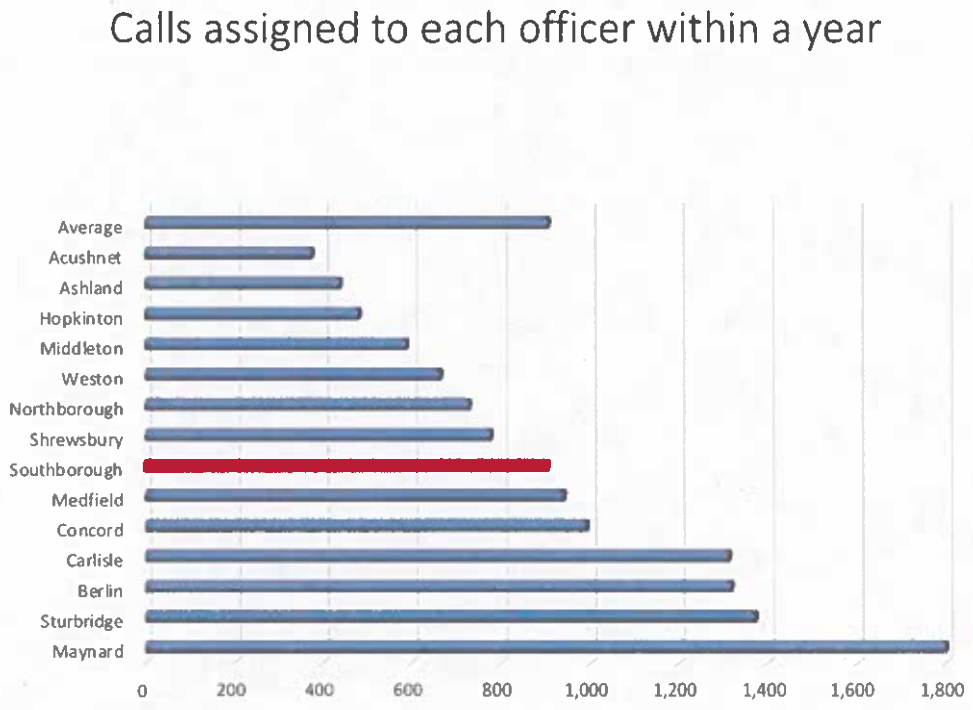


Figure 1-4: Annual Calls Assigned per officer

The data conveyed in the graph above, "Calls for service assigned to each officer" reveals that the Southborough Police ranks 7th of the fourteen communities used as a comparable. While there are only six agencies that have a higher call volume per officer, a more ideal range would be lower so that officers could devote more time to problem-solving and addressing residents' needs.

A Brief Discussion Regarding "Calls For Service" in Southborough.

There is no definitive guide in the profession as to how a police department should measure the demands placed upon them. Most agencies simply "assign a number" whenever they are called upon to perform a task. Whether the call was initiated by a patrol officer observing a suspicious incident that warranted additional investigation or a vehicle disabled by the side of the road, or a call originated by a resident to resolve a problem, calls for service most often refer to the requests made to police departments by members of the public for assistance with various issues or emergencies. These requests can be made through phone calls, emails, social media, or other

forms of communication and are generally responded to by police officers who are dispatched to the location of the call. Calls for service are a critical part of policing, as they represent the primary way in which police departments engage with the public and provide services to the community.

Assigning a historical number to each incident that took time from the officers' day accomplishes a multitude of tasks. There is a memorialization of the event, regardless of the priority the assignment was deemed to be. The ability to track and locate an event that was addressed by an officer is a critical component of managing risk. If later an undetected event required additional review, it could be located by the number assigned. Additionally, assigning a number to a task memorializes for the governing body how and where precious taxpayer resources are being expended.

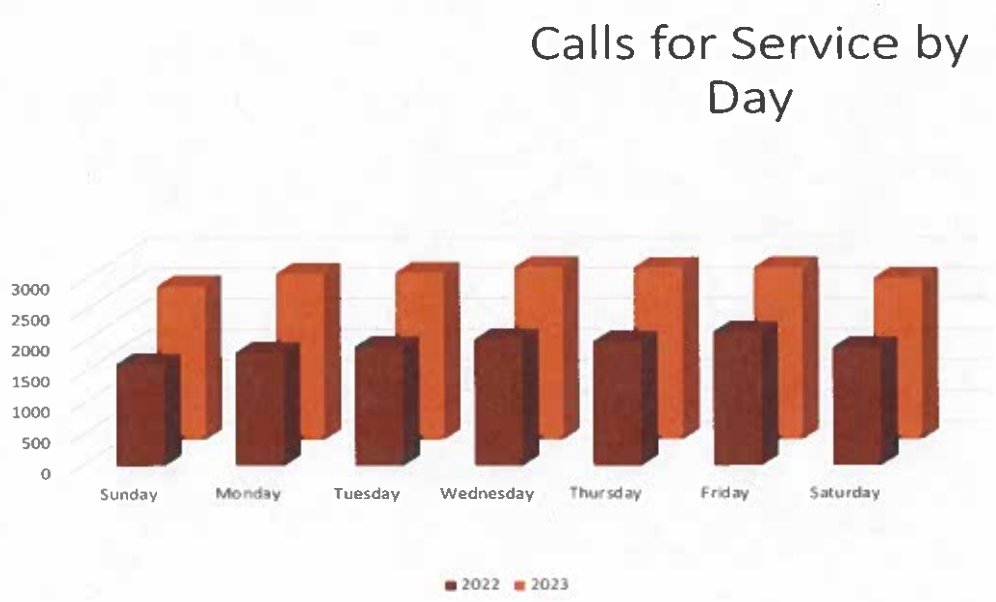


Figure 1-5: Calls for Service by Day

While MRI appreciates the community centric philosophy of Chief Newell of "can do, just do" attitude that permeant's the Southborough workforce, without an actual depiction of the workload placed upon each officer there can be wide reaching impacts upon an officer's ability to perform at a high level. Police need to be available to accomplish more than just responding to calls for service. And while admittedly a simplistic view of calls per officer, many of these same calls demand multiple officers further impacting patrol officer time. Additionally, the purpose of

the police department, and particularly those who work within the patrol function, is to arrest criminals, reduce crime, reduce the fear of crime, and to use proactive problem-solving methods in partnership with the citizens of Southborough. This is accomplished through active patrol, traffic enforcement, DUI enforcement, criminal investigations, evidence/crime scene processing, drug enforcement, and other highly visible police functions. Patrol personnel respond to emergency and non-emergency calls for service, and when not responding to these calls, they use non-obligated time to actively patrol the community. The more workload on each officer, the less time available to be devoted to these preemptive activities. And after continued absence, the community will begin protesting the lack of visibility, traffic enforcement and other initiatives they view as important.

Attempting to ascertain busier hours or days, MRI was not able to discern any significant deviations other than the call volume of the Southborough Police is escalating in the aftermath of COVID-19. Days per week are relatively consistent with slight deviations on weekends. Calls by hour are interesting and warrant a deeper examination that this report could not accomplish. While early morning hours are reflective of the environment of Southborough, the consistent escalation of calls between 3 PM and 5 PM also warrants additional analysis of the types of calls. Given this reality, MRI will recommend consideration of another patrol shift to address this obvious and consistent increase in demands from the Southborough community.



Figure 1-6: Calls for Service by Hour

Back to the Analysis...

Due to the rather random nature of service demands and needs, it is a challenge to distribute patrol forces effectively. Police managers design purposeful patrol activities to prevent a given number of incidents, but for purposes of tabulation and statistical analysis, being definitive with the number of incidents that were prevented is not possible as you can't accurately measure what didn't happen. However, the objective for any police manager is to create a highly visible police presence, thereby encouraging those with nefarious intent to go to a community with a more passive patrol strategy. While merely displacing crime to another community, rather than stopping crime altogether, is not ideal, it is the reality of a democracy in which taxpayers have a say in how their money is spent. That is a difficult premise to accomplish if officers are constantly "responding" to calls for service.

Regardless of the funding, in communities such as Southborough, there is a firm expectation that police services will be delivered in a timely, very personal, and compassionate manner. This model of policing often consumes significant officer time. An additional, yet possibly the most critical component of managing personnel in a law enforcement agency, is the expectation that they will actually be available to perform requested or required tasks. While police operational budgets must calculate that employees are compensated for 52 weeks, factors such as vacation, training, sick leave, and/or court time make officers unavailable to perform obligated work. All these influences literally deduct from police officer's availability to respond, thereby reducing the ability of the department to react in a timely fashion to the community's requests.

The following exercise is designed to assist the Town of Southborough in determining officer availability and therefore, the number of officers required to meet the demands of the community. Additionally, it may serve as one factor enabling the Town of Southborough to plan accordingly for the setting of benchmarks or when additional personnel should be considered.

As stated earlier, performing a workload analysis for a police department is not an exact science. One strategy, which was developed by the International Association of Chiefs of Police (IACP) is based upon the premise that suggests an officer's day should be divided into three equal functions including:

- Obligated police officer work or responding to calls for service
- Administrative/Report writing
- Proactive community policing and/or preventive patrol

Ideally, an officer should be responding to calls for service needs and resolving problems for approximately one-third of their day. This is referred to as "obligated" work, as police have no

option but to respond to these requests. Police work is recognized as a very paper intensive profession. For virtually every action an officer performs, there is the necessity to complete a report or form so that the events and subsequent actions are memorialized. It is often the reality that the time committed to report development, and the writing of the report, may take longer than the act of resolving the original issue that resulted in the report. These report writing/follow-up functions account for another third of the officer's time. The remaining one-third of the officer's time should be committed to community policing or active patrol designed to protect and deter criminal activity, as well as to conduct traffic enforcement initiatives demanded throughout the community. Without the positive impact of a high visibility strategy where police officers are observed patrolling throughout the community, criminal activity will undoubtedly fill that void. As technology evolves, criminal activity is often not seen nor detected by an officer in a patrol car; "cyber-crime" is an ever-emerging challenge that is substantially increasing demand on police departments and is further stretching limited resources. In this day and age, the community is predisposed to want meaningful interaction with their police officers, even if it is as basic as performing directed traffic patrols throughout neighborhoods and seeing their police on the commonly used social media platforms in a meaningful way.

With this entire premise determined to be true in any community, but especially in Southborough where policing is required to be more "engaging and personal," one must first gain insight of the actual availability or optimal use of a Southborough Police officer. The importance of this segment of the exercise is recognition of the reality that even though a community compensates an employee within a budgeted calendar year for 52 weeks of employment, they are factually not available for actual patrol duties for that same time period as the following exercise demonstrates:

40 hours of work per week X 52 weeks	**2080 hours**

By contractual agreement, Southborough Police are entitled to vacation or annual leave. Annual leave fluctuates according to seniority that awards more vacation the longer employed. An analysis of that data revealed that each of the police officers uses an average of 175 hours of time off for annual leave, with several senior employees having additional weeks. To remain conservative with the calculations, the average of 175 hours of leave is used:

Average 175 hours combined vacation leave	175 hours
Remaining	**1905 Hours**

Southborough Police appear to use their sick leave very conservatively as the average availability of unused sick leave for each officer is relatively high, particularly when compared to MRI's experience in other communities. During 2023, the average *use* of sick time per officer was approximately 58 hours:

58 hours of sick leave	58 hours
Remaining	**1847 hours**

It is widely understood that police officers work all the recognized holidays when others are routinely enjoying time with their family. While the officers receive additional monetary compensation for working these holidays, they are contractually entitled to receive a day off later within the year. This fact equates to another fourteen (14) days or 112 hours away from patrol duties.

Average of 112 holiday hours to be taken within the year	112 hours
Remaining	**1735 hours**

During 2023, Southborough Police officers completed 3,470 hours of training to remain current with best practices and to satisfy Massachusetts training requirements. Many of these hours of training occurred as newly hired officers are assigned to the MPTC academy. Unfortunately, MRI noted that with the recent resignations of officers to other agencies, these hours will only increase further denying officers availability to perform patrol functions in Southborough. MRI worked diligently to remain conservative in these calculations and attempted to determine the average time each officer committed to training, without the MPTC training included, and calculated that 70 hours was appropriate. Of course, during these training classes and exercises, the officer is eliminated from patrol activity. Another area that consumes officer time is roll-call training which consumes additional hours of each officers' time but was not calculated by MRI as it was determined that officers could leave the police facility and respond to the call for service. Regardless of where this training occurred, off-site or in-house, officers were not engaged in proactive or reactive police initiatives while this training occurred. Training is recognized as a critically important component to managing a police agency, and in Massachusetts the hours are mandated. However, understanding the absence of staff due to these needs is an important component for management to gauge.

Average training for all 21 officers	70 hours
Remaining	**1665 hours**

Whenever a Southborough Police officer makes an arrest or issues a traffic summons, there is the possibility that they will need to attend court proceedings, taking them away from performing tasks within the community. While the vast majority of police actions will not result in any court obligations, officers are regularly in consultation with court officials preparing for the potential trial. Southborough Police are routinely tasked with attending court, which is located in Westborough. Superior Court, or more serious felony charges, are heard in Worcester. By contractual obligation, Southborough Police Officers are provided a minimum of four (4) hours of overtime whenever they attend court. Over the course of a calendar year, more than half a week of patrol staff availability is consumed by court activities to include trials, case preparation, and pre-trial conferences.

Average time for officer to be in court activity	25 hours
Remaining	**1640 hours**

Southborough Police historically have performed a variety of community outreach tasks that are not patrol related such as safety presentations, responding to school events, Junior Police Academy, and/or other such tasks. These tasks are critically important and are a hallmark of the Southborough Police. Unfortunately, due to staffing deficiencies, most initiatives have been eliminated. However, MRI did determine that approximately fifteen (15) hours have been committed to community outreach that is not part of the ordinary high-visibility preventive patrols.

Hours committed to community policing activities	15 hours
Remaining	**1625 hours**

Officers are entitled to maternity or paternity leave throughout the year. While the leave for these joyous events is relatively low, the average for 2023 was 93 hours

93 hours

Remaining **1532 hours**

Unfortunately, the passing of a loved one results in the use of bereavement time spent in attending to the death and the wide array of responsibilities. In the last five years, thankfully, there has been no use of bereavement time. However, MRI is calculating an average of eight (8) hours for an employee to attend to bereavement matters.

8 hours

Remaining **1524 hours**

The Southborough officer's contract authorizes three (3) days off for Personal Time. These days are "use or lose" annually and the Department average reflects that fact. In 2023, the average personal time was also 24 hours.

24 hours

Remaining **1500 hours**

Finally, the Southborough Police use a strategy to offer comp time in lieu of overtime in some instances. While this approach recognizes immediate savings in overtime, it is a "kick the can down the road" strategy that allows an officer time off later creating yet another vacant patrol shift. Regardless, the comp time is accruing but differs for each staff member. Calculations provided by the Business Administrator indicated fifteen (15) days or 120 hours is the average time used by officers taking them away from the patrol function.

120 hours

Remaining **1380 hours**

MRI wanted to compliment the administration of the Southborough Police for their management of risk that is a frequent partner in the police profession. Often at this juncture of the workload report there are calculations pertaining to officers being Injured on Duty or IOD. In Massachusetts, an injury on duty is designated as 111F. These situations create a serious

challenge for a police administrator as the IOD officer remains on the payroll during recuperation yet there are vacant shifts that can only be rectified by overtime expenditures. Payroll does not exist to hire additional staff, yet the police department must continue to deliver services to the community.

Completing the calculations, based upon the "one-third principal," 1,380 hours/3 = 460 hours, it is expected that officers at the Southborough Police Department should be committing 460 hours annually to each task demonstrated in the following manner:

• Obligated police officer work	460 hours
• Administrative/Report writing	460 hours
• Proactive community policing and/or preventive patrol	460 hours
	1,380 hours

Continuing with the exercise, MRI found that the Southborough Police operate their own emergency communications center handling 911 calls and routine matters from the police facility. This provides that each visitor is greeted by a person who can directly address their issue or can quickly have an officer return to the facility to meet with the party. The Southborough Police records management system is robust and can produce detailed reports which greatly contributed to this report.

MRI has used the term "call for service" throughout this report. This term is defined as any event or task that the public requests the department to accomplish. Regardless of the magnitude of the event, or how the police view the situation, the Southborough Police Department must respond and satisfactorily address the issue. MRI concluded that all officers, including patrol sergeants, who are deemed "working supervisors," routinely respond to calls for service. However, the exercise is also designed to quantify and articulate the fact that simply because an officer is employed by an agency, does not necessarily indicate that the officer is available to provide patrol services and respond to these calls for service. After all the external and internal influences upon officer time are calculated, each officer has 1,380 hours annually in which they can deliver police service to the citizens of Southborough, not the entire 2080 hours for which the officer is compensated. In essence each patrol officer is *unavailable* to provide services to the community for approximately seventeen and a half (17.5) weeks out of each fiscal year. This creates an immediate shortfall in staffing capabilities.

2,080 hours – 1,380 = 700 hours
700 hours divided by 40-hour work week = 17.5 weeks

Ultimately, the single most important factor in determining adequate staffing for a police agency is what level of service the community demands. Often this is driven by how much the community determines to spend on police resources, as personnel are the costliest item in any police budget. While a community ultimately determines staffing levels, there are several questions that must be answered by the community, such as how long are residents willing to wait for an officer to respond for a routine (non-emergency) call for service? Do the community members desire highly visible police patrol presence, designed to deter crime or address those who speed through neighborhoods? Southborough has not seen the value and supported special programs such as School Resource Officers or a traffic component, but each of these programs ultimately remove officers from patrol. MRI has noted that Southborough Police have attempted to designate officers for these tasks but due to the constantly diminished staffing levels, they are created in name only. Unfortunately, this creates an illusion that these important initiatives are in place when in fact, they are not! While there is a definitive need for these specialized police services, ultimately, they do deduct personnel from the patrol function and without replenishing the capacity to respond to obligated calls for service, the calculations provided in this report will fail.

Comparable Community Police Organizational Structures

City	Chief	Dep. Chief	Capt.	Lt.	Sgt.	Det.	Patrol	Specialty	Total Sworn	Dispatch	Civilian Staff
Southborough	1			1	5	1	13		21	6	1
Concord	1		1	2	6	3	22	2 SRO	36	9	2
Weston	1		1	2	5	2	15	1 SRO	27	8	3
Ashland	1	1		2	6	2	16	1 SRO	29	9	2
Northborough	1			2	5	2	13	1 SRO	24	7	1
Shrewsbury	1			5	10	7	38		61	10	17
Carlisle	1	1			3	1	7		13	5	1
Medfield	1	1			5	1	10	1 SRO	19	4.5	2.5
Berlin	1				3	1	6	1 SRO	12	Regional	1
Acushnet	1				6	1	11	1 SRO	20	4	1
Hopkinton	1	1		1	8	2	15	2 SRO	30	9	2
Sturbridge	1			2	4	1	12	2 SRO	22	7	1
Middleton	1		1		4	1	14	1 SRO	22	Regional	2
Maynard	1			1	5	1	12	1 SRO	21	6	1
Winchendon	1			1	3	1	9	1 SRO	16	5.5	2

Figure 1-7: Comparable Community Police Organizational Structures

Figure 1-7 uses the organizational make-up of the earlier discussed comparable communities to share what other communities are doing with their human resources in the police field. While it may have no bearing on the policing philosophy of Southborough nor reflect what the Southborough community desires from their police, it is interesting how communities do commit to initiatives such as School Resource Officers and/or the investigative capacity of the agency.

Continuing with the calculations associated with the workload analysis, Chief Newell has attempted to maximize the complement of officers to the community's best interests. Even with one vacant police officer position and four (4) officers either in training or pending a start date for training unavailable for patrol duty, Chief Newell has concluded that ideally each shift should be staffed with the following configuration:

Day Shift	0700-1500	Three (3) officers
Evening	1500-2300	Three (3) officers
Midnight	2300-0700	Three (3) officers

However, this complement of personnel is based upon officer availability not service demands and has not been realized for quite some time as staff is not available. Chief Newell is also very aware that the seasons have different impacts upon the various neighborhoods of Southborough and the call volume. Additionally, when police are requested, the obligation must be to respond to calls for service within a reasonable time span. There are no options to ignore or postpone a call from the public. While the majority of police calls in Southborough can be categorized as quality-of-life issues, such as crimes against people, traffic complaints, and assisting the public, they must all be answered. Combined with the rather large transient population traversing through Southborough, these challenges combine to pose a significant problem as the agency strives to maintain a high-level of responsiveness to the residents of Southborough.

The current situation of officers being absent due to training requirements presents a challenge as MRI continues analyzing the data. Calculations *could* be based upon the current situation, but that would be unrealistic as the vacancies will be filled with graduation from MPTC and when qualified candidates are hired. The question remains, is the current budgeted and authorized strength of the Southborough Police Department appropriate to address the obligated demands of the Southborough community? MRI believes that the best approach is to focus upon the budgeted patrol staff of eighteen (18) officers assigned to patrol duties in the Town of Southborough: five (5) sergeants and thirteen (13) patrol officers:

Eighteen (18) X 40 hours/week X 52 weeks equates to 37,440 hours.

In other words, ***if*** each of the eighteen (18) full-time officers were available for patrol activity for 2080 hours per year, those officers can adequately cover 37,440 hours of work within a year. However, as the previous exercise demonstrates, MRI concludes that due to previous contractual obligations and other tasks required of the patrol officers that prevent them from being available for their patrol duties, the eighteen (18) officers are only present 24,840 hours annually.

Eighteen (18) X 1,380 hours annually equates to 24,840 hours

37,440 hours –24,840 hours = 12,600 hours

This reality creates a gap of 12,600 hours; the equivalent of six (6.05) personnel. The fraction is insignificant, essentially equating to six (6) police officers (2080 hours X 6 =12,480) which is not filled to address obligated patrol duties, nor does it address the scheduled patrol shifts that Chief Newell has determined is essential for providing minimal services to the community of Southborough, thereby guaranteeing in the necessity of significant overtime or comp time expenditures throughout the fiscal year.

12,600 hours /2080 hours = 6 officers

As with any mathematical approach to a profession that must respond and satisfy subjective consumers, the residents/taxpayers of Southborough, there are acknowledged shortcomings, including a fraction of an officer (.05). MRI suggests caution be exercised interpreting these results. However, there is ample information within these calculations that should provide Chief Newell and the governing officials of Southborough with abundant evidence that staffing levels at the Southborough Police Department are below those necessary to provide adequate, and possibly minimum staffing levels on a 24/7 basis. Further, interpretation of the recommended police staffing by MRI dovetails with the 2021 Southborough Master Plan which notes, "In terms of the services and functional elements of the infrastructure, Southborough has some historically under-staffed departments and functions, due in part to the Town's commitment to funding excellent schools."[2]

Despite the staffing gap, the Southborough community enjoys a low crime rate, a tempered lifestyle enjoyed by many residents and visitors, and a seemingly satisfying police response time to residents' requests. However, there are ample indications that the sworn staff are becoming

[2] https://www.southboroughma.gov/DocumentCenter/View/1832/2021-Master-Plan-PDF

discouraged with time restraints placed upon them due to a heavier workload and the emerging issue of the lack of time to adequately problem-solve resident's issues.

There is clear evidence that at this moment the Southborough Police is evolving into a reactive agency where police reports are seemingly completed for insurance purposes as opposed to a pro-active, problem-solving, and engaged strategy the community has enjoyed. With a calculated presumption based upon history, there will emerge a gap of resident dissatisfaction and officer awareness that they could and should be accomplishing more. Before the potential of community dissatisfaction arrives at that intersection, and while the need to address the six (6) patrol officer shortfall is more immediate, there will also be the opportunity to strategically plan by gradually addressing staff challenges and community satisfaction. While these expectations will undoubtedly surface due to the lack of services, such as a concerted traffic initiative, it remains that each call for service requires appropriate police response. When response to service requests is delayed or ignored due to more serious incidents or a large volume of calls, there needs to be an assessment of the level of services the department can provide. If the backlog becomes too lengthy, or criminal clearance rates decline due to the Southborough Police inability to adequately investigate, or traffic accidents increase due to the agency's inability to perform directed traffic patrols, there must be preparation to make suggestions that may not be embraced by a community accustomed to personalized service. Ultimately, without additional human resources, the community will need to determine the level of service that it desires and can ultimately afford.

	2022	2023	2024	2025	2026	2027	2028
Calls for service*	13,587	18,990	19,759	20,539	21,361	22,215	23,104
Budgeted # Patrol Officers	18	18	18	20	22	23	24
Calls Per Officer	755	1,055	1,098	1,027	971	966	963

*A 4% increase is projected annually to perform this analysis

Figure 1-8: Breakdown of Calls for Service/Calls Per Officer by Year

The exercise above is designed to further enhance the ability of the Southborough community to monitor demands upon the existing staff and react accordingly. While calls for service rose by a staggering 29% from 2022 to 2023, most likely due to emergence from a COVID related environment, MRI continued to maintain a conservative approach estimating a call volume

increase of 4% per year to anticipate demands upon the agency and the number of patrol officers required.

When this data was calculated in the section comparing similar communities, MRI used the entire agency compliment of 21 officers divided into the number of calls for service. But the reality is that calls for service are being directly addressed by only eighteen (18) personnel consisting of patrol sergeants and patrol officers. The calculations in the above matrix provide a true representation of the workload placed upon the patrol officer assigned to responding to obligated calls for service. At the current level of calls for service that each officer is handling during a year, the agency is becoming a reactive agency. By all indications, the Southborough community is satisfied with the degree of services provided by their police. Therefore, MRI can conclude that the workload levels must be maintained and stabilized enabling the patrol staff to continue to proactively address community issues. The lower the calls per officer become, the more attentive and problem-solving the officer can be. For instance, if the number of calls per officer were maintained in the 800 - 900 range by adding additional patrol staff, the more positive resolution for the resident taxpayer. MRI recognizes that hiring six (6) officers in one fiscal year is simply not feasible. However, MRI believes that reducing the number of calls per officer by adding two (2) patrol staff immediately in 2025, two officers in 2026, one officer in 2027 and another in 2028 may permit further assessment and allow the agency to maintain a more proactive strategy rather than become a one-dimensional reactive style organization.

MRI's analysis is designed to determine the number of police officers required to meet the demands of the community not the ability to politically resolve or fund that need. Unfortunately, it is often the case that the demands placed upon any police department and the financial realities and capacity of the community to fund the service, will not intersect.

It is important to note that the data above focuses upon patrol capacity to respond to obligated calls for service. If there are any deviations of personnel to specialized assignments such as a School Resource officer, a task force assignment, or administrative function, the projections will fail. As an aside, MRI noted the inconsistent availability of the Lieutenant, who is also assigned to oversee the barely functioning Detective unit but has a myriad of additional duties currently assigned to his role. Simply adding additional duties to an already overextended employee only temporarily masks the problem. While MRI did not examine the explicit and immediate need for a Detective to be added to the agency, during data retrieval and research for this report, it was noted as a deficiency. For an organization the size of Southborough, and the tasks required of investigating the host of crimes that are perpetrated by persons living outside of the community, not to have several personnel dedicated to conduct investigations is a flawed strategy. When

MRI briefly reviewed the investigative capacity of the agency, it was found that there are 146 open investigations including four (4) rapes, multiple burglaries, and an unattended death, all of which are receiving no time commitments. As Chief Newell stated, "We have to assess which case we can solve before we commit valuable personnel time to the investigation."

In the absence of a Detective function, officers must investigate matters that may be beyond their capacity due to expertise, time, and the requirement of answering yet more calls for service. Many crimes that result in arrest do so because of the "detective work" of the patrol officer that responded to the call for service. If the patrol officer cannot conclude the investigation with an arrest, the case would routinely be turned over to a Detective who has the primary job of gathering information. Southborough Police occasionally assign patrol staff assistance with some of the more significant incidents, all at overtime rates, with oversight by the Lieutenant, but this strategy is problematic as noted. Patrol officers cannot easily conduct interviews with victims, witnesses, and suspects, especially those not residing in Southborough when they must also respond to obligated calls for service.

The burden of responding to calls for service will ultimately fall to the patrol officers, not detective/s or command staff that are required to fulfill a host of administrative tasks. When patrol staff begins simply responding and not problem-solving due to the pressures of calls for service backing up, then community dissatisfaction will escalate, creating a crisis situation for Town government that will ultimately cost more tax-payer funds as opposed to a well-planned systematic approach. Additionally, it is important to note that the Town should plan to add police officers as the community grows in population or calls for service rise sharply. As noted previously, FBI statistics cite an average of 1.9 full-time officers per 1000 inhabitants in Northeast communities with populations between 10,000 and 25,000 inhabitants. Southborough is at 1.7 officer and many of the communities analyzed do not reflect the major transportation corridors through Southborough and the accompanying calls for service.

The need for a commitment to staff a Detective position

In smaller police agencies police officers responding to service calls play a crucial role in solving offenses. However, if they cannot make an arrest during their initial investigation, or if the officer is working nights, interviewing or following-up on details becomes problematic or impossible. A Detective will typically follow-up to conduct interviews, analyze evidence, and complete often reams of tedious paperwork. The need to follow-up an investigation by a patrol officer working an assigned shift and days, complicates a complex investigation which requires critical thinking, analysis, and attention to detail, traits in short supply as the officer responds to the demands of

various calls for service. If there is no Detective to accomplish these time-consuming tasks, the case will undoubtedly diminish and lessen as a priority out of necessity. This is the reality that MRI detected upon reviewing data of the Southborough Police. While the patrol staff has the drive and desire to fully investigate matters, they often do not possess the expertise in physical evidence analysis, interview techniques or the time to follow-up. Given the circumstances of vacancies in the patrol complement, or the fact that officers newly hired are attending the basic MPTC training academy and therefore unavailable, the lone Detective has been assigned to patrol duties. Given the complexity of the Detective's role, the inability of Southborough Police to staff this position on a more permanent basis will have compounding negative impacts upon the community.

Reorganizing for another Lieutenant

MRI concluded that the lone Lieutenant is simply overwhelmed with the various tasks he is responsible for accomplishing. As will be discussed in greater detail later in this report, just the singular task of administrating the program of recruiting, selecting, and scheduling for police officer candidates is daunting. Additionally, the Southborough Police are a Massachusetts Accredited Police Department, which is a positive attribute assuring the residents of Southborough that the Department has best practice policies in place and can demonstrate adherence to these standards. While this status and certification reduces insurance premiums for liability, someone with authority in the agency must maintain compliance with the various standards. A host of reports and analysis of such functions as an officer's response to resistance, pursuit analysis, review of bias in the issuance of traffic summons, and arrests, internal affairs and discipline must be addressed. These are time-consuming responsibilities, yet critically important tasks and documents that the current staff is justifiably having difficulty completing due to the absence of time.

MRI was originally perplexed to note that Chief Newell was identified as the "Records Access Officer" for the Department when researching the agency online. However, this provided an indication that the agency was overwhelmed with the workload necessary to administer a police agency as this is a position that is routinely assigned to a middle manager within the organization not the chief executive officer. Once MRI was able to review data, statistics and workload, there was a clearer understanding why Chief Newell could not assign one more task to Lieutenant McCarthy.

The management and administration of a police agency involves significant planning, organizing, oversight and directing of staff while also generating an operations budget all the while ensuring accountability of the organization to the community of Southborough. MRI concluded that

another middle-manager position is warranted. While the organizational chart below depicts a second Lieutenant, the rank of the position is irrelevant. What is critical is the division of work so that one position oversees the operations function and the other the administrative function.

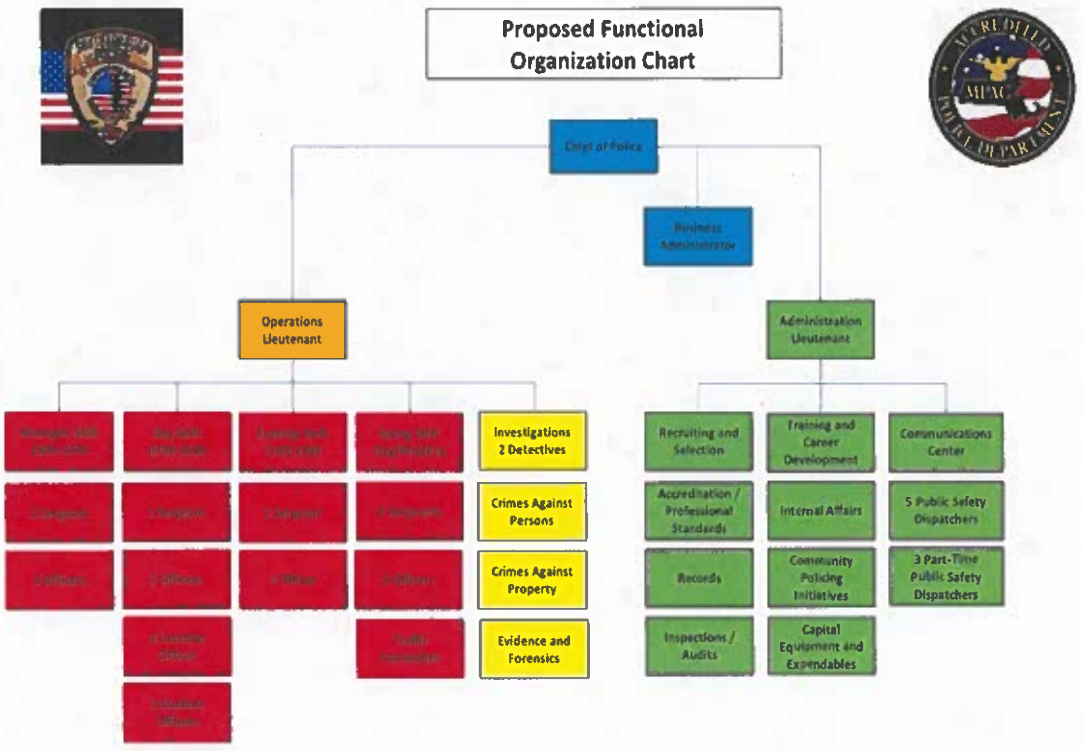


Figure 1-9: Proposed Police Department Organizational Chart

The challenge of recruitment, selection, and retention

The Southborough Police over the last five years have lost eight (8) experienced and valuable police officers to the Massachusetts State Police, Westborough Police, Milford Police, Ashland Police, and the Hopedale Police. This is an unacceptable and non-sustainable situation for the Town of Southborough and must be addressed. The hiring and retention of quality employees, especially during this period of a tight market and waning attraction to the police profession, is critically important. As a smaller agency that is perceived to have reduced compensation and benefits as well as a lack of internal promotions and opportunities for specialized assignments,

Southborough is already at a disadvantage over many larger agencies due to the national crisis[3] regarding attracting qualified persons who are interested in a police career. In today's environment, there is a "perfect storm" of challenges which make it difficult for agency leaders to maintain appropriate staffing levels and generate job satisfaction as well as positive morale. Ultimately, Southborough must avoid becoming a training ground for area police agencies who swoop in and take experienced police officers for their own use.

A 2021 survey from the Police Executive Research Forum (PERF) showed a 45% increase in retirements, and nearly 20% spike in resignations, over the previous year[4]. Unfortunately, the applicant pool for police officers across the nation, especially as nightly news broadcasts yet another horrible police officer act, is not very deep. Nationally, police agencies are struggling to keep departments fully staffed as resignations increase and hiring gets tougher in a tight labor market. At the same time, officers describe the job as more stressful, less rewarding than it was in the past, and awareness that the role of policing is expanding with new duties requiring officers to have a greater breadth of unique skills.

Once hired, the challenge is finding affordable ways to retain good officers. This fact results in certified and highly trained officers evaluating their positions and exploring alternative opportunities elsewhere. The demand for qualified applicants from a labor pool that is sparse is challenging police agencies who have now attached a name to the reality that is currently occurring openly in the profession. As noted, "poaching" certified officers to higher paying police agencies has evolved into a definitive strategy of some agencies to fill their vacant positions. By all accounts that appears to be the situation where several trained officers have left Southborough for area agencies where there is more career diversity, higher wages, modern equipment, and a lessened workload. While MRI is aware that police managers throughout New England face multiple challenges in recruiting and retaining staff, this recent, rather negative strategy is becoming more prevalent throughout the Commonwealth.

Employee turnover is an expensive proposition. Significant research has concluded that it is better to avoid the necessity of recruiting "new" employees by focusing efforts on retaining incumbent staff. While some of the retention techniques used by police agencies have included increased salaries and benefits there is significant data to support the premise that job satisfaction, supportive work environment, mentoring programs, and other job enhancement strategies has more to do with why employees remain at a position. Simply stated, they find that positions that offer these attributes provide them with fulfillment. In their book "The Leadership

[3] https://www.policechiefmagazine.org/recruitment-retention-and-attrition/#:~:text=It%20is%20estimated%20that%2024,program%20that%20includes%20retention%20programs. Retrieved June 8, 2024.

[4] https://www.policeforum.org/workforcesurveyjune2021

Challenge," Kouzes and Posner suggest that employees remain in their positions in spite of significant pay increase opportunities elsewhere when they are "proud to tell others they are part of the organization, they feel a strong sense of team spirit, they see their own personal values as consistent with those of the organization, they feel attached and committed to the organization and ultimately have a sense of ownership of the organization[5]." However, if the pay disparity is so wide, regardless of the positive work environment that MRI found at the Southborough Police Department, officers will leave.

In the past, the cost of employee turnover has been simply considered the price of doing business and is routinely absorbed into the operating budget. Since these costs do not appear as a line item, little attention has been given to the cost of losing employees. However, it is important to first have a full understanding of the organizational and financial investment an agency has in its staff. Often, there is a tendency to focus on the short-term costs of replacing an officer and ignore the investment that has compounded over the years. Much of the knowledge and experience an officer possesses can only be obtained by doing the actual job itself. A great portion of this knowledge is gained in the first five years of employment. When an officer is recruited away, or "poached", the financial and time investment in knowledge and experience for the officer leaving for greener pastures is lost forever. This investment serves as a substantial grant to the new employer. Basically, the contributing agency paid to train the officer for the receiving employer. Compounding the problem, the strength and cohesion that a department gains by having experienced staff is diminished and cannot be replaced. Over time, agencies with higher turnover and less experienced officers often suffer reduced productivity, lower quality of service delivery, more frequent complaints, and liability risks. While these costs are difficult to quantify, they are just as real to the organization as salaries and training costs.

As MRI attempts to project a conservative estimate of Southborough's financial investment in an employee, the goal is to focus upon the cost of selecting and training a newly hired police officer. However, there are a host of intangible costs when an incumbent officer leaves employment such as the deviation of the Chief's or Lieutenant's salary and benefits from the role already expected of this position. While often mundane work, there are a host of tasks that need to be addressed in the process to hire a new employee.

In the current state of the Southborough Police Department, newly hired personnel that have been recruited, in part, to replace tenured officers that have left for opportunities elsewhere, are put "on the street" as reasonably soon after they've received basic police training at MPTC academy and the 8-to-12-week FTO training upon their return to Southborough. Academy training provides new police officers with a playbook of minimum skills needed to address the

[5] The Leadership Challenge; Kouzes and Posner

most basic calls for service. The cost of the Knowledge, Skills, and Abilities (KSA) gap between an entry level police officer and one substantially tenured is almost impossible to calculate...until the Town is litigated. Tens of thousands, hundreds of thousands, or even millions of dollars may be the measure.

In the exercise below, MRI attempts to analyze the costs for a variety of functions within the Southborough Police to oversee processing the recruitment, selection, and training of a new employee. Ultimately, MRI recommends that Southborough Police review best practice strategies and implement policies and procedures related to engaging the most effective ways to recruit and more importantly, to retain employees.

Recruitment Costs

The Lieutenant is tasked with reviewing all the resumes and determining a list of qualified applications interested in the Southborough Police Department. He later sends a notification to those that are under consideration and to confirm their continuing interest. If nothing is heard, the Lieutenant routinely contacts the applicant again, ensuring that their silence is deliberate. The time in reviewing, analyzing, and determining who proceeds to the next phase, consumes approximately eight (8) hours of time over the course of this process:

8 X $63.55 =	$508.40

Candidates are scheduled for a medical examination, drug screening, and psychological testing. During this time, the Detective Bureau, when staffed, conducts a background investigation on each candidate, unless there are multiple candidates, and then he will obtain additional support from the Sergeants. According to the Lieutenant, each background consumes (40) forty hours of time. Also, during this early phase, the Lieutenant briefs the Chief on each candidate and schedules interviews with each candidate. Present for the interviews is the Chief, the Lieutenant and (5) five Sergeants. A secondary interview is scheduled with the Chief and Town Administrator, whose time will not be calculated in this exercise.

The next phase involves scheduling each candidate's participation in a pre- physical agility test to ensure that the candidate has the capacity to pass the Massachusetts mandated PT exercise. Without successful passage, the candidate is unable to gain entrance into an MPTC academy. The assignment of additional police staff to proctor the testing adds additional expense.

4 X $40.52 =	$162.10
Cost of initial interview:	$1,339.44

Cost of the applicant's medical and drug screening:	$401.67	
Cost of psychological screening exams:	$375.00	
Background Investigation:	$1,702.08	
Total selection costs:		**$4,488.69**

New Employee Costs

Once the position is offered, there is an orientation for salary, benefits, setting up new employee credentials, and ancillary completion of required employment paperwork. In addition to the new officer's salary and benefits for the time committed to these tasks, these numerous administrative duties consume most of one-day for an officer who accompanies candidate/s to assist and coordinate:

On-Boarding Tasks:	$1,076.76	
The new employee requires a set of uniforms and equipment to attend the academy.		
	$2,604.00	
		$3,680.76

Training Costs

Massachusetts charges tuition and supplies for the basic police training:

$3,200.00

Recruit's salary and benefits while attending academy training:

$25,770.04

Once graduation occurs the officer is provided uniforms and other nuances associated with providing services to the Southborough community. Field Training (FTO) commences where the officer is accompanied by a certified Field Training Officer so that the new officer can be oriented to the nuances of providing policing services to the Southborough community. Familiarity with all the community streets, businesses, radio protocol and report completion requirements are accomplished throughout this twelve-week period and are part of this critical training. Southborough Police Departments has a well-structured and established FTO program.

480 hours x $40.52:	$19,451.52
Total Training costs	**$48,421.56**

There are a number of ancillary tasks that require completion and while it is factual that they are accomplished by persons already on the Southborough Police Department payroll, when they are focusing upon a new hire, they are not accomplishing their original job description. Additionally, MRI notes that to have an employee at the rank of Lieutenant accomplishing many of these mundane tasks is not recommended. However, these are the tasks and nuances of employee recruitment that while difficult to dissect appropriately, dominate the agency's time and distract from the mission of the organization.

At the conclusion of this exercise, MRI has determined that the estimated cost associated with recruiting, selecting, and training one new employee before they are certified to assume a patrol shift on their own is conservatively assessed at ***$56,591.00.*** With these costs multiplied by the eight (8) officers who have left employ of the Southborough Police Department in recent years, $452,728.00 has been expended to essentially train officers for another community.

RECOMMENDATIONS:

Hire six (6) police officers: MRI calculations determined that the Southborough Police should budget six (6) additional officers to the staff focusing exclusively upon patrol obligations. As noted, the strategy should be embraced to ensure patrol staff reaches the desired level of twenty-four (24) officers. If any officers are diverted from patrol to meet the demands of other duties, they should be replaced by additional personnel. Ironically, MRI has concluded that the effectiveness of the Southborough Police staff in providing services to the community may have become a detriment as their success allows the governing body to conclude that the agency is sufficiently staffed.

Add another sworn administrative position: MRI observed an overworked police administrative staff at the Southborough Police Department. With a myriad of tasks associated with managing a modern and risk adverse law enforcement organization, the Chief and a Lieutenant are challenged to keep abreast. MRI has provided a proposed organizational chart that separates oversight and ensures accountability and productivity throughout the organization.

Review ability to civilianize positions: MRI noted that there may be opportunity to review job tasks to ensure that sworn, highly trained officers are not removed from obligated patrol responses. A review of any current administrative tasks that are being performed by police

officers to determine the viability of civilianizing the role may be warranted. Engaging highly trained and compensated police to the role they are designed to accomplish while replacing with a trained, yet lower salaried civilian could be a strategy for Southborough to explore.

Conduct a community survey in 2024: MRI suggests that the Southborough Police conduct a survey to confirm the level of community satisfaction. Additionally, it would be informative to note if there were initiatives that the community would like the department to adopt such as a traffic or drug focus.

Create a new patrol shift: If the MRI recommendations are accepted and additional staff are retained, creating a new shift of 4 PM to 12 AM or 2 PM to 10 PM is encouraged. The hours the patrol shift spans are not critical and can be fine-tuned by Chief Newell. The added patrol coverage will supplement patrol staff capabilities during periods of historically high rates of calls for service while creating an overlap which maintains patrol activities during the 4 PM shift change.

Add to the investigative capacity: As noted, MRI concluded that Southborough Police could benefit from the addition of another full-time Detective to augment the lone Detective who is presently working vacant patrol shifts due to the shortage of personnel. Currently, there is extremely limited, or more likely no investigative case follow-up being conducted by the busy patrol component. This reality warrants serious consideration to tackle criminal investigations that are not being addressed. As noted throughout the report, removal of a patrol officer for any other task requires another hire to replace the recommended patrol staff of twenty-four (24).

Add a School Resource Officer: MRI recommends the designation of a full time SRO to provide services to the Southborough education community. These officers are critically important as they work in collaboration with schools and community-based organizations to provide a positive and visible law enforcement presence on school campuses. MRI's review of services provided by the Southborough Police detected that SRO's would accomplish five major roles that are currently being unmet in the Southborough community:

- An SRO is a law enforcement officer who would address any crime or disturbance in collaboration with school administrators.

- They strive to employ non-punitive techniques when interacting with students, using citation and arrest only as a last resort under very narrowly defined circumstances always in collaboration with school officials.

- SROs act as informal counselors as they build positive relationships with students and act as liaisons to community services for youth and families.

- They act as educators teaching students about crime prevention, safety, drug awareness, conflict resolution, and other topics related to law enforcement within the legal system.

- Finally, they coordinate emergency management as they collaboratively develop and implement emergency preparedness policies, including comprehensive school safety plans, and coordinate with first responders in an emergency.

Again, as noted throughout the report, removal of a patrol officer for any other task requires another hire to replace the recommended patrol staff of twenty-four (24).

POLICE DEPARTMENT – STAFFING ANALYSIS CONCLUSION

As stated in the beginning of this report, this document is designed to provide a valid workload analysis for the Southborough Police Department based upon a snapshot of the agency in 2023. This is an agency struggling to maintain what is considered to be an adequate response to the demands of the Southborough community. The goal of this report is to quickly identify the number of patrol officers required to address the existing demands upon the agency with a defensible prediction of the future needs. While six (6) immediate hires are recommended, this number could easily expand to address the community's desire for a focused traffic, SRO, and drug addiction initiative as well as the recommended addition of investigative personnel. Without staffing, the agency may be unable to maintain a proactive policing strategy and will slowly evolve into one of reaction.

With vast experience consulting with other communities in the Commonwealth, MRI has found that low staffing perpetuates through increased rates of attrition. Fatigued/overworked officers often seek alternative work situations, both in and outside of law enforcement. The cost of recruiting and training a new officer to the competency level of senior officers that have left the agency far exceeds the cost of supporting a program of officer wellness through appropriate staffing levels and retention in the first instance.

It is MRI's hope that this report provides a viable approach that is acceptable to the taxpayers of Southborough and allows the agency an opportunity to quickly focus upon those topics where enhancement would benefit the Southborough Police organization as it provides policing services to the community of Southborough.

SECTION TWO
EMERGENCY COMMUNICATIONS STAFFING ANALYSIS
SOUTHBOROUGH, MA

JULY 2024

INTRODUCTION

The Town of Southborough engaged Municipal Resources Inc. (MRI) to conduct a staffing analysis of the Emergency Communications Unit (ECU) within the Police Department. This report describes the results of that analysis. Our work is based on interviews with department staff and examination of records, call data, and the collective bargaining agreement between the Town of Southborough and the Southborough Communications Officers - MASSCOP, Local 445.

In the face of increasing costs and shrinking revenues, many communities are asking how many dispatchers are required to ensure public safety. Put another way, what number of dispatchers would help an agency most cost-effectively meet the demands placed on it? This is a fundamentally different question than how many dispatchers a community wants or can support. Yet matching the need to the level of service that the community is willing to support frames a discussion about realistic operational capability.

CURRENT STAFFING LEVELS AND SERVICE DEMANDS

Currently, the Town of Southborough employs 5 full-time dispatchers and 3 part-time dispatchers, with two of the part-time dispatchers currently being in training. One of the full-time dispatchers will be leaving to become a full-time firefighter with the Southborough Fire Department leaving a full-time vacancy as of July 01, 2024.

The current minimum staffing per shift is one dispatcher. With rotating shifts being split as follows:

- Dayshift: 4 days on, 2 days off
- Evening Shift: 4 evenings on, two days off.
- Split Shift: 2 dayshifts on, 2 evening shifts on, two days off
- Midnight shift: 4 midnights on, two days off. The remaining two midnight shifts are covered by overtime or part-time employees.

The single on-duty dispatcher handles all 911 calls, business line calls for the police and fire departments, after-hours business calls to other town departments, all animal control calls, and all walk-in patrons to the public safety building. Dispatchers also handle a slew of other auxiliary tasks such as receiving LTC applications, traffic detail requests, records requests, visual prisoner checks, logging and processing for service all incoming restraining and harassment prevention orders, monitoring custody exchanges that take place in the lobby, returning property and license plates to owners, e-citation audits in the CAD system, manual citation entry when the e-citation system is down, vacation house check requests, receiving packages/mail, and other duties as assigned.

CHALLENGES TO CURRENT STAFFING LEVELS

There are several challenges and inherent risks associated with having a single dispatcher assigned to perform all tasks as described above. The high workload and multitasking demands can overwhelm a single dispatcher, leading to elevated stress levels and potential burnout. This can result in delayed response times and decreased service quality, which are critical in emergency situations. The complexity and diversity of the public safety telecommunications tasks increase the likelihood of errors and omissions, potentially jeopardizing both public and emergency responder safety.

During an emergency call, the dispatcher is the critical link between the public and first response personnel. As a single dispatcher is faced with a myriad of high priority tasks, they quickly become a bottleneck, causing inefficiencies and delays in processing incoming and outgoing calls while handling administrative tasks. Public dissatisfaction may rise due to long wait times and inadequate assistance for walk-in patrons and callers, while after-hours calls to other town departments may not be promptly handled. The mental health impact on the dispatcher is significant, with continuous high stress leading to fatigue and burnout. Additionally, critical tasks requiring meticulous record-keeping, such as LTC applications and restraining order logging, may suffer due to divided attention, affecting compliance and accountability. To address these issues, increasing staffing, specializing roles, implementing advanced technology, and providing regular training and mental health support are essential steps.

RESEARCH AND DATA

Furthermore, according to the PSAP Staffing Guidelines Report, "small PSAPs" are PSAPs serving a population of less than 19,000. Southborough qualifies as a small PSAP, therefore the recommendation for minimum staffing is as follows. However, this general recommendation

does not establish the distribution of staff. Distribution of staff should be based on call volume per time of day.

PSAP Size	CT/ Disp	Ops Supervisor	Total Ops	DBA	Technical	Training	Public Education	Admin	Total Support	Total Staff
< 19,000	7	1	8	0.1	0.2	0.2	0.05	0.45	1	9

Figure 2-1: PSAP Staffing for communities of less than 19,000 residents.

In looking at the call statistics report (Figure 2-2) from the last six months of 2023, one can gather that increased staffing would be beneficial between the hours of 8 am and 8 pm.

Hour	Calls Presented	Calls Answered	Calls Abandoned
00:00 - 01:00	24	24	0
01:00 - 02:00	18	18	0
02:00 - 03:00	20	18	2
03:00 - 04:00	24	22	2
04:00 - 05:00	17	16	1
05:00 - 06:00	32	27	5
06:00 - 07:00	38	37	1
07:00 - 08:00	49	44	5
08:00 - 09:00	75	72	3
09:00 - 10:00	78	73	5
10:00 - 11:00	89	81	8
11:00 - 12:00	81	74	7
12:00 - 13:00	100	91	9
13:00 - 14:00	96	88	8
14:00 - 15:00	92	89	3
15:00 - 16:00	107	99	8
16:00 - 17:00	101	96	5
17:00 - 18:00	102	99	3
18:00 - 19:00	92	84	8
19:00 - 20:00	66	63	3
20:00 - 21:00	67	61	6
21:00 - 22:00	45	39	6
22:00 - 23:00	50	42	8
23:00 - 24:00	36	35	1
Total	1,499	1,392	107

Figure 2-2: State 911 Report – Calls Per Time of Day 07/01/23-12/31/23

OPTIONS FOR INCREASED EFFICIENCY

Option One - In an effort to reduce the liability and difficulties of a single-dispatcher center would be to increase staffing to two (2) Dispatchers on dayshift (7 am-3 pm) and evening shift (3 pm-11 pm). Because of the rotating shifts, this would mean hiring three (3) more full-time dispatchers to be assigned to the day and evening shifts for coverage. Starting salary for a dispatcher in FY24 is $23.91 per hour or $49,732.80 annually. Therefore, the annual budget of $395,803.00 would need to be increased by $163,764.40 to accommodate the salaries, holiday pay, and shift differential for the three new hires. This operating budget encompasses salaries, overtime, and stipends for the emergency telecommunicators. Below is the detailed breakdown of the line items as published in the Town of Southborough FY24 Budget. Total dispatch budget for the ECU would then be $559,567.40. This increase also does not account for fringe benefits such as health and dental insurance. The fringe benefits would also increase by approximately 48%, which would account for an additional $78,606.91 added to the Town of Southborough's annual budget.

	FY 2024
210 Police Department	**BUDGET**
51110 Part-time Dispatchers	0
222-51100 Disp. Salaries FT	301,007
222-51110 Salaries Part-Time	29,002
222-51300 Disp. Salaries Overtime	23,540
222-51410 Disp. Holiday Pay	17,169
222-51430 Disp. Shift Differential	7,610
222-51440 Disp. Education Incentive	2,000
222-51450 Disp. Longevity	1,450
222-51900 Tuition Reimbursement	
222-51951 Lead Dispatcher	3,900
Salaries and Wages Totals	**385,678**

Figure 2-3: Emergency Communications Budget

Increasing staffing and professionalism within the ECU would also require a dedicated Supervisor to oversee the operations. The ECU is currently overseen by a police sergeant; however, the department employs a "lead dispatcher" role, which functions as a working supervisor. This lead dispatcher is tasked with overseeing and scheduling ECU staff, distributing voluntary overtime, managing forced overtime, and assisting the police sergeant and lieutenant with other administrative tasks.

In a hierarchical organization, employees report to a single supervisor, creating a clear chain of command. Currently, the lead dispatcher lacks the authority and resources to fully accomplish their mission. To improve efficiency and reduce confusion, all ECU employees should report

directly to a Civilian Dispatch Supervisor, who will then report up the chain of command. Multiple overseers for dispatch can lead to confusion and role strain among police personnel assigned to oversee dispatch operations. For instance, when operational questions arise, the lead dispatcher might defer to the sergeant or lieutenant, leading to delays in decision-making.

Furthermore, having the ECU as part of the police hierarchy can create alienation of the fire department and lack of knowledge and cooperation with fire department staff and procedures. For example, the fire chief would like to enhance deployment strategies. Collaboration with the Southborough dispatch supervisor would assist in this process. To address this issue, an operations committee should be created and tasked with review, design, and implementation of all response schemes, policies, and procedures to be adopted by the ECU through the supervision of a newly established and empowered Dispatch Supervisor. This could be a promotion for the current lead dispatcher position and would most likely result in an increase of approximately $15,000.00 to be comparable to surrounding towns' dispatch supervisor salaries.

Option Two - The Town of Southborough is to continue to explore and evaluate the possibility of moving the dispatch operations into a regional emergency communications center (RECC). Currently, the State of MA has thirty-two (32) Active RECCs and two (2) in the process of being built. There are two RECCs being built adjacent to the Town of Southborough, one in Framingham and one in Westborough. Although assessment costs can vary greatly, emergency communications regionalization has proven to be cost-effective and instrumental in enhancing coordination and response efficiency across multiple jurisdictions. Additionally, regionalization of emergency communications can help standardize response protocols, improve interoperability, and strengthen overall disaster preparedness and resilience.

Emergency communications regionalization offers numerous advantages that significantly enhance public safety operations. By consolidating resources, regional centers achieve cost savings and operational efficiencies through economies of scale and shared technology. They enhance coordination and response by providing unified command and control, improving incident management, and enabling resource sharing. Standardized protocols and training ensure consistent and reliable emergency responses. Improved interoperability facilitates seamless communication between agencies and jurisdictions. Regional Communications Centers also bolster disaster preparedness and resilience with increased capacity and robust backup systems. They support professional development and well-being of emergency personnel, reducing burnout and enhancing job satisfaction. Ultimately, these improvements lead to higher service quality and public trust, making communities safer and more resilient in the face of emergencies.

Furthermore, there are more opportunities for funding, as well as incentives from the Massachusetts State 911 Department Grants Program, which can provide financial assistance for technology upgrades, training programs, and the overall implementation of regionalization efforts, thereby easing the financial burden on individual municipalities and promoting more effective emergency communications infrastructure.

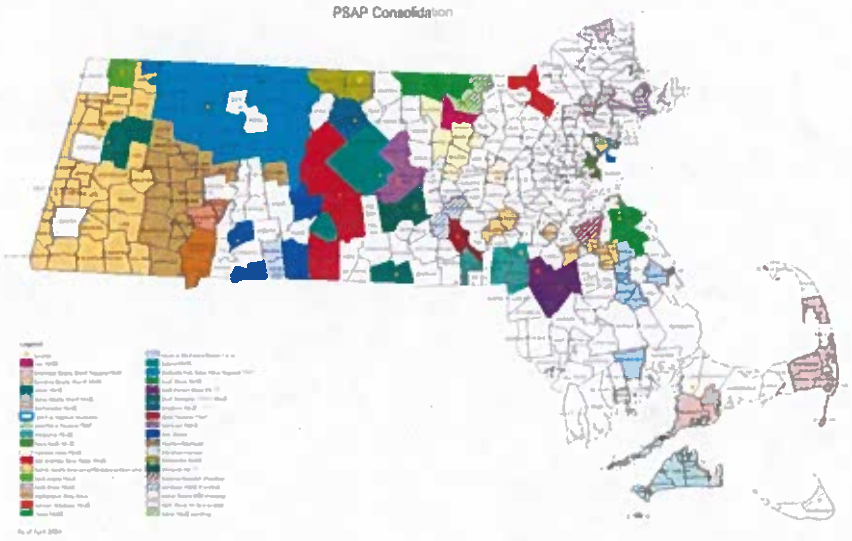


Figure 2- 4 – State 911 PSAP Consolidation MAP

EMERGENCY COMMUNICATIONS – STAFFING ANALYSIS CONCLUSION

In conclusion, the staffing analysis conducted by Municipal Resources Inc. (MRI) highlights the critical need for the Town of Southborough to address the operational challenges faced by the Emergency Communications Unit (ECU). The current staffing model, with its reliance on a single dispatcher per shift, is insufficient to meet the demands of the varied and complex tasks required for effective emergency communications. This report recommends increasing staffing levels and restructuring the ECU to ensure improved efficiency, better response times, and enhanced public safety.

Specifically, the Town should consider increasing the number of full-time dispatchers and establishing a dedicated Civilian Dispatch Supervisor role. This would provide a clear chain of command, reduce role confusion, and ensure more consistent and effective oversight. Additionally, an operations committee should be formed to facilitate cooperation between the ECU and other departments, such as the police and fire departments, ensuring that all response schemes and procedures are well-coordinated and effectively implemented.

Another viable option for the Town of Southborough is to explore the potential benefits of regionalizing its emergency communications. Joining a Regional Emergency Communications Center (RECC) could provide significant cost savings and operational efficiencies. Regionalization would not only standardize response protocols and improve interoperability but also enhance overall disaster preparedness and resilience.

Ultimately, whether through increasing local staffing and restructuring or moving towards regionalization, the goal is to ensure that the ECU can effectively support the public safety needs of the community. By addressing these recommendations, the Town of Southborough can improve the effectiveness of its emergency communications, thereby better protecting the safety and well-being of its residents.

SECTION THREE
FIRE RESCUE STAFFING ANALYSIS
SOUTHBOROUGH, MA

JULY 2024

Introduction and Overview

Southborough Fire Rescue today is referred to as an "All-Hazards Response Department" as the organization is responsible for providing the town with a wide variety of services that include:

- fire prevention education,
- fire-related inspectional services,
- response to fires,
- hazardous materials incident response,
- response to medical emergencies,
- technical rescue services both on and off the water.

Over the years, service demand has increased and the response to a wide variety of incidents has increased in terms of the challenges faced in Southborough and the complexity of safe operations. To continue to provide the Town of Southborough with the expected level of service the department must constantly evolve. The challenges with responding to day to day calls for service changed dramatically with the COVID-19 pandemic and even today continue to challenge us with newer strains of viruses that we not only need to treat but also need to provide proper training and equipment to keep first responders healthy and safe so they can continue to do the job.

The increasing demand for fire services, a nationwide trend, is having an impact on the operational structure currently in place within Southborough. Like many communities across the United States, population growth and the advancing age of the population results in an increased demand for emergency medical services. Demographic trends have also resulted in a decline in the recruitment, retention, and availability of paid on-call first responders which challenges the response capability of the Southborough Fire Department.

The once always available, effective group of paid-on-call first responders has been in a steady decline in recent years. Often, full-time work mandates, family commitments, increasing training requirements, required certifications, and other competing interests have combined to diminish the availability of responders. Ultimately this diminishes the organization's ability to provide a

timely response to emergencies. In addition, younger generations tend to prioritize leisure time which can reduce the level of interest in becoming an on-call firefighter. Statistics indicate that the highest levels of response are from older members. Southborough is not immune to this dilemma and is part of the nationwide problem in the on-call and volunteer fire service. This problem has required many communities to transition toward full-time staff, and in many cases increase the number of staff to meet the needs of the community.

Evaluation of Current Conditions

Town of Southborough

The Town of Southborough covers 15.7 square miles with 1.5 square miles of water and covers sections of Interstate 90, 495, and Routes 9 and 30, and incorporates the villages of Cordaville, Fayville, and Southville. According to the 2020 census, the Town has a resident population of 10,450 residents with a population density of 620.7 persons per square mile[6]. This population greatly fluctuates by the thousands depending on the time of year. The town has 43% of land use as residential and 35% open space. The actual number of people students and staff at the two private schools varies with on campus dorms throughout the year all of which have a direct impact on the services provided by the Southborough Fire Department.

[6] U.S. Census Bureau, "Southborough Massachusetts," 2022

Fire Rescue Department

Southborough Fire Rescue provides a wide variety of fire and rescue services. Services provided include both firefighting and rescue services such as vehicle extrication and limited technical rescue. First responder medical service is provided by the Fire Department with transportation and Advanced Life Support care (ALS). The Department operates out of the Public Safety Building located at 32 Cordaville Road. The 28-member department operates 24 hours a day 7 days a week providing administration, fire prevention, fire, rescue, and EMS response.

The Southborough Fire Department currently operates with four working groups of five personnel each. The Department drops to four members per shift due to vacancies in time off, sick, and injury leave. This results in a four-person shift the majority of the time and is inconsistent with the service expectation present in the Town of Southborough. In addition, during times of fiscal concern, the fire prevention officer has been used to fill a shift position diminishing the ability to accomplish the fire prevention function within a growing community.

With four firefighters on duty a supervisor, and one firefighter staff an engine, and two firefighters' cross staff both an ambulance and ladder truck. When a structure fire occurs, the Department is faced with operational challenges of mitigating a complex incident with three personnel operating inside a building. We believe that an operational minimum should consist of five personnel on duty which would result in a four-person interior operation when all units are available. In terms of operational capability, the residents of Southborough should also understand that when the town's primary ambulance is transporting a patient, the Town is frequently left with just two firefighters remaining for an extended period of time.

A major focus of the Department is community risk reduction. This is accomplished by conducting inspections, drills, education programs, and plan reviews. In 2023 the Inspectional Services Division (Fire Prevention Officer) conducted 595 such incidents.

Organizational Structure

The structure of any organization or entity, whether public or private, establishes and illustrates the important hierarchical relationships necessary between various personnel and supervisors/subordinates within the organization, that allow it to function properly, operate

effectively, and efficiently in its daily operations or the pursuit of its mission. Critical to the organizational structure is the leadership team that moves the organization forward. Currently, the leadership team of fire officers of the Southborough Fire Department dedicate a significant amount of time and foster a strong level of commitment to the organization.

Having a rank structure that allows for movement within the organization with increasing responsibilities, and which provides a succession ranking should someone leave the organization, is critical in maintaining the chain of command and continuity of the organization. The Fire Chief continues to take action to encourage and develop members to be future leaders of the organization. A true succession plan is dependent upon determining what the future staffing level will be moving forward.

The Department has served the community with distinction over the decades. They have been able to meet the needs of the Town given the resources and commitment of the residents. The Department has also contributed to public safety within the fire district and beyond through participation as a member of the Statewide Fire and Ambulance Mobilization Plan.

Fire service organizations are mission driven organizations. The mission often becomes part of a fire department's organizational culture. It is a normal sense of one's duty, responsibility, and service, which provides the hallmark for fire and emergency services, and drives a sense of community pride and involvement, which are both proud traditions. However, because of the changing dynamics of today's fire service, organizations are looking to explore various alternatives to the traditional model of fire service delivery. These alternatives include broader sharing of resources through automatic aid agreements, establishing regional partnerships in applying for federal grant funding, and developing economies of scale, through shared purchasing initiatives.

Staffing is the biggest key to the success of any Fire and EMS service response. For the most part, the average citizen only sees the amount of fire trucks and ambulances a department has and sees that as their fire department. It has often been said that the fire service can have all the best equipment, but that equipment is useless without a good and efficient crew to operate it. In today's world, call, and volunteer firefighters are getting harder and harder to recruit, and to retain. This is a nationwide issue that is now becoming a crisis in many communities.

The United States Fire Administration, part of the Federal Emergency Management Agency in the Department of Homeland Security, recommends that a minimum of four firefighters respond on or with each apparatus. In its respected textbook *Managing Fire Services,* the International City/County Management Association (ICMA) states, *"that at least four and often eight or more firefighters under the supervision of an officer should respond to fire suppression operations."*

They further state, *"If about 16 firefighters are not operating at the scene of a working fire within the critical time period then dollar loss and injuries are significantly increased, as is fire spread."*

Beyond the NFPA standard(s), which as standards do not carry the weight of regulation or law, is the Occupational Safety and Health Administration (OSHA) Respiratory Protection Standard, CFR 1910.134, which carries the weight and force of regulation, thus making compliance mandatory. One key provision of the Respiratory Protection Standard that is directly applicable to fire department staffing is known as the "two-in/two-out" rule. In brief, this regulation specifies that anytime firefighters operate in an environment/atmosphere that is "immediately dangerous to life and health" (IDLH), whenever two members enter the IDLH area together/as a team, they must maintain visual or voice communication with two additional firefighters who must remain outside of the IDLH atmosphere, prepared to render immediate emergency assistance to those inside. The OSHA rule does provide an exception, however, and states that the rule does not apply in emergency rescue situations where a person is visible and in need of immediate rescue, or there is credible and reasonable information that potentially viable victims are still in need of rescue.

To comply with the "two-in/two-out" rule, a team of four firefighters must be assembled before an interior fire attack can be made when the fire has progressed beyond the incipient stage, except in an imminent life-threatening situation when immediate action could prevent the loss of life or serious injury before the team of four firefighters are assembled. The serious concern of the Southborough Fire is that the OSHA "two-in/two-out" rule permits an exception for life hazard or rescue situations. The reality is that in one of the most serious life hazard fire situations that can be encountered, trapped civilians, a firefighter may need to place himself/herself in extreme danger by entering the structure alone.

The OSHA "two-in/two-out" rule is an essential component of operational safety and should be the basis of fire service operations within the study communities. Despite the rural nature of the area, and the reality of some elongated response times, interior operations beyond a visible rescue should not be initiated until four personnel arrive on the incident scene.

Insurance Service Organization (ISO) Rating

The Town currently has an Insurance Services Office (ISO) rating of **04/4X, which** is a respectable number but could be improved (attaining a lower rating) with some changes to the Department. ISO is an independent risk company that services insurance companies, communities, fire departments, insurance regulators, and others by providing information about risk. ISO's expert staff collects information about municipal fire suppression efforts in communities throughout the United States. In each of those communities, ISO analyzes the relevant data and assigns a Public Protection Classification a number from 1 to 10. Southborough is one of 4,524 communities that

are classified as a Class 04/4X community. This Class rating places the community just over the middle of the road of having a fire suppression program for its size. A Class 1 community represents an exemplary fire suppression program, and Class 10 indicates that the area's fire suppression program does not meet ISO's minimum criteria.

The Public Protection Classification (PPC) program provides objective countrywide criteria that may prove helpful in connection with fire departments and communities, planning and budgeting for facilities, equipment, and training. When companies have fewer or lower claims to pay, the premiums they collect can be lower. Therefore, by recognizing the potential effect of improved fire suppression on fire insurance losses, in that respect, the PPC program can often serve as an objective mechanism that can help recognize communities that choose to maintain and improve their firefighting services.

PPC can also be an important factor in overall community resilience and provides a consistent measurement tool that can help in these efforts, from the structural fire response perspective. Given the potential effect on fire insurance rates, the PPC could also be a factor considered by some businesses and developers to determine where to make investments.



Figure 3-1
ISO Grading Chart USA

While ISO's primary focus is to measure the effectiveness of a community's ability to respond to first alarm structure fires for insurance purposes, there are many derivative benefits. These include providing a statistically proven method of measuring performance; a methodology that can help as part of planning, budgeting for, and making improvements; a tool that can be used to further the concept of community resilience; and a metric that can help encourage investment in a community.

While the PPC grading can provide insurance underwriters with a snapshot of a community's risk, it also provides a community with a comparative perspective on fire service capability within the community. The fire department grading accounts for 50% of the total classification. ISO focuses on a fire department's first alarm response and initial attack capability that could minimize a potential loss. The rating for the fire department includes equipment, staffing, training, geographic distribution of fire companies, operational considerations, and community risk reduction.

Further information on the ISO rating system is located at:
https://www.isomitigation.com/ppc/fsrs/.

The fire service further assesses the risk profile based on several factors. Properties with high fire and life risks often require the response of greater numbers of personnel and apparatus to effectively mitigate an emergency. Staffing and deployment decisions should be made with consideration of the level of risk within each area of a community.

Looking Forward

Looking ahead, the Town of Southborough will continue to experience an increase in growth and development, as seen with the number of building permits issued and new construction beginning. While this development will have a definitive impact on the Town's emergency services, the exact amount is difficult to predict quantitatively and accurately. Increased development of any type will mean an increase in the number of people living, working, and traveling within the area. Each of these will reasonably be expected to result in an increased number of requests for services from the Fire Department. They can also impact response times through increased traffic and congestion.

It is likely, the most significant increase in requests for emergency services will be emergency medical service (EMS) related. More people simply increase the number of medical emergencies that occur. It would not be unreasonable to expect that the increase in EMS incidents would be proportional to the increase in population. Although several demographic factors ultimately impact the volume of requests for EMS service, it could reasonably be anticipated that an increase in population, along with potential increases in employment from any significant commercial development, would translate into an increase in EMS incidents.

Another important point related to having sufficient personnel to respond to emergencies is that the public assumes when they see a fire apparatus responding to an emergency, that there is a full crew of four firefighters on an engine or ladder. The reality is that the greater majority of the time, it is only a driver or a driver and another firefighter that staffs this apparatus. Often, there is a significant delay in getting enough manpower to fight a fire and to meet the minimum

number of firefighters on scene to comply with both the OSHA "Two In and Two Out" Standard and NFPA 1710, which is the standard for the organization and deployment of fire suppression operations by on-call and volunteer fire departments.

A number of fire departments throughout New England are adapting to this growing problem by adding full-time firefighters to fill the gaps that develop when the majority of on-call personnel are not available. This staffing transition supports the delivery of a timely response, during the day and night when call members are least available.

Service Demand

Southborough Fire has been a staple in the Community for many years and from early on the department has seen a tremendous change in the calls for service from as few as 18 to as many as 1565 in 2022. The service demand has a true correlation between the population and the number of incidents, and the type of incident the department responds to. As a community that has a daily, weekly, and monthly actual population swing that is all dependent on the weather and the time of the year the department must be properly and reasonably prepared to handle the swings in incidents. The population swings are caused by "summer residents," summer camps, local and regional activities including ice and snow events and activities, and the recent uptick of hiking the many trails in the area that are all publicized "destination" locations.

Incidents Response Types and Times

From the perspective of effective emergency response, there are three main factors that are used to help determine the deployment of resources: response time, travel distance, and call volume. For most evaluations, response time is the most critical factor; an important measuring instrument to determine how well a fire department or first response EMS provider is currently performing, to help identify response trends, and to predict future operational needs. Getting emergency assistance to the scene of a 9-1-1 caller in the quickest time possible may be critical to the survival of the patient and/or successful mitigation of the incident. Achieving the quickest and safest response times possible should be a fundamental goal of every fire department and first response EMS provider. It is not just a cliché that during critical life-threatening situations, minutes and even seconds truly do count.

Type of Incidents

An analysis of the type of incidents Southborough Fire responded to in 2022 and 2023 was completed with the data provided. The table below shows a broad classification of the types of incidents as reported to the National Fire Incident Reporting System (NFIRS) and an average of the number of responses to each. The fire department reports this and other data to the State

Fire Marshal monthly and as a result are part of the National Incident Reporting System and national statistics. Regardless of the actual incident address, all responses were calculated as it was a service that was provided by the fire department.

NFIRS Reporting System	2022		2023		Difference	2 Year Average	
	# Calls	% of Calls	# Calls	% of Calls	# Calls	# Calls	% of Calls
100 Series - Fires	53	11%	38	2%	-15	46	3%
200 Series - Ruptures / Explosions	1	0%	0	0%	-1	1	0%
300 Series - Rescue / EMS	902	184%	967	62%	65	935	62%
400 Series - Hazardous Condition	62	13%	69	4%	7	66	4%
500 Series - Service Call	81	16%	112	7%	31	97	6%
600 Series - Good Intent	132	27%	117	7%	-15	125	8%
700 Series - False Alarm	203	41%	258	16%	55	231	15%
800 Series - Severe Weather	2	0%	4	0%	2	3	0%
900 Series - Special Incident	2	1%	0	0%	-2	1	0%
TOTAL	1438	293%	1565	100%	127	1502	100%

Figure 3-2
Fire Department by Incident Type

The highest demand for service is for medical emergencies with a two-year average of 62% of the total call volume. False alarms at 15%, and Good Intent calls at 8% round out the top three types. Fires themselves reflect 3% of the response volume during the years of the study.

Incidents by Month, Day, Time, and District

Incidents by month, day of the week, and time of day were also analyzed. The number of incidents by month is pretty much level throughout the year indicating the service truly is needed year-round.

	2022		2023		Difference	2 Year Average	
	# Calls	% of Calls	# Calls	% of Calls	# Calls	# Calls	% of Calls
January	120	8%	122	8%	2	121	8%
February	97	7%	124	8%	27	111	7%
March	119	8%	106	7%	-13	113	7%
April	126	9%	114	7%	-12	120	8%
May	119	8%	115	7%	-4	117	8%
June	119	8%	131	8%	12	125	8%
July	131	9%	141	9%	10	136	9%
August	139	10%	124	8%	-15	132	9%
September	113	8%	153	10%	40	133	9%
October	133	9%	142	9%	9	138	9%
November	113	8%	129	8%	16	121	8%
December	109	8%	164	10%	55	137	9%
TOTAL	1438	100%	1565	100%	127	1502	100%

Figure 3-3

Analysis by Month

The day of the week was looked at next to see if there was a trend for call volumes and response requests. The chart below indicates that the day of the week has little or no bearing on the call volume as statistically the volume is spread pretty evenly.

Incidents by Day of the week

	2022		2023		Difference	3 Year Average	
	# Calls	% of Calls	# Calls	% of Calls	# Calls	# Calls	% of Calls
Monday	162	11%	175	11%	13	169	11%
Tuesday	202	14%	240	15%	38	221	15%
Wednesday	214	15%	245	16%	31	230	15%
Thursday	199	14%	222	14%	23	211	14%
Friday	219	15%	233	15%	14	226	15%
Saturday	228	16%	224	14%	-4	226	15%
Sunday	211	15%	221	14%	10	216	14%
	1435	100%	1560	100%	125	1498	100%

Note: Total numbers do not have the same totals as other charts due to incorrect data from RMS

Figure 3- 4
Analysis by Day of the Week

The time-of-day data indicates that the peak time of service is from 7:00 AM to 9:00 PM. This seems to correspond well with the time most of the residents are up and about taking care of their daily tasks. Not surprisingly, the time frame from midnight to 6 AM, when most people are sleeping, indicates the slowest time. What is truly clear is that the needs of the public are 24 hours a day. It is important to be able to respond efficiently and effectively to incidents all day, every day.

Incident by Time of Day	2022		2023		Difference	2 Year Average	
	# Calls	% of Calls	# Calls	% of Calls	# Calls	# Calls	% of Calls
0000-0059	37	3%	41	3%	4	39	3%
0100-0159	36	3%	28	2%	-8	32	2%
0200-259	25	2%	18	1%	-7	22	1%
0300-359	16	1%	28	2%	12	22	1%
0400-459	13	1%	19	1%	6	16	1%
0500-559	22	2%	25	2%	3	24	2%
0600-659	40	3%	33	2%	-7	37	2%
0700-759	58	4%	66	4%	8	62	4%
0800-0859	80	6%	74	5%	-6	77	5%
0900-0959	75	5%	87	6%	12	81	5%
1000-1059	105	7%	97	6%	-8	101	7%
1100-1159	109	8%	87	6%	-22	98	7%
1200-1259	69	5%	88	6%	19	79	5%
1300-1359	81	6%	110	7%	29	96	6%
1400-1459	96	7%	113	7%	17	105	7%
1500-1559	101	7%	108	7%	7	105	7%
1600-1659	67	5%	79	5%	12	73	5%
1700-1759	94	7%	106	7%	12	100	7%
1800-1859	60	4%	80	5%	20	70	5%
1900-1959	70	5%	70	4%	0	70	5%
2000-2059	61	4%	58	4%	-3	60	4%
2100-2159	50	3%	51	3%	1	51	3%
2200-2259	35	2%	55	4%	20	45	3%
2300-2359	35	2%	39	3%	4	37	2%

Figure 3-5 Analysis by Time of Day

Aid Chart	2022		2023		2 Year Average	
	Given	Received	Given	Received	Given	Received
Auto aid	15	16	9	0	12	8
Mutual Aid	97	49	86	36	91.5	42.5
TOTAL	112	65	95	36	103.5	50.5

Figure 3-6
Analysis of Out-of-Town Responses

Mutual Aid is the give and take of the fire service. Southboro is an active part of Massachusetts Fire District 14 as well as the Massachusetts Fire and EMS Statewide Mobilization Plan. Both of these are key components to the fire department as it allows Southboro to receive statewide resources any time it may be needed at no cost.

Breakdown of Aid given vs. received						
		2022	2022		2023	2023
		Given	Received		Given	Received
Ashland		10	8		7	6
Brewster EMS		0	5		0	4
Framingham		12	4		9	
Hopkinton		17	7		10	6
Marlboro		40	9		40	1
Milford		1	0		0	
Northboro		1	2		3	
Patriot Ambulance		0	13		0	7
Westboro		31	17		26	12
TOTAL		112	65		95	36

Figure 3-7 Aid by Town

EMS Incidents Only					
	2022		2023		Difference
Transports	73%	645	68%	614	-31
Non-Transports	25%	221	25%	225	4
Other Disposition	2%	18	3%	27	9
Total Records	884		903		19

Figure 3-8 EMS Incidents

EMS Incidents are a large part of the services that the Department provides. It is important to note that not all calls for an ambulance require transport to the hospital. Often these are due to medical alarms being accidentally activated, or someone requesting an evaluation that does not require an ambulance trip to the hospital.

Response Times

Structural firefighting has become far more challenging and dangerous in the last 30 years. A fire can easily at least double in size and intensity every 30 seconds. If firefighters cannot arrive in a timely manner and attack the fire quickly, a strong possibility exists that a dangerous flashover (simultaneous ignition of all combustible materials in a room) will occur. Flashover can occur within five to seven minutes of fire ignition and is one of the most dangerous events that firefighters or trapped civilians can face. When a flashover occurs, initial firefighting forces are

generally overwhelmed and will require significantly more resources to affect fire control and extinguishment.

Heart attack and stroke victims require rapid intervention and care, and transport to a medical facility. The longer the time duration without care, the less likely the patient is to fully recover. Numerous studies have shown that irreversible brain damage can occur if the brain is deprived of oxygen for more than four minutes. In addition, the potential for successful resuscitation during cardiac arrest decreases exponentially with each passing minute that cardiopulmonary resuscitation (CPR) or cardiac defibrillation is delayed. The true key to success in the chain of survival is the education and early access to the 911 system by civilians. The early notification coupled with the added skills of professionally trained EMS staff that arrive quickly and transport at the appropriate level of care are all key factors in a positive outcome for patients.

The Commission on Accreditation of Ambulance Services defines the Response Time Standards that an agency shall meet.

Section 301.01.03 states:

"The agency, in collaboration with the Medical Director, shall have established response time metrics based on internal and or external standards, as well as dispatch acuity for all levels of service provided.... For all life-threatening requests, the default total response time standard will be eight minutes and fifty-nine seconds 90% of the time unless the Medical Director and the oversight agency have agreed a different response standard is appropriate due to system design that can document qualified EMTs' arrival on scene prior to the responding unit.

Although NFPA 1710 provides essential benchmarks, fire departments often measure baseline performance in terms of *total response time*, which is the time it takes from the call to be received at the Public Safety Answering Point (PSAP) until the first unit arrives on the scene of the emergency incident. Total response time should be measured and reported for all first-due units *and* the effective response force (ERF) assembly. Total response time is composed of call-processing time, turnout time, and travel time:

- *Call processing time* – the elapsed time from the call being received at the PSAP to the dispatching of the first unit.
- *Turnout time* – the elapsed time from when a unit is dispatched until that unit changes its status to "responding."

- *Travel time* – the elapsed time from when a unit begins to respond until its arrival on the scene.

The response travel time is calculated from the time of dispatch to the time of arrival of the first piece of fire/EMS apparatus. It is also important to keep in mind that there are many possible variables to actual response travel times such as weather, physical location of the incident compared to the location of the station (travel distance), especially during mutual aid responses, as well as other simultaneous calls that may be happening. It is also important to note that the response time of fire staff for non-EMS incidents is typically higher. Before staff leave the station, they should be wearing all of their personal protective equipment (boots, pants, hoods, and coats).

Benchmarking and Comparative Analysis

As part of the study, the team prepared a benchmarking and comparative analysis survey for distribution to a several comparable communities. Benchmarking and comparative analysis is a process that compares specific data points within similar agencies or communities and is an effective way of making general comparisons between similar communities and identifying trends and patterns, but there are limitations as to how the data should be used. The purpose of this process is to provide a perspective relative to the organizational practices of other similar entities. Ideally, a community would utilize this information to identify needed change and through paced action, work incrementally toward implementation.

The communities selected are normally derived from recommendations from town officials. This is done purposely to avoid any perception that the members of the emergency services departments being assessed selected favorable comparable. The MRI team worked with Chief Puntini to develop appropriate points of comparison for the benchmarking and comparative analysis. The communities selected included 13 of the 15 communities typically utilized by the Town of Southborough for peer comparison. The Towns of Framingham and Shrewsbury were specifically excluded based on dramatic differences in size and or services provided.

To extract the maximum amount of data, Chief Puntini was asked to contact the fire chief in each community and request cooperation and response. The Chief received responses from Ashland, Carlisle, Maynard, Medway, Milford, Millis, Norfolk, Northborough, Sudbury, Wayland, and Weston. The Towns of Berlin, Concord, Groton, Hopkinton, Medfield, Millbury, and Sutton were unable to respond.

The methodology for calculating various data categories may vary from community to community, so this can have an impact on the comparison. For example, a fire department budget in one community might not include personnel benefits costs, which would skew the comparison. In the past, MRI has encountered departments that have used different formats to assign incident numbers to emergency calls, or that also assign these numbers to routine activities such as public education programs, inspections, and training (Amesbury does this which made obtaining accurate response data for this report more challenging). As such, when reading and trying to interpret the information in the tables and graphs in this section of the report it is important to consider that the specific details for the data used could only be extracted with a more detailed and in-depth study of those communities.

There are similarities between each of these departments, but it should be noted that there are also differences in how each community delivers fire and EMS services. Each municipality and its fire department provide emergency and other public services based on the expressed desires of that community and its citizens. What may be effective in one community may not be in a neighboring town. The ability of the fire department to provide the services desired by the community it serves is based on its available funding and resources.

This analysis developed a data set encompassing 43 fire service-related data points that can serve as a useful perspective for the Town of Southborough. Based upon the information contained above MRI has developed the following observations and recommendations pertinent to the Town of Southborough:

- Southborough has a 22% smaller population and 6% more land area than the average.
- The overall community budget in Southborough is 77% of the average and the fire rescue budget is 80% of the average.
- The cost per capita for fir rescue services is $221.72 which is slightly above the average per capita cost.
- Southborough has 12% fewer structure fires and 25% fewer fire related incidents than the average.

- Southborough experienced a far lower fire dollar loss compared to the other communities.

- Southborough experienced 41% less demand for EMS services than the average.

- Southborough Fire Rescue responded to 40% fewer incidents than the average.

- Southborough has 13% fewer career personnel and a 26% lower shift strength when compared to the averages.

- Southborough Fire Rescue had 38% lower than average overtime expense.

- Southborough Fire Rescue experienced a higher number of firefighter injuries when compared to the other communities.

- The number of personnel staffing apparatus was slightly lower in Southborough when compared to the average. In addition, Southborough staff's fewer pieces of apparatus when compared to the average.

- Southborough Fire Rescue has an 18% lower shift strength than the average.

Data Tables:

Community	Community Population	Square Miles	Fiscal 2024 Community Budget	Fire / EMS Budget for Fiscal Year 2024
Ashland	18,830	12.4	$ 77,095,403	$2,702,214
Carlisle	5,501	15.4	$ 34,104,340	$740,443
Maynard	10,609	5	$ 48,940,587	$1,780,991
Medway	13,400	11.5	$ 74,916,320	$2,941,274
Milford	30,196	15	$ 152,285,087	$6,246,910
Millis	9,100	12	$ 44,000,000	$2,596,972
Norfolk	11,527	15.2	$ 50,000,000	$2,435,000
Northborough	15,741	18.8	$ 25,012,129	$2,531,409
Sudbury	19,980	24.7	$ 116,240,880	$5,032,821
Wayland	14,000	15.9	$ 99,726,007	$3,685,947
Weston	11,851	17.3	$ 106,999,194	$4,254,892
Average	14,612	15	$ 75,392,722	3,177,170
Southborough	11,450	15.7	58,259,942	2,538,740
Deviation	0.78	1.06	0.77	0.80

Community	Industrial / Residential Mix Percentage	NFIRS Incident Type 111, Building Fire in 2023	Fire Calls in 2023 All but NFRIS 300 Series	Fire Dollar Loss in 2023
Ashland	80/20	19	922	Not Reported
Carlisle	1	1	274	600,000
Maynard	No Response	7	33	Not Reported
Medway	No Response	10	919	1,431,227
Milford	24% and 76%	26	1770	786,750
Millis	88% residential	12	771	1,500,000
Norfolk	95% residential	39	67	72,000
Northborough	Residential 43.1/Industrial/Commercial 8.8	17	824	385,900
Sudbury	90% Residential	12	1029	Not Reported
Wayland	15% and 85%	3	1395	2,120,000
Weston	No Industrial, 97% Residential	4	1249	1,570,400
Average	Varies Average 85% residential	14	841	1,058,285
Southborough	80/20	12	630	384,601
Deviation		0.88	0.75	0.36

Community	EMS Calls in 2023 NFIRS 300 Series	Total incident volume 2023	The closest piece of fire apparatus responds to all medical calls?	Number of Career Personnel
Ashland	1887	2,809	No	27
Carlisle	294	569	No	1
Maynard	1207	2,125	E2 is primary	20
Medway	1994	2,913	Yes	23
Milford	4114	5,884	Yes	45
Millis	957	1,728	Yes	17
Norfolk	1365	Included Insp.	Not Reported	18
Northborough	1627	2,451	Yes	23
Sudbury	1536	2,565	Yes	42
Wayland	1242	2,727	Yes	28
Weston	1761	3,010	Yes	35
Average	1,635	2,678	Yes	25
Southborough	967	1,597	Yes	22
Deviation	0.59	0.60		0.87

Community	Minimum Shift Strength	Number of Officers Assigned to Each Shift	Substitution (replacing personnel on shift) pay budgeted Fiscal 2014	Substitution (overtime to replace personnel on shift) transfers Fiscal 2014
Ashland	5	1	315,000	
Carlisle	4	1		
Maynard	5	1		
Medway	4	1	220000	220000
Milford	9	2		
Millis	4	1	185,000	147,000
Norfolk	4	1		
Northborough	4	1		
Sudbury	8	2		
Wayland	5	2		
Weston	7	2	410,000	NA (No transfers)
Average	5	1	282,500	183,500
Southborough	4	2	Not Reported	Not Reported
Deviation	0.74	1.47		

Community	Total Overtime Budgeted FY 2023	Actual Total Overtime FY 2023	Firefighter Injuries 2023	Civilian Death or Injury 2023
Ashland	$420,000	$ 469,569	1	0
Carlisle			1	0
Maynard	$416,642		2	0
Medway	$350,000	$ 270,735	0	0
Milford	$506,809	$ 675,610	4	0
Millis	$332,000	$ 477,044	2	0
Norfolk	$513,033			
Northborough	$410,680	$ 422,813	12	1
Sudbury	$550,000	$ 741,238		0
Wayland	$440,000	$ 529,873	1	0
Weston	$499,000	$ 476,798	4	0
Average	$443,816	$ 507,960.00	3.00	0.10
Southborough	$273,500	$ 313,348.00	4	0
Deviation	0.62	0.62	1.33	0

Community	Number of stations	Engine Company Crew Size	Ladder Co. Crew Size	ISO Rating
Ashland	1	3	2	4
Carlisle	1	4	2	8B
Maynard	1	3	2	3
Medway	2	2.5	2	4/4Y
Milford	2	2.5	1.50	3 3X
Millis	2	4	3	4
Norfolk	1	4		3
Northborough	1	3	2	3/3Y
Sudbury	3	2	2	03/3x
Wayland	2	2	2	4
Weston	2	2.5	2	4/4x
Average	1.64	2.95	2.05	4/4X
Southborough	1	2.5	2	4/4X
Deviation	0.61	0.85	0.98	

Community	Number of Engines Staffed	Number of Ladders staffed	Is dispatch centralized with Police?	Command Vehicle Staffed
Ashland	1	1	Yes	Yes
Carlisle	5	1	Yes	Yes
Maynard	1	1	Yes	No
Medway	1	1	Yes	No
Milford	2	1	Yes	No
Millis	1	0	Yes	Yes
Norfolk	1	0	Yes	No
Northborough	1	1	Yes	No
Sudbury	2	1	no, regional	Yes
Wayland	1.5	1	Yes	Yes
Weston	2	1	Yes	Yes
Average	1.68	0.82	Yes	Varies
Southborough	1	1 Cross Staffed	Yes	No
Deviation	0.59			

Community	Rescue/Squad Staffed	Total Number of Personnel Assigned to each shift	Shift Float (difference between number assigned and min.)	Number of long-term absences in FY 2023 (over 3 months)
Ashland	No	6	1	1
Carlisle	No			
Maynard	No	2		1
Medway	No	5	1	3
Milford	Yes	10	3	1
Millis	Yes	4		3
Norfolk	No	4	0	0
Northborough	Yes	5	1	3
Sudbury	No	10	3	
Wayland	Yes	7	2	0
Weston	Yes	8	1	0
Average	Varies	6	2	1
Southborough	No	5	1	1
Deviation		0.82	0.67	0.75

Community	Number of fire related on the job injuries in FY 2023	OSHA 2 in 2 out complaint? (min 4 personnel on fireground)	NFPA 1710 Compliant	Personnel Accountability System Utilized
Ashland	0	Yes	No	Yes
Carlisle	0	Yes	No	Yes
Maynard	1	No	Yes w/ Auto Aide	Yes
Medway	0	Yes	Yes w/ Auto Aide	Yes
Milford	0	yes	No	Yes
Millis		yes	Yes w/ Auto Aide	Yes
Norfolk	0			Yes
Northborough	3	No	Yes w/ Auto Aide	Yes
Sudbury		Yes	No	Yes
Wayland	7	Yes	Yes - 84% Compliance	Yes
Weston	4	Yes	No	Yes
Average	2	Yes	50/50	Yes
Southborough	3	Yes	Yes w/ Auto Aide	Yes
Deviation	1.80			

Community	Average years of Service - all Fire dept. personnel	Average Age of all Fire Dept. Personnel	Number of personnel allowed off for vacation at once?	Hours of Injured on Duty Leave Fiscal 2023
Ashland	10	35	unlimited	
Carlisle				
Maynard			5	48
Medway			2	96
Milford	12		no limit	
Millis	12	30	2	
Norfolk				
Northborough	12	40.5	No Limit	1,521.00
Sudbury	10	35	4	
Wayland			No limit	
Weston	9.5	36.6	2	1208
Average	11	35	Varies	718
Southborough	10	30's	no limit	
Deviation	0.92			0

Community	Hours of non-job related medical leave Fiscal 2023	Does the community have Injured on Duty Insurance Coverage?	Other than vacation, What is the largest reason that personnel are absent?
Ashland	0	Yes	Sick
Carlisle			
Maynard	0	Yes	Administrative Leave
Medway	2160	Yes	Sick
Milford		No	Holiday/Comp
Millis		Yes	Sick
Norfolk			
Northborough	1,295.00	Yes	Sick/IOD
Sudbury		Yes	Holiday
Wayland		Yes	Sick
Weston	0	No	Sick
Average	691	Yes	Sick
Southborough		Yes	Holiday Time
Deviation	0		

Staffing Levels

Staffing across the nation has been a challenge and this challenge has been made greater since the inception of the COVID-19 pandemic. Southborough, the Fire District, the Commonwealth, and across the nation are having trouble in recruiting and retaining good quality people to fill jobs.

Another challenge is the lack of personnel available for recall when an incident develops. Based on the high cost of living in Southborough, many fire fighters reside outside of the immediate area, and are not available to quickly respond when a significant incident occurs, and additional apparatus is needed.

Having an appropriate level of staffing is never an easy number to produce. Of course, meeting the National Protection Association standard would be great, more staff would be even better but financially not practical for most communities to have.

Based on today all things known the department and the Community would be better served by increasing staff in the following manner.

1) Add a Deputy Chief (or Assistant Chief) to the department administration. This position would be to not only work side by side with the Chief but to also be there when the Chief is not able to. In Southborough, this position could also be the second or backup person to the Inspector. Inspectional Services is nonstop in the fire service and currently, there is only one person doing the work and when he takes time off the "customer" often has to wait for him to return to move forward with permitting and inspections.

2) Add four full-time Firefighter/ EMS providers to the department. This would add one more to each work group, allow the shift commander to function in a Command car when the shift is full, and respond to calls quicker to obtain a size up and move apparatus around as needed. Adding these positions would allow for a supervisor and four firefighters on duty 24/7. There is a potential of allowing the shift to drop to a minimum of four and putting the officer back on the engine to respond to calls.

3) Add a full-time position to conduct fire and EMS training to on duty shifts. This position would ensure better quality and continuity of training.

4) The staffing levels will need to be monitored on a continuous basis and adjusted as needed annually. As our world changes and the demands on the fire service change, staffing will need to change to keep up.

Town of Southborough
Fire Department
Proposed Organizational Chart -2024

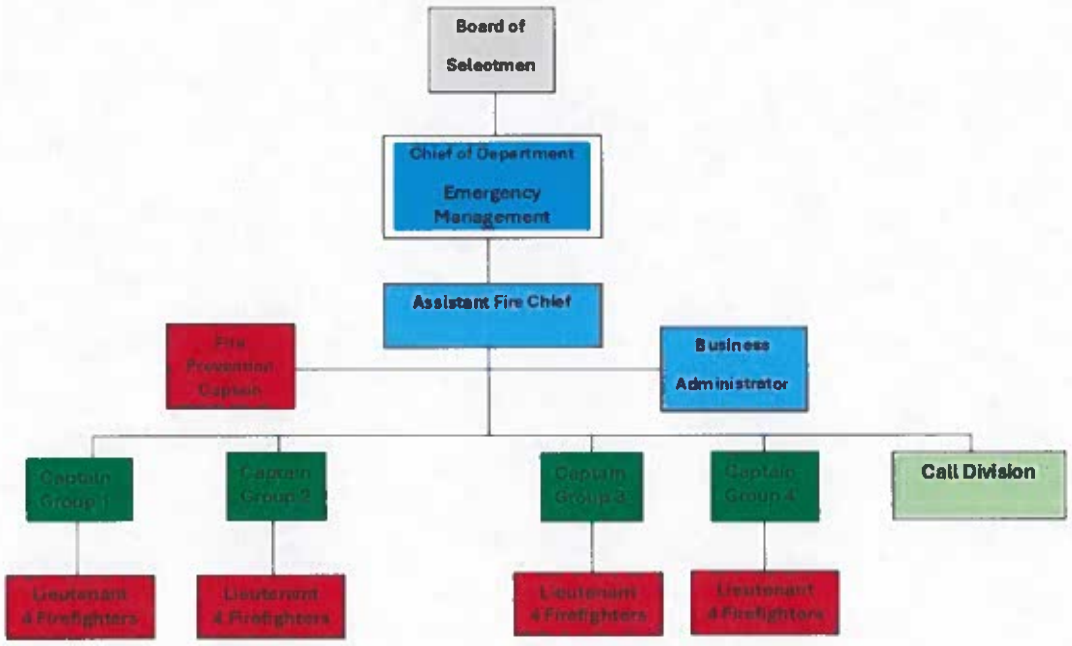


Figure 3-9
Proposed Organizational Chart

FIRE RESCUE – STAFFING ANALYSIS CONCLUSION

Having a sense of common vision is important in any organization to ensure that the organization and its personnel are moving in unison toward a common goal(s). Having a common vision is not only about making sure that all parties are aware that they are in the same boat and rowing but even more importantly, that they are rowing in the same direction.

Looking ahead, Southborough Fire possesses some definitive positive attributes, most notably the dedication of its core membership and the community leadership within each group. This shows there is a strong foundation upon which to build.

However, the Department is also facing serious challenges both today and looking toward the future. There are senior staff people who will be retiring, and there is a lack of good solid experienced people coming in to fill the voids as they are created. Nationwide, since the COVID-

19 pandemic began, the workforce has been dropping, fewer people are taking on the challenges of becoming a firefighter and/or emergency medical responders, and we are seeing more and more people leaving their jobs after just a couple of years. The sense of pride and commitment to these professions is also decreasing. Newer people tend to come in the door and work their assigned shifts, not wishing to go above and beyond.

The community and the Select Board ultimately determine the level of emergency service delivery that is acceptable. This is often accomplished through the efforts of the Fire Chief and Select Board reviewing the needs, and in turn, the taxpayers express their expectations during public meetings and through the approval of the department operating budget.

A balance of effective and efficient emergency services delivery and the need to maintain a fiscally responsible tax rate for the citizens is often the primary driving force in the delivery of emergency services. The basic tenant of emergency service in Southborough includes the provisions of basic fire protection, fire suppression, and rescue services. Emergency Medical Service, (EMS) including Basic Life Support (BLS) and Advanced Life Support (ALS) are provided by the department.

In conclusion, the missions performed by the public safety departments are some of the most basic and fundamental functions of government; to ensure the safety and protection of its residents and visitors. The real issue facing the Town, as it is for every community, is to determine an acceptable level of risk and then define an appropriate level of service for the community. There is no "right" amount of fire protection or first response EMS delivery in any community. It is a constantly changing level based on the expressed needs of the community. Determining the appropriate level of service also involves deciding on the municipalities' fiscal ability and willingness to pay for the desired level of service. These are decisions that the citizens of the Town and the Select Board will ultimately need to make.

Summary of Recommendations

Short Term

1) **Continue to monitor the value, efficiency, and effectiveness of staffing models as they are implemented.**
2) **To add a Deputy or Assistant Chief to the department.**

Long Term

3) **Add one full-time operational position to each of the four work groups.**
4) **Add one full-time day position to handle training as well as an operational day position.**
5) **Add one full-time day position to handle all EMS management functions as well as to add to the operational staff during the day.**

Respectfully submitted,

Municipal Resources Inc.

RECEIVED
By Town Clerk/amb at 12:01 pm, Nov 21, 2024

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Tuesday, October 22, 2024 6:30 PM
Location: McAuliffe Hearing Room, Town House, 17 Common Street, Southborough, MA
Present: Kathryn Cook, Andrew Dennington, Sam Stivers, Marguerite Landry and Al Hamilton. Town Administrator Mark Purple. Absent: Assistant Town Administrator Vanessa Hale

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Chair Kathy Cook called the meeting to order at 6:30 PM.

II. Public Comment

There was no public comment.
Ms. Cook moved to Reports at this time.

III. Scheduled Appointments *(Board may vote)*

a. 6:45 PM – Tax Classification Hearing

Mr. Purple read the public hearing notice into the public record. Mr. Paul Cibelli, Principal Assessor and Ms. Lori Esposito, Deputy Assessor, appeared before the Board on the matter. Also appearing before the Board were the following members of the Board of Assessors: Jeffrey Klein, Chair, Tammi Rice, Vice Chair, and Heath Widdiss. Mr. Cibelli shared the presentation for the FY25 Tax Classification hearing with the Board and public. Mr. Cibelli stated that the increases to the classes are as follows: Residential: 6.75%; Commercial: 1.16% and Industrial 6.29% and that the average single-family tax bill will increase 6.4%, year over year. He pointed out that the Commercial, Industrial and Personal Property (CIP) class is trending down over time. He stated that, in his tenure with the Town, the CIP class has represented approximately 17-20% of tax revenues and that this year's projection is approximately 15.9% of tax revenues. Mr. Cibelli stated that the Board of Assessors is recommending that the Town continue with a single tax rate for FY25 and that the Town not adopt the Residential or Commercial Exemptions, as they are not relevant to the Town. Ms. Cook expressed her shock at the size of the increase and stated that increasing commercial revenues has to be a priority of the Town. To that end, she suggested addressing septic and zoning issues. Mr. Stivers expressed his interest in a split tax rate and suggested exploring how other communities address the timing of tax information relative to the impact on the Town's budget process. Mr. Cibelli stated that the large increases in tax rates are being felt throughout the Commonwealth. Mr. Hamilton stated that as 80-85% of the Town's taxes are generated from the residential class, approximately $2 million dollars has been shifted over time from the CIP class to the residential class. He stated the Town should focus on the type of development that increases the CIP class, adding that office park development appears to be a thing of the past. He asked that the Board place on its agenda in the near future a discussion item regarding the creation of a sewer working group and a comprehensive review of zoning, especially along Route 9. Mr. Cibelli stated that the Town should consider diversifying its CIP class. The Board discussed the impact of a split rate and what savings could be achieved for the residential class. There was no public comment on the matter. Ms. Cook acknowledged a letter from Karen Chapman, President and CEO of Corridor 9/495 Regional Chamber of MetroWest, in support of a single tax rate for Southborough. Mr. Dennington moved to close the

tax classification public hearing at 7:28 PM. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Mr. Dennington moved that the Board adopt a single tax rate for FY25. Mr. Hamilton seconded the motion. The motion was unanimously approved (5-0-0). Mr. Dennington moved that the Board not adopt the Residential Exemption for FY25. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Mr. Dennington moved that the Board not adopt the Small Commercial Exemption. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

b. David Ferris – Procurement Appeal for 250 Turnpike Road project

Ms. Cook stated this matter has been postponed until the Board's November 4th meeting.

c. Mark Davis – 40R Development at the MBTA Station

Ms. Cook stated this matter has been postponed until the Board's November 4th meeting.

d. Travis Farley – Update on Recreation activities

Mr. Travis Farley, Recreation Director, appeared before the Board on the matter. Also in attendance from the Recreation Commission was Jennifer Hansen, Chair of the Recreation Commission, and Donald Dumont, Vice Chair of the Recreation Commission. Commission member Kristin LaVault appeared via ZOOM. Mr. Farley shared his report of the last three month's activities with the Board. He thanked Christina McCarthy for navigating the transition from Tim Davis's departure to Mr. Farley's arrival during the summer camp season. Ms. Cook asked about the Gobble Wobble. Mr. Farley stated that registration is open for the annual Thanksgiving Day run and the event would be publicized once Halloween is over. Mr. Farley shared that the Recreation Department has joined Rec Connect, an adaptive recreation program offered through Shrewsbury, Northborough and Westborough recreation departments for their residents. Ms. Hansen stated the Recreation Commission continues work on the dog park and related funding sources. She also said the Commission continues to provide input to the Neary Building Committee regarding impacts to the fields with layout/construction issues. She also stated the Commission continues to discuss the timing to install turf under the lights at Woodward Field, adding that estimates for turf installation are in the $1-2 million dollar range. Mr. Dumont stated that the Commission is pleased that Mr. Farley has continued the successful momentum of the last five years. He stated the Commission remains focused on a plan for Lundblad Field. Mr. Stivers asked if it was possible to track participation rates. Mr. Farley stated that the department uses a recreation management system that allows them to track that information and he added that participation can vary from program to program but, in general, participation rates are on the higher side. Mr. Stivers suggested that having a 5-10 year plan of goals would be a helpful communication tool in considering funding. Ms. Hansen stated that the Recreation Commission undertook a 10-year plan in 2016 and reviews this plan annually with the Capital Planning and Improvement Committee (CPIC). She stated that the Commission has achieved many of the goals in the plan and intends to update it in the next in the year or two. She stated she does not foresee the need to hire additional staff and Mr. Dumont stated that the lack of indoor facilities remains a challenge to increasing programming. Mr. Stivers suggested providing additional programming for the increasing senior demographic in Town.

Ms. Leah Emerson, Economic Development Committee (EDC) Coordinator, appeared before the Board to offer her support for the Board's votes relative to the tax classification hearing.

IV. Reports

a. Chair's Report

i. Bench dedication for Kim Tollander

Ms. Cook reported that during Heritage Day, a bench was dedicated in the Southborough Heritage Park in memory of Kim Tollander, Southborough School Committee member who passed away last year. Ms. Cook reported that friends and family came to the dedication ceremony.

ii. Heritage Day

Ms. Cook reported that, despite the weather, Heritage Day was a successful community event.

iii. 2 East Main Street update

Ms. Cook reported that Mr. Bemis appeared before the Planning Board last evening to present a project for development at 2 East Main Street. Ms. Cook stated she looks forward to supporting development at the site, as it is one of the Select Board's FY25 goals.

b. Members' Reports

i. Tricentennial fundraiser update

Mr. Dennington reported that the Tricentennial Committee had a booth at Heritage Days where commemorative bricks were sold, adding that the bricks will be installed in Southborough Heritage Park. He encouraged the public to support the fundraiser and stated additional information is available on the Tricentennial Committee's website.

c. Town Administrator's Report

i. Resignation of Shannon Kinayman from Youth and Family Services

Mr. Purple reported that Shannon Kinayman, Program Director for Southborough Youth and Family Services (SYFS) for the last eight years, has resigned and her last day of work was on October 16, 2024. He stated that he attended a reception for Ms. Kinayman and wished her well in her future endeavors. He also stated that Sarah Cassell, Director of SYFS, and Ms. Vanessa Hale are working to advertise the open position. Mr. Purple also stated that Mr. Dean Cibelli has notified the Town he will retire on November 4, 2024, after 36 years of service. Mr. Purple thanked Mr. Cibelli for his commitment to the Town and his many years of service.

ii. Southborough Power Choice renewal notices

Mr. Purple reported that Southborough Power Choice notices for the Town's electric aggregation program will be sent out November 1st. He stated that residents could select from three programs: basic, green and a new hybrid option. Mr. Purple noted that since its inception, the aggregation program has saved enrolled Southborough residents approximately $9 million dollars. He described the renewal process and stated that notices would be mailed to all residents and current subscribers, posted on the Town's website, available at the Town House and publicized through social media.

iv. Status of CSX improvement on Central Street

Mr. Purple reported that the roadwork was successfully completed on October 15th and 16th. He stated that the CSX crossing on Main Street would be addressed in the future.

iv. ALS One Fundraiser

Mr. Purple reported that, despite the weather, the ALS One fundraiser was a success. He stated that 292 rounds of golf were played and the event raised $3,200 for ALS One in memory of Brian Schifrin and John Wilson. He also thanked Brian Shea and the management company for their assistance with the fundraiser and those who participated to make the event a success.

Mr. Purple reported that Conservation Commissioner Melissa Danza had sent an email stating that waste from the Breakneck Hill remediation project would be sent to the Maine site, which may result in the Town returning some of its bonding authorization for the project.

V. Consent Agenda

a. Approve Open Session Meeting Minutes: October 8, 2024

Mr. Stivers held Consent Agenda item "a." Mr. Stivers requested the following changes: Line 162: add "each" before area; Line 200-201: delete "bylaw compliance" and insert "reporting for DPW issues and bylaw compliance issues"; Line 204: insert "the previously proposed SeeClickFix software." Mr. Dennington moved to approve Consent Agenda item "a", as amended. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

Ms. Cook moved to the Tax Classification public hearing at this time, as it was 6:45 PM.

b. Approval of FY26 Budget Calendar

Ms. Cook held Consent Agenda item "b." Ms. Cook stated that a joint meeting with the CIPC and the Advisory Committee has been added to the draft FY26 Budget Calendar for December 17, 2024. The Board discussed budgeting directives for the Finance Team's communication with department heads. The Board agreed to ask department heads to provide a level service budget with no additions to personnel and, if additional funds or personnel are requested, that the department prepare an ancillary budget. Mr. Dennington moved to approve Consent Agenda item "b", as amended. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

c. Approve 2025 Senior Health Benefit renewal

Ms. Cook held Consent Agenda item "c." Ms. Cook stated that tonight's vote authorizes the signing of a new contract with Aetna for 2025. She also informed the Board that the Insurance Advisory Committee (IAC) is in discussions with Tufts/Harvard Pilgrim to potentially add a traditional Medigap policy but information on that matter would not be available until early 2025. Mr. Stivers moved to approve Consent Agenda item "c." Mr. Dennington seconded the motion. The motion was unanimously approved (5-0-0).

d. Approve Executive Session Meeting Minutes: October 8, 2024

Mr. Dennington moved to approve Consent Agenda item "d." Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

V. Other Matters *(Board may vote)*

a. Approve restitution for removal of public shade tree at 37 Clifford Street

Ms. Cook provided a history of the matter surrounding a public shade tree that was removed on September 28, 2023. She stated that the resident can either write a check for $500 or purchase two trees from the Accepted Tree list. The Board discussed the matter. Mr. Hamilton moved to authorize DPW Superintendent Cundiff and Tree Warden Designee Chris Leroy to meet with the homeowner to resolve the matter by either purchasing two trees from the Approved Tree List or writing a check for $500. Mr. Dennington seconded the motion. The motion was approved (4-0-1). Ms. Landry abstained. Ms. Cook asked Mr. Stivers to amend the Tree Policy to reflect State language and Mr. Stivers agreed. Ms. Landry recommended that the Tree Policy contain consequences for any tree company removing a public shade tree. Ms. Cook stated that a public hearing on the Amended Tree Policy would occur at the November 4th meeting.

b. Continued discussion of ARPA funding

i. Review of project allocations

Ms. Kathryn McKee, Trails Committee Chair, appeared before the Board on the matter. Ms. McKee stated that the scope of the crosswalk project has expanded so the Trails Committee has decided to address the matter in 2025 with alternative funding. She stated she would return $15,000 in ARPA funds allocated to the project. With regard to the $12,500 in ARPA funds allocated for trail enhancements, Ms. McKee stated she would have the entire amount contracted or spent by November 4th. She also stated that of the $61,009.50 remaining ARPA funds allocated to the Peninsula Trail project, the Trails Committee is only requesting $21,000 for paving of the ADA parking spaces. She stated the Trails Committee would return a total of $55,009.50 ($15,000 and $40,009.50) in previously allocated ARPA funds. Ms. McKee thanked the Board for their patience as the Trails Committee investigated utilizing all of the allocated ARPA funds. Mr. Hamilton moved to reallocate $55, 009.50 from the Peninsula Trail and the crosswalk at Stonybrook/Route 30 to the General Tax Relief category. Mr. Dennington seconded the motion. The motion was unanimously approved (5-0-0).

ii. Reallocation of available funds

Mr. Hamilton moved to reallocate $20,000 from the McAuliffe Room upgrades to the General Tax Relief category. Mr. Dennington seconded the motion. The motion was unanimously approved (5-0-0). Ms. Cook stated that the Board has approximately $78, 509.50 in ARPA funds to reallocate. Mr. Dennington moved to allocate $5,400 from the General Tax Relief category to purchase two

automated external defibrillators (AEDs). Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Ms. Cook moved to allocate 100% of the remaining ARPA funds equally between Police Chief Newell, Fire Chief Puntini and DPW Superintendent Cundiff to spend. Mr. Dennington clarified that each department head would present a list of expenditures for the proposed ARPA allocations at the Board's next meeting. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Ms. Cook stated that all of the ARPA funds received by the Town have been allocated.

c. Continued discussions of the Public Safety staffing study

Ms. Cook stated that she met with Advisory Committee Chair Andrew Pfaff and discussed how best to proceed with the recommendations of the Public Safety staffing study. She proposed that four individuals (two from the Select Board and two from the Advisory Committee) meet to make recommendations for both the Board and the Advisory Committee to consider. The Board discussed the matter and agreed that Mr. Dennington and Mr. Pfaff would meet to review recommendations from the staffing study for the Police Department. The Board agreed that Ms. Cook and Mr. Pfaff would meet to review recommendations from the staffing study for the Fire Department. Mr. Stivers recommended that Police and Fire prepare 3-5 year plans for phasing and budgeting purposes.

VI. Public Comment

Ms. Marnie Hoolahan, Planning Board member, 26 Clifford Road, requested that the Board reschedule Scheduled Appointments C, as there is a conflict with a Planning Board meeting and the subject matter is of interest to the Planning Board. Ms. Cook agreed to Ms. Hoolahan's request.

VIII. Adjournment

Ms. Cook moved to adjourn the meeting at 8:30PM. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

Upcoming Meetings	
November 4, 2024	*November 19, 2024*

Respectfully submitted,

Bridgid Rubin, Recording Secretary

List of Documents referred to at the October 22, 2024 SB Meeting:

- FY25 Tax Classification Presentation
- Letter from Karen Chapman, dated October 18, 2024, RE: Continuation of a Single Tax Rate
- Southborough Recreation Department Activities Report
- Memorandum from Brian Ballantine, dated October 17, 2024, RE: Draft Budget Calendar FY26, with attachment
- Memorandum from Brian Ballantine, dated October 17, 2024, RE: Retiree Health Benefit Renewal 2025
- Email from Ling Yang, dated September 30, 2024, Removal of Public Shade Tree at 37 Clifford Road
- List of ARPA Allocations, dated October 18, 2024
- Open Session Meeting Minutes, dated October 8, 2024
- Power Choice Green Notice
- Power Choice Standard Notice

- Memorandum from Kathy Cook, dated October 22, 2024, RE: Tree Removal at 37 Clifford Road
- Letter from William Cundiff, dated November 22, 2023, RE: Removal of Public Shade Tree at 37 Clifford Road, with photos and Public Shade Tree Policy

Southborough

Massachusetts

Fiscal Year 2025
Tax Classification Hearing



Prepared For:
Southborough Select Board
Kathryn Cook, Chair
Andrew Dennington II, Vice-Chair
Sam Silvers, Member
Marguerite Landry, Member
Alfred Hamilton, Member

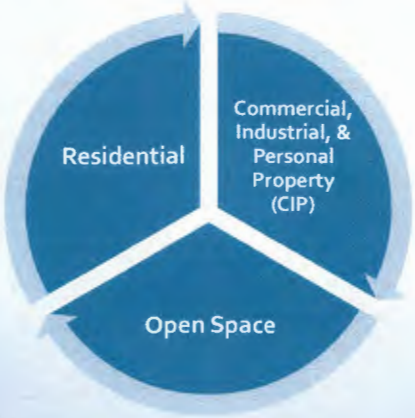
Prepared By:
Southborough Board of Assessors
Jeffrey Klein, Chair
Tad [illegible]
Heather [illegible]

Paul Cibelli, Principal Assessor
Lori Esposito, Deputy Assessor

1

What is Tax Classification?

Allows communities to have different tax rates for certain classes of property*:



State Statute:
Provides a maximum allowable portion of the tax levy (up to 150%) to be borne by the CIP classes
Provides a minimum allowable portion to be borne by the residential class

2

Fiscal Year 2025 Assessments

FY2025 assessments are based on analysis of *calendar year 2023* sales and market conditions*



FY2025 assessments reflect the value of properties as of *January 1, 2024* (per Dept. of Revenue Guidelines)



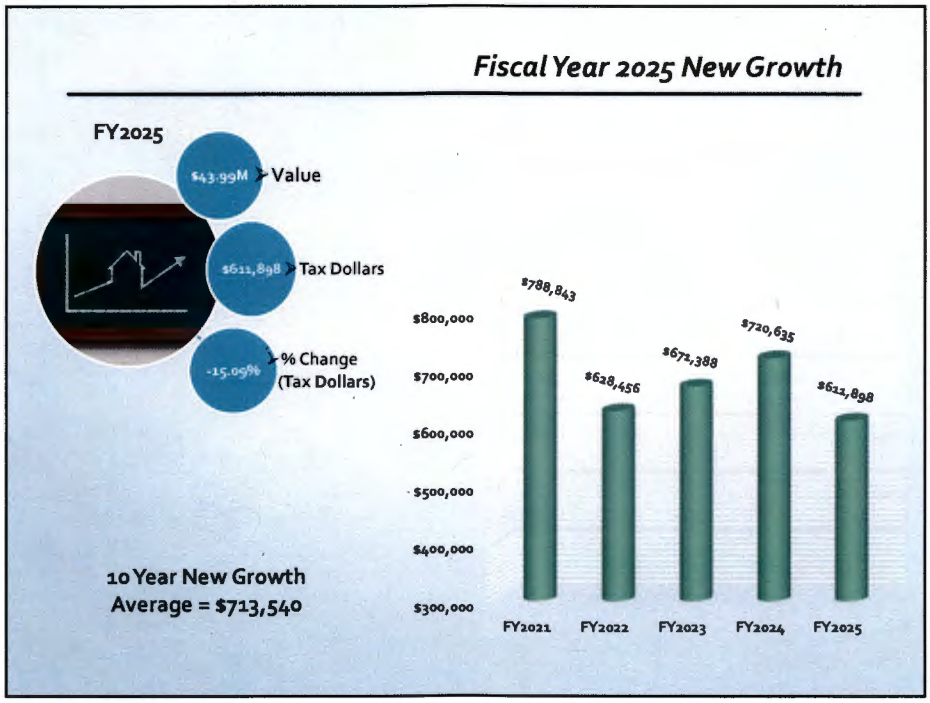
*Calendar year 2024 sales and market conditions will be reflected in the FY2026 assessments, as there is a one-year time lag in the assessment process

3

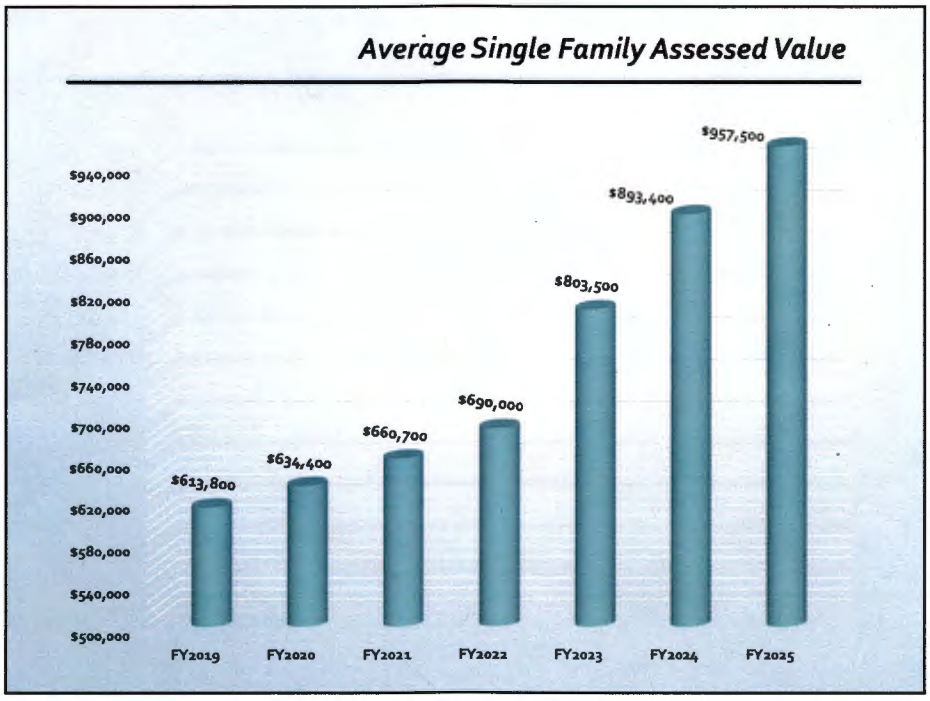
What is Happening to Assessments?

- **Overall assessments are on the rise**
  - ❖ Residential class increased 6.75%
  - ❖ Commercial class increased 1.16%
  - ❖ Industrial class increased 6.29%
  - ❖ Personal Property increased 3.72%
- **Town's total FY25 valuation = $3.788 Billion**
  - ❖ an increase of 6.21% from FY24

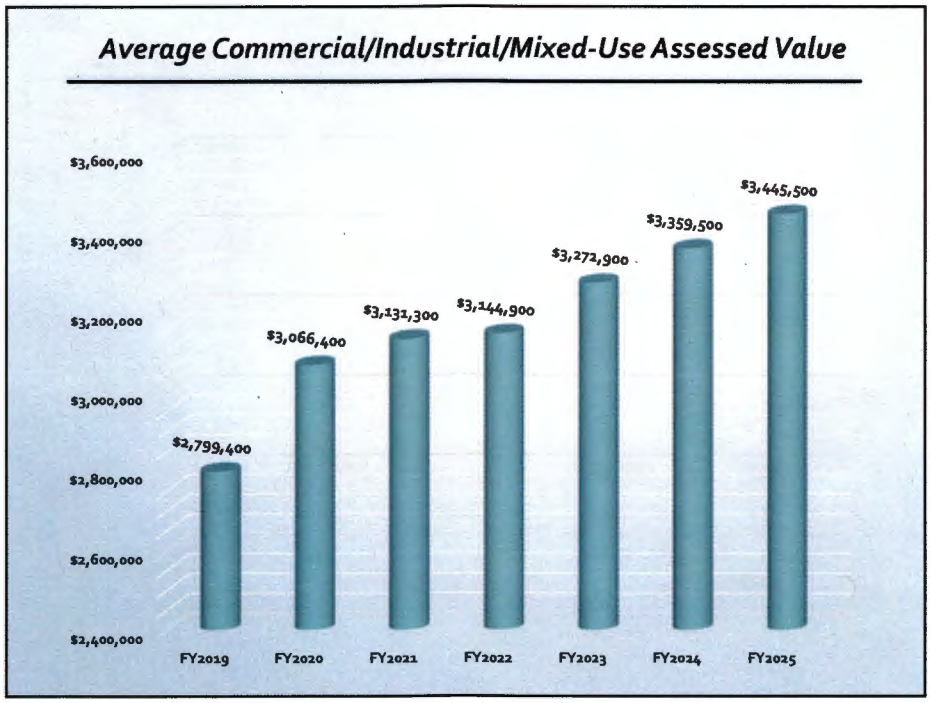
4


Fiscal Year 2025 New Growth
FY2025
$43.99M
Value
$611,898
Tax Dollars
-15.09%
% Change
(Tax Dollars)
10 Year New Growth
Average = $713,540
$800,000
$700,000
$600,000
$500,000
$400,000
$300,000
$788,843
$628,456
$672,388
$720,635
$611,898
FY2021
FY2022
FY2023
FY2024
FY2025

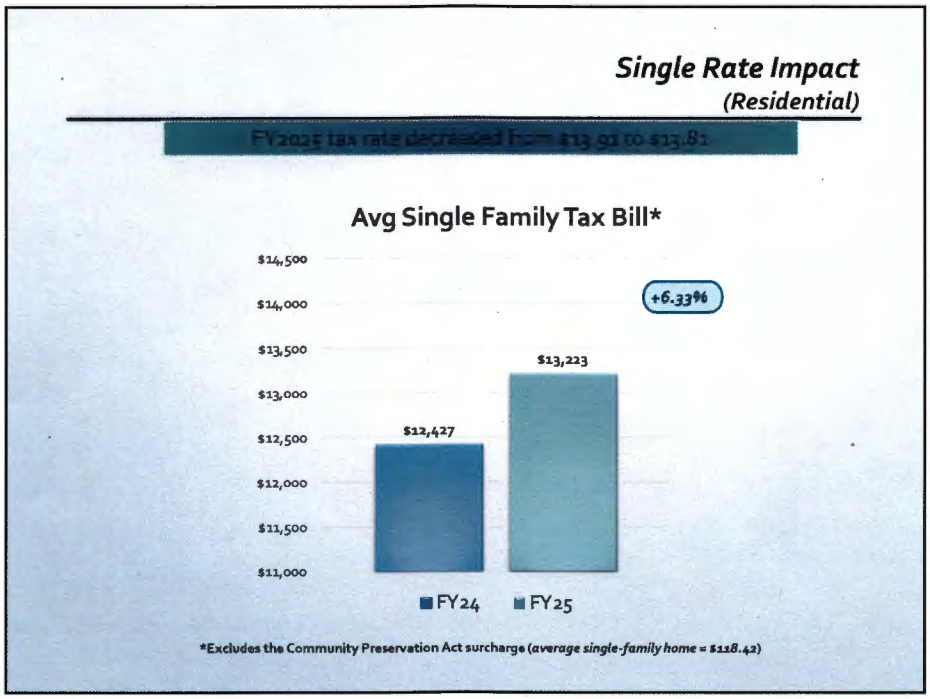
5


Average Single Family Assessed Value
$940,000
$900,000
$860,000
$820,000
$780,000
$740,000
$700,000
$660,000
$620,000
$580,000
$540,000
$500,000
$613,800
$634,400
$660,700
$690,000
$803,500
$893,400
$957,500
FY2019
FY2020
FY2021
FY2022
FY2023
FY2024
FY2025

6


Average Commercial/Industrial/Mixed-Use Assessed Value
$3,600,000
$3,400,000
$3,200,000
$3,000,000
$2,800,000
$2,600,000
$2,400,000
$2,799,400
$3,066,400
$3,132,300
$3,144,900
$3,272,900
$3,359,500
$3,445,500
FY2019
FY2020
FY2021
FY2022
FY2023
FY2024
FY2025

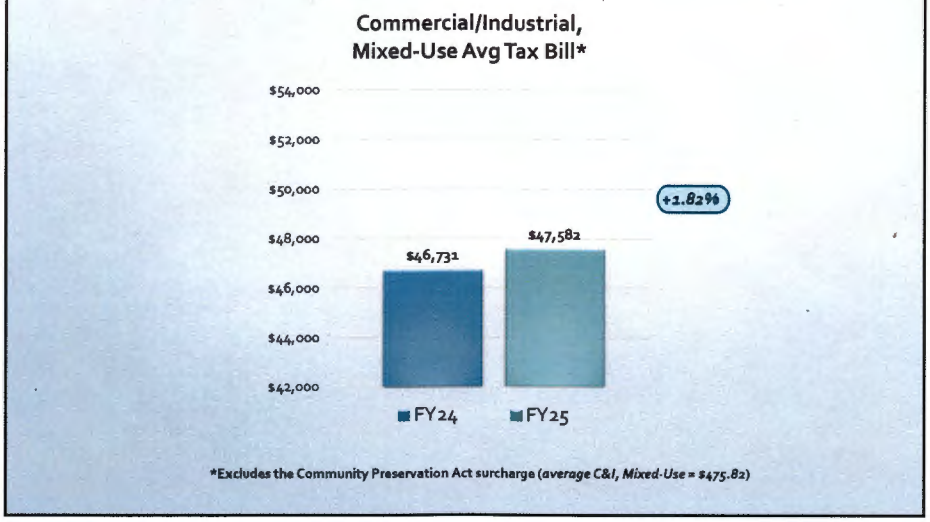
7


Single Rate Impact
(Residential)
Avg Single Family Tax Bill*
$14,500
$14,000
$13,500
$13,000
$12,500
$12,000
$11,500
$11,000
+6.33%
$12,427
$13,223
FY24
FY25
*Excludes the Community Preservation Act surcharge (average single-family home = $118.42)

8

Single Rate Impact
(Commercial/Industrial, Mixed-Use)

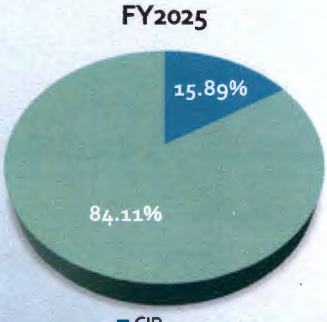
FY2025 tax rate decreased from $13.91 to $13.82

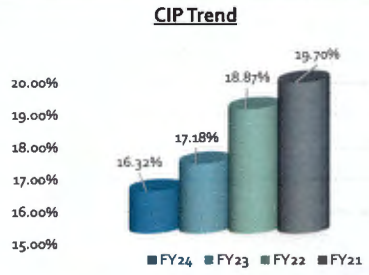


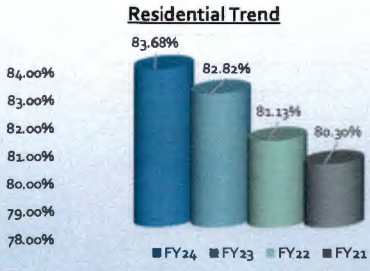
*Excludes the Community Preservation Act surcharge (*average C&I, Mixed-Use* = $475.82)

9

Relationship of Class Values







10

5% Tax Rate Shift Impact On AVERAGE Value

SINGLE TAX RATE SCENARIO

SINGLE FAMILY HOME		C & I IMPROVED PROPERTY	
Average Value	$957,500	Average Value	$3,445,500
Tax Rate (per $1,000)	13.81	Tax Rate (per $1,000)	13.81
Average Tax Bill	$13,223	Average Tax Bill	$47,582

5% SPLIT TAX RATE SCENARIO

SINGLE FAMILY HOME		C & I IMPROVED PROPERTY	
Average Value	$957,500	Average Value	$3,445,500
Tax Rate (per $1,000)	$13.68	Tax Rate (per $1,000)	$14.50
Average Tax Bill	$13,099	Average Tax Bill	$49,960
Tax $ Decrease	($124)	Tax $ Increase	$2,378
% Decrease	0.094%	% Increase	5.00%

Every $1 savings to residential increases CIP by $4.67

11

FY2024 Tax Rates of Surrounding Communities

COMMUNITY	SPLIT-RATE	RES. RATE	COMM. RATE
Ashland	NO	$13.24	
Berlin	YES	$12.75	$25.45
Bolton	NO	$16.26	
Boylston	NO	$13.81	
Framingham	YES	$12.46	$25.41
Grafton	NO	$14.31	
Holliston	NO	$15.06	
Hopkinton	NO	$14.61	$14.60
Hudson	YES	$14.00	$27.50
Marlborough	YES	$10.24	$17.66
Natick	NO	$12.26	
Northborough	NO	$14.28	
Shrewsbury	NO	$12.38	
Southborough	**NO**	**$13.91**	
Sudbury	YES	$14.61	$21.16
Wayland	NO	$15.52	
Westborough	NO	$16.41	

Southborough Proposed FY25 tax rate $13.81

12

Recommendation

The Board of Assessors unanimously recommends continuing with a single tax rate for fiscal year 2025

13

Other Tax Shift Options



Residential Exemption

- Shifts burden from lower assessed properties to higher assessed properties, seasonal & rental properties
- Typically adopted only in areas with a low rate of owner occupancy



Small Commercial Exemption

- Shifts burden from property owners occupied by small businesses to larger commercial and industrial taxpayers.
- Exemption for property owner would apply only if tenants are Class 3 business with ≤ 10 employees, property is <$1,000,000 assessed valuation

Total amount of levy collected from any exempted class remains the same.

14

Recommendation

The Board of Assessors unanimously recommends not to adopt the Residential and Small Commercial Exemptions as they are not relevant to this community

15

Action Items

- Selectmen Discussion
- Public Comment
- Select Board Votes:
  - Single/Split Tax Rate
  - Residential Exemption
  - Small Commercial Exemption

16

October 18, 2024

To: Southborough Select Board

The Corridor 9/495 Regional Chamber of MetroWest is a regional business organization with well over 500 local businesses serving Southborough as well as the core communities of Westborough, Northborough, Shrewsbury and Grafton. The Chamber is committed to sustaining the growth and economic viability of our towns by supporting existing businesses and helping to attract new businesses to the region.

As the voice for local business, the Corridor 9/495 Regional Chamber of MetroWest strongly advocates for the continuation of a single tax rate in Southborough for the following reasons:

- A single tax rate promotes a business friendly climate for new business growth, job creation, and existing business expansion.

- A split tax rate would put our towns in the minority of Massachusetts municipalities and place our region at an economic disadvantage. Of the 351 cities and towns in Massachusetts, 69% of all towns in the Commonwealth maintain a single tax rate.

- A split tax rate is a significant sign to new and existing businesses that a city or town is not "business-friendly". It is often one of the first, if not the first, question that new businesses ask when looking to locate in a particular location.

- Business uses minimal town services/resources (public schools, recreation etc.)

- The town of Southborough receives significant income in personal property taxes from local businesses and that revenue is part of the tax base which helps offset real estate taxes for residents.

- Single tax rate helps to keep Corridor 9/495 region competitive by retaining existing businesses and enables our towns to sustain its fiscal well-being.

- Approximately 80% of U.S. businesses are considered "small" businesses and 95% of Corridor 9/495 Regional Chamber members are small businesses with 10 employees or less. If there were any decision to move toward a split tax rate, it would paint a very different picture of local officials trying to support small businesses in their towns. A split tax rate would result in higher property expenses that would be passed onto the tenants (small businesses) either directly or by higher asking rents. Because of triple-net leasing, tenants of commercial spaces not only pay their rent and utilities, but also the maintenance of the space, the insurance, and property taxes.

- The businesses of our communities are the backbone of the town's local economy and often intricately involved in the community with financial and volunteer support. A vast number of companies contribute greatly with scholarships for students, grants to our local schools, donations to the food pantries, and sponsors of athletic and community events. Yet, if business is struggling to exist, they can't afford to give generously; and, if they are out of business, or have moved out of town, they will not be here to give anything at all.

We firmly believe that by maintaining the single tax rate, Southborough will continue to attract and retain businesses in our community and promote business development in your town.

Sincerely,

Karen Chapman

Karen Chapman
President & CEO

Select Board Report

Southborough Recreation Department

Summer Wrap Up

We wrapped up a very successful summer recreation season with our staple programs that include our traditional Summer Camp, Skyrise Summer Theater Programs, and Pre-K Soccer. We also added a few new wrinkles to our summer offerings that included: Top Secret Kids: Amazing 100 Experiments for Hands on Science, Comics Journalism, Beach Tennis, and Battle Robots.

We also added a few new bands to our summer concert series that were very well received. We are really looking forward to building off this momentum for the summer of 2025!

Summer 2024 Participants: 1,028

Summer 2023 Participants: 1,005

Summer Nights

Summer Nights was a HUGE success with a great crowd. The feedback we received from the residents was overwhelmingly positive. A huge thank you to our fellow departments that made it possible (DPW, Police, Fire, Board of Health). Also, a special thank you to our sponsors: Friends of Southborough Recreation, St. Marks School, Middlesex Savings, Ken's Food, Main Street Bank, and Abu Realtors.

Fall Registrations

I am happy to report that we took in over 125 registrations for our fall program on the first day of registration. This is up from 57 on the first day of registration of Fall 2023. We have added some new wrinkles to our fall program offerings as well that include: a Halloween Coloring Contest, Candle Making Classes, Teen Interview Prep Classes, and a Wellness Day Half Day Program (Onsie Day).

Fall 2024 Participants (September 1st – October 31st): 663

Fall 2023 Participants (September 1st – October 31st): 485

Field/Gym Permitting

Since the beginning of September, we have permitted 3,776 hours in field and gym space.

Heritage Day

Another staple event for the Town of Southborough! This year the weather did not slow us down and we saw a very large parade with over 200 walking participants, over 65 vendors, and a great crowd! It was wonderful to see everyone in Southborough come out! A huge thank you to our fellow departments that made it possible (DPW, Police, Fire, Board of Health).

Southborough Recreation Running Club

I am happy to report that we have put a new twist on our traditional Cross Country Program. We have brought on a new Coach (Amanda Gleeson), re-branded it to more of a running club for athletes of all abilities, we have already competed in two meets, and we now include registration to the Gobble Wobble for all participants. We have close to 40 in the program currently.

Ski/Snowboard Program

Registration has closed and I am happy to say the program is full with 81 Trottier students! We expanded this program offering two large coach buses thanks to interest and availability of parent chaperones.

Trunk or Treat/Halloween Movie

This event has become a staple for our department in the fall! We have over 15 trunks participating this year (including our Police Department and DPW Department). Trunk or Treat will be on Saturday, October 26th at Woodward Memorial School. We've expanded the event to offer a food truck dinner option and drive-in style movie showing of Casper on the front lawn at Dusk! The event will take place from 3:00-8:00pm

Spring/Summer Registration

I am happy to say we will be moving up our Spring/Summer Registration from what has historically been in Early-March to Mid-February this year! So please keep a look out for our Spring/Summer Postcard that will be going out in January. To kick off the registration cycle,

we will have a community-wide, family friendly event at the end of January promoting the new season of program offerings.

An important message from the Town of Southborough about a change in your electricity price

November 1, 2024

Your electricity account is enrolled in Southborough Community Power Choice, our Town's group electricity buying program. Through the program, you receive a Southborough price for the electricity supply part of your National Grid bill.

Within the program, you are enrolled in the **Power Choice Green** option, which means you receive 100% of your electricity from renewable sources.

In December, the contract that has kept our electricity supply prices low will expire, and a new, 24-month contract will go into effect. Electricity market prices are higher now than in 2021, when Southborough locked in the current prices. As a result, **program prices will increase under the new contract.**

- Your electricity supply price will change from 13.724 ¢/kWh to **15.886 ¢/kWh**. (See the other side for details.)
- You will continue to receive 100% of your electricity from new renewable sources in the New England region.
- Your program option name will change from Power Choice Green to **Power Choice Greenest**.

Your new electricity supply price:
15.886 ¢/kWh
Look for it on your January bill.

For account:

Customer Support:
1-844-483-5004

More information and self service:
SouthboroughCommunityPowerChoice.com

It's your decision. Make the choice that's right for you.

- **TAKE NO ACTION:** Your enrollment in Southborough Community Power Choice will renew automatically at 15.886 ¢/kWh in December, and you will see the new price on your January National Grid electric bill.
- **CHOOSE A DIFFERENT PROGRAM OPTION:** Power Choice Greener, a new option, provides 50% of your electricity from new renewable sources in the New England region. Power Choice Standard provides the lowest price in the program.
- **OPT OUT:** Participation is not required. There is no fee or penalty to opt out of Southborough Community Power Choice, and you may do so at any time. If you opt out, you will be returned to National Grid's Basic Service price.

Your account will be enrolled here

POWER CHOICE STANDARD	POWER CHOICE GREENER	POWER CHOICE GREENEST	NATIONAL GRID'S BASIC SERVICE
13.016 ¢/kWh	13.886 ¢/kWh	15.886 ¢/kWh	16.055 ¢/kWh
Lowest program price	50% from regional renewable sources	100% from regional renewable sources	Residential electricity supply price
AUTO-ENROLL	*OPTION*	*OPTION*	*OPT OUT*

The new Southborough Community Power Choice prices are fixed until December 2026. See other side for more details.

To choose Power Choice Standard or Power Choice Greener, or to opt out, visit SouthboroughCommunityPowerChoice.com or contact customer support with the Town's program consultants at 1-833-272-9591.

Power Choice Greenest comparison ▼

If you opt out ▼

POWER CHOICE GREENEST	Current (Power Choice Green)	New (Power Choice Greenest)	NATIONAL GRID'S BASIC SERVICE
Price	**13.724 ¢/kWh**	**15.886 ¢/kWh**	**16.055 ¢/kWh** - residential **14.823 ¢/kWh** - commercial **11.282 ¢/kWh** - industrial
Price period	December 2021 - December 2024	December 2024 - December 2026	August 1, 2024 - January 31, 2025, residential and commercial. August 1, 2024 - October 31, 2024, industrial.
Renewable energy content (% of total), required by state law			
From new renewable sources in the New England region (MA Class I RECs)			
Required by state law	24%	24%	24%
Added by Salem	76%	76%	-
Total MA Class I RECs	**100%**	**100%**	**24%**
From other clean or renewable sources (other RECs)*			
Required by state law	**38%**	**38%**	**38%**

* State law requires all electricity suppliers to purchase Renewable Energy Certificates (RECs) from other sources, including sources that are not new, are renewable but not clean, such as waste to energy, or are clean but not renewable, such as nuclear. This purchase must be made even if the total amount of RECs purchased from either clean or renewable sources exceeds 100% of the electricity used by Southborough Community Power Choice participants.

Additional information:

- **Southborough Community Power Choice has saved participants more than $9 million** compared with National Grid's prices since the program's launch in 2018 (though because National Grid's prices will change, future savings cannot be guaranteed).
- **Your electricity supplier will remain First Point Power**, which has a history of providing excellent customer service to our community. On your bill, you will continue to see "First Point Power (Southborough Aggregation)." As always, your primary relationship for electricity remains with National Grid, and you will continue to call them if your power goes out. In addition, National Grid will continue to send your electric bill, and this is the only electric bill you will receive as a participant in Southborough Community Power Choice.
- **Nearly 70% of all electricity accounts in Southborough participate,** including nearly 75% of all residential accounts.
- **At the end of the new contract with First Point Power**, the Town intends to sign another long-term contract. The electricity supplier and renewable energy content may change, and the price may be higher or lower than the current price. You will continue in the same program option at the new price unless you inform the program otherwise. The Town will provide advance notice of any such changes, and you will be free to opt out or change your option before the changes take effect.

An important message from the Town of Southborough about a change in your electricity price

November 1, 2024

Your electricity account is enrolled in Southborough Community Power Choice, our Town's group electricity buying program. Through the program, you receive a Southborough price for the electricity supply part of your National Grid bill.

Within the program, you are enrolled in the **Power Choice Standard** option.

In December, the contract that has kept our electricity supply prices low will expire, and a new, 24-month contract will go into effect. Electricity market prices are higher now than in 2021, when Southborough locked in the current prices. As a result, **program prices will increase under the new contract.**

- Your electricity supply price will change from 10.999 ¢/kWh to **13.016 ¢/kWh**. (See the other side for details.)
- Your new price is **lower** than National Grid's current residential and commercial prices. (See the other side for details.)

  Because National Grid's prices change and future prices are unknown, future savings compared with National Grid cannot be guaranteed.
- Your electricity supplier will change to First Point Power.

Your new electricity supply price:
13.016 ¢/kWh
Look for it on your January bill.

For account:

Customer Support:
1-844-483-5004

More information and self service:
SouthboroughCommunityPowerChoice.com

It's your decision. Make the choice that's right for you.

- **TAKE NO ACTION:** Your enrollment in Southborough Community Power Choice will renew automatically at 13.016 ¢/kWh in December, and you will see the new price on your January National Grid electric bill.
- **CHOOSE A DIFFERENT PROGRAM OPTION:** Power Choice Greener, a new option, provides 50% of your electricity from new renewable sources in the New England region. Or for 100%, choose Power Choice Greenest.
- **OPT OUT:** Participation is not required. There is no fee or penalty to opt out of Southborough Community Power Choice, and you may do so at any time. If you opt out, you will be returned to National Grid's Basic Service price.

Your account will be enrolled here

POWER CHOICE STANDARD	POWER CHOICE GREENER	POWER CHOICE GREENEST	NATIONAL GRID'S BASIC SERVICE
13.016 ¢/kWh	13.886 ¢/kWh	15.886 ¢/kWh	16.055 ¢/kWh
Lowest program price	50% from regional renewable sources	100% from regional renewable sources	Residential electricity supply price
AUTO-ENROLL	OPTION	OPTION	OPT OUT

The new Southborough Community Power Choice prices are fixed until December 2026. See other side for more details.

To choose Power Choice Greener or Power Choice Greenest, or to opt out, visit SouthboroughCommunityPowerChoice.com or contact customer support with the Town's program consultants at 1-833-272-9591.

Power Choice Standard comparison ▼

If you opt out ▼

POWER CHOICE STANDARD	Current	New	NATIONAL GRID'S BASIC SERVICE
Price	**10.999 ¢/kWh**	**13.016 ¢/kWh**	**16.055 ¢/kWh** - residential **14.823 ¢/kWh** - commercial **11.282 ¢/kWh** - industrial
Price period	December 2021 - December 2024	December 2024 - December 2026	August 1, 2024 - January 31, 2025, residential and commercial. August 1, 2024 - October 31, 2024, industrial.
Renewable energy content (% of total), required by state law			
From new renewable sources in the New England region (MA Class I RECs)			
Required by state law	24%	24%	24%
Added by Southborough	-	-	-
Total MA Class I RECs	**24%**	**24%**	**24%**
From other clean or renewable sources (other RECs)*			
Required by state law	**38%**	**38%**	**38%**

* State law requires all electricity suppliers to purchase Renewable Energy Certificates (RECs) from other sources, including sources that are not new, are renewable but not clean, such as waste to energy, or are clean but not renewable, such as nuclear.

Additional information:

- **Southborough Community Power Choice has saved participants more than $9 million** compared with National Grid's prices since the program's launch in 2018 (though because National Grid's prices will change, future savings cannot be guaranteed).
- **Your electricity supplier will remain First Point Power**, which has a history of providing excellent customer service to our community. On your bill, you will continue to see "First Point Power (Southborough Aggregation)." As always, your primary relationship for electricity remains with National Grid, and you will continue to call them if your power goes out. In addition, National Grid will continue to send your electric bill, and this is the only electric bill you will receive as a participant in Southborough Community Power Choice.
- **Nearly 70% of all electricity accounts in Southborough participate,** including nearly 75% of all residential accounts.
- **At the end of the new contract with First Point Power**, the Town intends to sign another long-term contract. The electricity supplier and renewable energy content may change, and the price may be higher or lower than the current price. You will continue in the same program option at the new price unless you inform the program otherwise. The Town will provide advance notice of any such changes, and you will be free to opt out or change your option before the changes take effect.

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Tuesday, October 8, 2024 6:30 PM
Location: McAuliffe Hearing Room, Town House, 17 Common Street, Southborough, MA
Present: Kathryn Cook, Andrew Dennington, Sam Stivers, Marguerite Landry and Al Hamilton. Town Administrator Mark Purple. Absent: Assistant Town Administrator Vanessa Hale

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Chair Kathy Cook called the meeting to order at 6:30 PM.

II. Public Comment

Ms. Lisa Braccio, 13 Oregon Road, expressed her thanks to the residents of Southborough for their response to the recent drive for supplies for the victims of Hurricane Helene. She thanked Mr. Purple for providing use of the Senior Center to collect donations and Ted's of Fayville for providing a truck to transport the items. She also thanked the DPW, specifically, Superintendent Cundiff, Chris Leroy and Tammi Rice, for their support.

Ms. Debbie DeMuria, 58 Flagg Road, corrected her previous comment before the Conservation Commission regarding the Chestnut Hill CSA and the percentage of produced goods required for qualification as a working farm. She shared that Chapter 40A, Section 3, states that for commercial agriculture, 25% of products for sale must be grown at the farm. She stated that she believes the Trustees are required to follow the law and the law should be applied fairly throughout Town. She also noted that utilizing the farm for event space, etc. would be considered a change of use.

Mr. Jim Hegarty, Town Clerk, stated that vote by mail ballots had been received, that his office prepared 2,525 ballots and that they would be mailed out this week. He asked that anyone with questions, reach out to the Town Clerk's Office for information at 508-485-0710, ex. 3005.

Mr. Dennington acknowledged the passing of Mr. Ray Minnucci, a veteran who participated in the Annual Veteran's Day commemoration, and offered condolences to his family on behalf of the Board.

III. Reports

a. Chair's Report

i. Volunteer Recognition Breakfast

Ms. Cook reported that the Volunteer Breakfast was held yesterday at the Senior Center and approximately 30 volunteers attended the event. She thanked Assistant Town Administrator Vanessa Hale for coordinating the event.

b. Members' Reports

i. Chestnut Hill CSA

Mr. Hamilton reported that he attended a Conservation Commission meeting where the Trustees outlined their five-year management plan for the property. He stated that it is his belief that the Trustees do not have a plan to reinstate farming at Chestnut Hill farm.

ii. Update on 21 Highland Future Use Committee

Mr. Dennington reported that the first meeting of the 21 Highland Future Use Committee occurred on October 2, 2024. The Committee agreed to reach out to John Parent, Director of Facilities, to gather general information on the state of the building before moving forward. Mr. Dennington

noted that the charge for the Committee expires on December 31, 2024 and he suggested that this matter be reviewed in the November/early December timeframe. He also suggested the Committee prepare a report prior to Annual Town Meeting 2025.

c. Town Administrator's Report

i. CSX repair work on Central Street

Mr. Purple reported that the railroad crossing would be repaired and the road would be closed on October 15th and reopened on October 16th. He stated that the detour information is posted on the Town's website and information would be posted on X (formerly Twitter), as well.

Mr. Purple encouraged residents to participate in the ALS One Fundraiser, which will be held this weekend at the Southborough Golf Course. He stated a portion of every round of golf would be donated to ALS One, in memory of Brian Schifrin and John Wilson. Mr. Purple acknowledged BrianShea for his efforts to coordinate the event.

iii. Extension of MADEP Administrative Consent Order (ACO) for Breakneck Hill Dump

Mr. Purple reported that the Massachusetts Department of Environmental Protection (MADEP) issued an extension of the ACO until March of 2025. He reported that, according to Conservation Commissioner Danza, work has resumed on the clean up.

IV. Consent Agenda

a. Approve Open Session Meeting Minutes: September 4, 2024; September 17, 2024; September 30, 2024

Mr. Stivers requested to hold Consent Agenda item "a." **September 4, 2024:** Mr. Stivers had scrivener's changes to the minutes. Ms. Landry had scrivener's changes to the minutes. **September 17, 2024:** Mr. Stivers had scrivener's changes to the minutes. Mr. Dennington requested the following change: Line 121-122: end the sentence after "building." **September 30, 2024:** Mr. Stivers requested the following change: Line 17: insert "comment on" and delete "present." Ms. Cook moved to approve the September 4, 2024 minutes, as amended, the September 17, 2024 minutes, as amended and September 30, 2024 minutes, as amended. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

b. Appoint James Harding to the Tricentennial Committee (Veteran's Designation), term to expire on June 30, 2025

c. Approve restitution for removal of public shade tree at 37 Clifford Street

Ms. Cook stated that this matter would be moved to October 22, 2024. She reported that Mr. Chris LeRoy, Tree Warden designee, met with the homeowner and informed them the fine for removal would be the planting of two replacement trees. She stated the Planning Board would attend the October 22, 2024 meeting to discuss the matter.

d. Appoint Robert Walker as a Part-time Communications Officer

e. Approve 2024 State Election Warrant

Ms. Cook moved to approve Consent Agenda items "b", "d", and "e." Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

V. Other Matters *(Board may vote)*

a. Review of September 30, 2024 Special Town Meeting

All Board members agreed that the Noisy Room was a success and that the Board should provide some form of it at future meetings. They also agreed that clickers should be used at future meetings. Ms. Cook recommended that the Board avoid multi-night Special Town meetings in the future. She stated that the residents approved the Economic Development Committee (EDC) Coordinator and Police Lieutenant positions and approved of the Town joining the MetroWest Regional Emergency Communications Center (RECC). Mr. Hegarty stated that he would need to address the number of

clickers needed at future Town Meetings. He stated he takes full responsibility for the clicker malfunction that occurred at Special Town Meeting.

b. Set dates for Neary School Special Town Meeting & 2025 Annual Town Meeting

The Board discussed dates and times to hold the Neary School Special Town Meeting and 2025 Annual Town Meeting. Mr. Hamilton expressed his concern that the Neary School Building Committee has never made a presentation to the Board and Ms. Cook stated that such a presentation would occur prior to a Town vote on the matter. Mr. Stivers moved to hold the Neary School Special Town Meeting on Saturday, May 10th at 9:00 AM at Algonquin Regional High School. Mr. Dennington seconded the motion. The motion was unanimously approved (5-0-0). Mr. Stivers moved to hold the 2025 Annual Town Meeting on Monday, April 7th, at 7:00 PM at Trottier Middle School and continuing to Tuesday, April 8th, if necessary. Mr. Dennington seconded the motion. The motion was unanimously approved (5-0-0). Mr. Hegarty suggested the Board consider starting Annual Town Meeting at 6:30 PM. Mr. Stivers amended his previous motion regarding the start time for Annual Town Meeting to begin at 6:30 PM. Ms. Landry seconded the motion. The motion was unanimously approved (5-0-0). Mr. Stivers reiterated the importance of having a Noisy Room for Annual Town Meetings and Special Town Meetings.

c. Discussion of letter of support for proposed 40B project at 352 Turnpike Road

Ms. Cook stated that on Fridays she toured the proposed 40B site at 352 Turnpike Road. Mr. Stivers drafted a letter of support to MassHousing for the proposed project for the Board's consideration. Ms. Cook stated that comment letters related to the project are due on October 24th. The Board reviewed the letter. Ms. Cook suggested that the words "including senior citizens" be added to the end of bullet point 2, #4, and the Board agreed. Mr. Purple agreed to confirm the developer entity name and number of units for the letter. Ms. Cook moved to approve the letter to Katherine Miller regarding 352 Turnpike Road 40B, written by Mr. Stivers and amended with Ms. Cook's language described above, and to authorize Ms. Cook to sign on behalf of the Board. Ms. Landry seconded the motion. The motion was unanimously approved (5-0-0).

d. Discussion of ARPA funding

i. Review of project allocation

Ms. Cook stated that the Board is reviewing its ARPA funding for the Trails Committee to ensure all allocated funds are either contracted/spent by December 31, 2024 or returned for reallocation to other projects. Ms. Katherine McKee, Chair of the Southborough Trails Committee, 18 Walnut Drive, and Town Accountant Carla McAuliffe appeared before the Board on the matter. Ms. McKee outlined a history of monies spent thus far and proposals for expenditure of the remainder of the originally allocated $144,000 in ARPA funds. Ms. McKee stated that she expects the Notice of Intent (NOI) to be filed with the MADEP after October 16th, at which time engineering services for the Peninsula Project, Phase 2 (boardwalk and bridge) will commence. With regard to the Massachusetts Trails Grant match, she stated $6,600 of ARPA funds would be used for engineering services for ADA parking spaces and approximately $21,000 of ARPA funds would be used to pave the ADA parking spaces, noting both engineering and paving must be completed by December 31, 2024, in order to receive the grant match. The Board requested that Ms. McKee provide a more accurate quote for paving services and she agreed to provide that information at the Board's October 22nd meeting. Ms. McKee stated that $7,055.79 of ARPA funds would be committed for trail enhancements (signage, bench, etc.) for other trails in Town by the October 22nd Board meeting. With regard to the Peninsula Trail crosswalk, she stated that she does not yet have a Memorandum of Understanding (MOU) with Sanofi to allow use of their parking for users of the Peninsula Trail. The Board requested that Ms. McKee provide an update on the matter at the Board's October 22nd meeting so a determination can be made whether to commit the ARPA funds or return them for reallocation to other projects. Mr. Stivers asked Ms. McKee what portion of the $144,000 previously allocated ARPA funds is currently uncommitted. Ms. McKee stated that approximately $40,000 has not been committed.

ii. Reallocation of available funds

Ms. Cook stated that Facilities Director John Parent and DPW Superintendent Bill Cundiff have identified a hazardous area outside the Town House and would like to use excess ARPA funds to repair the area. She stated the cost to repair the area is approximately $110,000, which includes engineering and construction. Ms. McAuliffe informed the Board that there is an old article on the books in the amount of $47,000 to repair the hazardous area in question. DPW Superintendent Cundiff joined the discussion via ZOOM. He stated that Mr. Parent and he are recommending using the $47,000 to repair the puddling but would need additional ARPA funds to complete the project. Superintendent Cundiff also stated that VHB has prepared bid documents that will be sent out tomorrow and he expects bids to be received within one month. He stated that VHB's estimate for construction is $90,000, with the total project cost estimated to be $110,000. Superintendent Cundiff stated he expects to be under contract with a company by December 31, 2024. Mr. Stivers asked if the repair would occur on the left ramp or right ramp of the Town House. Superintendent Cundiff stated that the repair would occur on both sides of the Town House ramp and that the ramps would be ADA compliant. Ms. Cook moved to reallocate the excess money in the Senior Center category, $65,193.13, to a new category to repair the problems in the Town House parking lot, that the Board believes will cost $110,000. Mr. Hamilton seconded the motion. The motion was unanimously approved (5-0-0). Mr. Stivers stated that there are no Automated External Defibrillators (AEDs) in the pit area of the Transfer Station or the Swap Shop and he would like to use ARPA funds to install one in the area. Fire Chief Puntini joined the discussion for this matter. Chief Puntini discussed different types of AEDs. Ms. Landry suggested adding an AED at the library, if there isn't one already. The Board agreed to have Chief Puntini research AED options and the Board will allocate funds at its October 22nd meeting.

Ms. Cook stated that there would be excess ARPA funds to reallocate to DPW projects, but the Board would discuss the matter at its October 22nd meeting.

Mr. Dennington stated that at the 21 Highland Street Future Use Committee meeting, the group discussed conducting a feasibility study to ascertain the current condition of the building and potential uses. Mr. Dennington suggested and the group agreed to meet with Facilities Director Parent to learn as much information as possible prior to engaging any services for a study. The Board discussed whether this is the time to fund such a study and discussed other potential funding sources. Ms. Debbie DeMuria, 58 Flagg Road, stated that she spoke to Mr. Parent and learned it would cost $18,000 to hire an historic architect to conduct a conditions assessment report, including an architectural assessment with lift survey, structural assessment, regulatory analysis and proposed budget. Ms. DeMuria stated that she believes the building should be preserved because it is listed on both the National and State Registers of Historic Places. She stated she is requesting the Board consider using ARPA monies to fund the conditions assessment report. Mr. Dennington stated he would send an email to the 21 Highland Street Future Use Committee that summarizes the Board's discussion this evening, including Ms. DeMuria's comments, and inform them of the Board's next meeting and discussion of ARPA funds. Mr. Hamilton requested that, if the Board is to consider this matter, Mr. Parent appear before the Board and the Board agreed.

e. Discussion of applying to MetroWest RECC for admission

The Board discussed the next steps including applying for admission to the MetroWest RECC and beginning discussions of an InterMunicipal Agreement (IMA). Mr. Dennington moved to approve the Letter of Application to the MetroWest RECC. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

f. Continued discussion of Select Board FY25 goals

Mr. Dennington suggested that the Board work on the following goals between now and the beginning of the budget cycle: 1) State of the Town Report with Master Plan Implementation Committee (MPIC); 2) Processing Recommendations from the Department of Revenue (DOR)

Financial Report; and 3) Repairs to the Old Burial Ground prior to the Town's Tricentennial. Mr. Dennington and Mr. Stivers agreed to move forward with item #1. Ms. Landry agreed to move forward with #3, with assistance from Mr. Stivers. Ms. Cook and Mr. Hamilton agreed to move forward with #2 and also work with the Advisory Committee. Ms. Cook reported that she had a productive meeting with Mr. Tony Kwan and learned that Mr. Kwan wants to assist the Town in developing the Newton Street property. They also discussed the project on Overlook Drive. She stated she would reach out to the Newton Street property owner in the near future. She also reported that the Hopkinton Water Project is beginning to move forward again but stated that the Town will not move forward until an IMA is in place. Ms. Landry reported that bylaw compliance seems to be moving in the right direction with attention from Building Commissioner Lund and Kelly O'Brien in the Building Department office. She stated the Building Department and the Planning Department are working on language updates to zoning bylaws. Ms. Landry stated that, after consideration, DPW Superintendent Cundiff has decided against bylaw website updates, as the system currently in place is working well.

g. Review of Public Safety Staffing study

Police Chief Ryan Newell and Fire Chief Puntini appeared before the Board on the matter. Chief Newell stated he thought the report was comprehensive, thorough and identified critical issues facing the department. He stated that he is very concerned about retention, pay disparities and the lack of specialty assignments. Chief Newell stated it costs $56,000 to hire a new officer and that the Town is losing money after trained officers leave for other communities that pay more. He stated he is concerned that, due to staffing issues, the department is becoming a reactive department rather than a proactive one. Ms. Cook asked Chief Newell to put together a three-year phased plan of department needs. Chief Newell stated the need is more immediate than a phased in approach over three years. Mr. Dennington recommended that any plan be coordinated with the Advisory Committee sooner rather than later. Mr. Hamilton stated that the issue of retention must be addressed before additional officers are hired and any increase in the police budget must be balanced with other needs in Town. Ms. Landry suggested asking the residents what they would like to spend their tax dollars on, specifically if they would support an increase in the police budget. Chief Puntini echoed Chief Newell's thoughts on the comprehensive nature of the report. Chief Puntini stated that, although the Fire Department is not facing a retention problem, it is facing a recruitment problem. He stated that the report recommended that the Fire Department analyze its current staffing model and create an Assistant or Deputy Fire Chief position. He stated that long-term goals include a day Training officer and a day EMS officer. He also stated that he intends to apply for a FEMA grant that would pay for up to 100% of new firefighters for three years. Ms. Cook asked both Chief Newell and Chief Puntini to create a phased approach to the recommendations in the report for the Board to use during the upcoming budget season. Ms. Cook stated that the Board would outline a plan to address the recommendations in the report.

VI. Public Comment

None

VIII. Executive Session

Mr. Stivers moved to enter into Executive Session at 9:30 PM, per M.G.L. Chapter 30A, Section 21, and not return to Open Session, for the purpose of (1) discussing strategy as it relates to a successor agreement with the Police Union (Exemption 3), as the Chair declares that an open meeting may have a detrimental effect on the bargaining position of the public body, and (2) to review and approve Executive Session minutes from the August 6, 2024 (Exemption 7). Mr. Dennington seconded the motion. The motion was approved by roll call vote: Mr. Hamilton, aye; Ms. Landry, aye; Mr. Stivers, aye; Mr. Dennington, aye; Ms. Cook, aye (5-0-0).

DRAFT

Upcoming Meetings	
October 22, 2024 (Special Town Meeting)	*November 4, 2024*

Respectfully submitted,

Bridgid Rubin, Recording Secretary

List of Documents referred to at the October 8, 2024 SB Meeting:

- Open Session Meeting Minutes, dated September 4, 2024
- Open Session Meeting Minutes, dated September 17, 2024
- Open Session Meeting Minutes, dated September 30, 2024
- Board and Committee Volunteer Form for James Harding
- Email Communication from Ling Yang, dated September 30, 2024, RE: Removal of Shade Tree at 37 Clifford Road
- Memorandum from Police Chief Ryan Newell, dated October 2, 2024, RE: Appointment of Part-time Communications Officer Robert Walker
- Resume of Robert Walker
- List of Town of Southborough's Use of ARPA Funds, Project Status as of 10/4/2024
- Letter from Kathryn Cook, dated October 9, 2024, RE: Acceptance of Southborough into Metro West RECC
- Town of Southborough Public Safety Staffing Analysis, dated August 2024
- Warrant for 2024 State Election from William F. Galvin, Secretary of the Commonwealth
- September 30, 2024 Special Town Meeting Record
- Draft Letter from the Select Board, RE: Proposed 40B Development, 352 Turnpike Road, Southborough, MA
- Continued Board Goals from FY2024

DRAFT

TOWN OF SOUTHBOROUGH

FINANCE DIVISION: TREASURER AND COLLECTOR

TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 x3010 · bballantine@southboroughma.com

DATE: October 17, 2024

TO: Honorable Select Board

Cc: Andrew Pfaff, Advisory Chair

FROM: Brian Ballantine, Finance Director

RE: Draft Budget Calendar FY26

Please see attached for a draft version of the FY26 budget calendar. It is similar to the format and timelines we have adopted for the past several budget cycles.

Upon setting our calendar we can begin the planning process of our upcoming budget. I would recommend adopting this calendar and once the budgets are returned, we can determine which Departments should be at the "Saturday meeting" or a separate Board/Advisory meeting. I would assume Advisory and the Board would on a regular annual basis want to have a dialogue with Fire, Police, and our Department of Public Works.

One other request is to agree on a "budget message." For the last few years, we have requested that Departments submit a level service budget. If any Department wishes to add a service or recommend new staff, we recommend they complete a separate budget with that included and an accompanying explanation that supports that recommendation. Should the Board want additional information from the Department Heads please inform the Town Administrator and myself so we may carry that message back to them.

Thanks for the assistance, and should you have any further concerns or suggestions please advise.

TOWN OF SOUTHBOROUGH
BUDGET CALENDER
FY26

DRAFT 10-9-24

Event	Date
Capital Requests Updated and Due for FY26	Friday, August 30, 2024
Select Board and Advisory Endorse Budget Schedule	Tuesday, October 22, 2024
Budgets Distributed to Departments to Complete	Monday, October 28, 2024
Initial Meeting – Select Board/Advisory	Tuesday, November 19, 2024
Budgets & money warrant articles submitted to the Select Board's office	**Monday, December 9, 2024 at NOON**
Warrant opened	Tuesday, December 17, 2024
Non-money articles submitted to the Select Board's Office	Friday, December 20, 2024 at NOON
Annual Town Reports submitted to the Select Board's Office (E-mail Melanie in S Board Office)	Thursday, January 3, 2025
Schools or Fire & Police Reviewed by S-Board and Advisory	January 2025 Joint Meeting During Week
Proposed budgets reviewed by Advisory & Select Board	February 2025 (Dates TBD)
Warrant closed	Tuesday, March 11, 2025
Warrant to be signed by Select Board	Tuesday, March 18, 2025
Warrant to printer	Wednesday, March 19, 2025
Town Reports, Budget Report, and Warrant posted and available to	Monday, March 24, 2025
Annual Town Meeting	Monday, April 7, 2025
Special Town Meeting Neary	Saturday, May 10,2025
Annual Town Election	Tuesday, May 13, 2025

TOWN OF SOUTHBOROUGH

FINANCE DIVISION: TREASURER AND COLLECTOR

TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 x3010 · bballantine@southboroughma.com

DATE: October 17, 2024

TO: Honorable Select Board

FROM: Brian Ballantine, Finance Director

RE: Retiree Health Benefit Renewal 2025

As you may be aware, the Town provides retiree health benefits to its retirees, both Town and School. The plan year runs the same as the calendar year from January 1st to December 31st. As it is October it is now time to approve a renewal so we may hold open enrollment in the month of November.

During the past two months the Insurance Advisory Committee has met several times to gather information about the renewal. As you recall, we transitioned from five different options to Aetna last year. We have heard further feedback from various retirees. In summary it seems most people have either been satisfied or if they have had issues most have been resolved.

The IAC met on Wednesday October 16th and voted to recommend renewing for another year with Aetna. Unfortunately, the new offered rate will increase the monthly premium from the current $300 to $339.19. The retiree share would increase from $75 to $84.80 or approximately 13%. The Town share would also increase from $225 monthly to $254.39 representing an annualized increase estimated at $66,657. The vote was 4-0 and came with a strong suggestion the Board support another retiree health option if we are able to offer one. There may be an opportunity to add one other plan option through Harvard Pilgrim. It would likely be a higher monthly premium than Aetna but would offer choice. This is not definite - however we are looking into this. The open enrollment would have to be done later than November if we are able to secure another option (the effective date would begin later than January). We will notify the Board when we have a definitive answer on this.

Significant changes will be in effect for Medicare benefits that are valuable to retirees during 2025, however the effect is increased costs that are being passed on via insurance premiums. Some of these are: New spending caps on out-of-pocket prescription drugs being significantly reduced, out of pocket prescription costs can now be spread out over 1 year to assist those in need, expanded adult vaccine coverage at reduced costs, and out of pocket insulin prices being capped at $35.

Please advise should you have any questions.

Katie Barry

Subject: FW: Removal of Shade Tree at 37 Clifford Street

From: ling yang <yltiffany0918@gmail.com>
Sent: Monday, September 30, 2024 9:38 PM
To: Select Board <selectboard@southboroughma.com>
Cc: Chris Leroy <cleroy@southboroughma.com>; Mark Purple <mpurple@southboroughma.com>; William Cundiff <wcundiff@southboroughma.com>
Subject: Removal of Shade Tree at 37 Clifford Street

[EXTERNAL]

Dear esteem board,

This is Ling Yang, owner of the house on 37 Clifford Street. We had accidentally removed tree on 37 Clifford St. without prior knowledge that the tree was in the town right of way. We did not realize it was a public shade and I would like to offer the following in lieu of paying a fine:

furnish (2) 1.5"-2" caliper Kwanzan Cherry trees to the DPW for planting at a location selected by the Tree Warden Designee.

Thank you for your time in advance and I look forward to your approval.

Sincerely,
Ling Yang

Mark Purple

From: Kathy Cook
Sent: Tuesday, October 22, 2024 10:29 AM
To: Select Board
Cc: Mark Purple; Melanie Otsuka
Subject: Fw: Tree removal @37 Clifford
Attachments: 231122-37CliffordNotice.pdf

Info for tonight's meeting regarding the penalty for removing the public shade tree.

Kathy

From: Marnie Hoolahan <mhoolahan@southboroughma.com>
Sent: Monday, October 21, 2024 6:08 PM
To: Kathy Cook <kcook@southboroughma.com>
Cc: Meme Luttrell <mluttrell@southboroughma.com>; Karina G. Quinn <kquinn@southboroughma.com>; William Cundiff <wcundiff@southboroughma.com>
Subject: Re: Tree removal @37 Clifford

Adding Bill's letter, The pictures made the file too large to attach in original
Thanks,
Marnie

From: Marnie Hoolahan
Sent: Monday, October 21, 2024 6:03 PM
To: Kathy Cook <kcook@southboroughma.com>
Cc: Meme Luttrell <mluttrell@southboroughma.com>; Karina G. Quinn <kquinn@southboroughma.com>; William Cundiff <wcundiff@southboroughma.com>
Subject: Tree removal @37 Clifford

On September 28, 2023 at 7am, I was on my daily walk and passed Brooke Tree Service of Millis as they had cones set up outside fo 37 Clifford Road. I stopped and spoke with a driver of one of the Brooke Tree Service trucks at the location and stated that the very large, very old Oak Tree is a Public Shade tree and has not been approved for removal on the scenic road. The driver stated, "we have all the permits and a police detail coming." I stated again that I was a PLanning Board member and I did not believe they had the ability to remove the tree as it requires a tree hearing. He dismissed me and I kept walking.

After returning from Boston that evening, I snapped a photo and the following morning I sent a text to Karina and Meme and they followed up with Bill.

I never spoke to a homeowner.

The Homeowner, not only removed that public shade tree but they trimmed the other public shade tree, both are ILLEGAL.
I personally think the tree service company should be fined as well.
The police department, if they did have a detail, I do not know if they did, should never support a detail without authorization that the tree should be removed.

Hope that helps,
Photos attached as well as Bill's letter.

TOWN OF SOUTHBOROUGH

DEPARTMENT OF PUBLIC WORKS
147 CORDAVILLE ROAD · SOUTHBOROUGH, MASSACHUSETTS 01772-1802 * (508) 485-1210 · FAX (508) 983-7754

Mr. Yang Ling
37 Clifford Road
Southborough, MA 01772-1501

November 22, 2023

RE: Removal of Shade Tree at 37 Clifford Street, Southborough, MA
Via Hand Delivery

Dear Mr. Ling:

It has come to my attention that an approximately 40" diameter oak tree was taken down by Brooke Tree Service of Millis MA on September 28, 2023 at 37 Clifford Street in Southborough, MA. It is our understanding that Brooke Tree Service was contracted by you to cut and remove the referenced public shade tree that was within the Public Right of Way on Clifford Street.

I have the unfortunate responsibility of informing you that the State of Massachusetts and the Town of Southborough have some Laws, Codes and Policies that govern the removal of Public Shade Trees. MGL Chapter 87[1] governs Public Shade Trees and their removal. In Southborough, the Select Board are the Tree Warden and must have a Public Hearing prior to the removal of Public Shade Trees from the public way. Given that the tree was removed prior to a hearing, as required per MGL Ch 87, the Select Board has the ability to issue a penalty pursuant to MGL Ch 87, Section 6. I would recommend that you reach out to Melanie Otsuka at 508-485-0710 ext. 3004 or via email at MOtsuka@Southboroughma.com to inquire about next steps.

Additionally, because Clifford Street is a designated "Scenic Road" in Southborough, MGL Ch 40 Section 15C[2], the Planning Board has a Public Hearing process for the removal of Public Shade Trees within the limits of a Scenic Road. I recommend that you reach out to the Town Planner, Karina Quinn, P.E., at 508-485-0710 ext. 3028 or via email at kquinn@southboroughma.com to discuss the steps required to meet the statutory requirements and discuss any mitigation that may be required.

[1] https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXIV/Chapter87
[2] https://malegislature.gov/Laws/GeneralLaws/PartI/TitleVII/Chapter40/Section15C

For reference, Section 153 of the Town of Southborough Code[3] governs Public Shade Trees. Furthermore, at the time this violation occurred, the Selectboard had a Public Shade Tree Policy[4] (May 2, 2023) in effect that detailed procedural requirements for tree removal. A more recent and revised Public Shade Tree Policy[5] (Sept. 28, 2023) has since been adopted.

For your convenience, I am including a copy of the two Public Shade Tree Policies along with photos of the subject tree. If you have any questions regarding this notice, please do not hesitate to contact me at 508-485-1210 or via email at WCundiff@SouthboroughMA.com.

Very truly yours,
Department of Public Works

William J. Cundiff, P.E
Superintendent

Enclosure

cc: M. Purple, Town Administrator
M. Otsuka, Executive Assistant
C. Leroy, Tree Warden Designee
K. Quinn, Planning Agent

[3] https://ecode360.com/34448591#34448591
[4] https://tinyurl.com/ShadeTreePolicy1
[5] https://tinyurl.com/ShadeTreePolicy2





TOWN OF SOUTHBOROUGH

PUBLIC SHADE TREE POLICY

1. Public Shade Tree Policy

a. This policy applies to all public shade trees, trees within or on the boundaries of a public right-of-way in the Town. The Tree Warden (Select Board) and Tree Warden Designee in conjunction with the Planning Board shall have jurisdiction over all trees to which this policy applies as set forth in MGL. c. 87 and c. 40, §15C.

b. A public shade tree may not be trimmed, pruned, or removed by any person other than the Tree Warden Designee or assigned until after a public hearing if required.

c. The following situations do not require a public hearing for public shade tree trimming, pruning, or removal

   i. any public shade tree that is determined by emergency response officials, including utilities and their agents, or the Tree Warden Designee, in consultation with the Town Administrator and the Town Planner to be an imminent hazard. Which is defined as the existence of a condition that presents a substantial likelihood that death, serious illness, severe personal injury, or a substantial endangerment to health, property, or the environment is likely to occur before a notice and hearing to abate the risk of harm can be completed

   ii. work described in a utility's approved Annual Maintenance Plan or Hazard Tree Removal Plan

2. Public Shade Tree Calls from residents requesting tree removal*

a. Information taken from resident and added to spreadsheet

   i. Spreadsheet to include:

      1. Address or location of tree
      2. Tree species
      3. DBH and height
      4. TID # from Tree Evaluation Report is applicable
      5. If no Tree Evaluation Report Tree Warden Designee shall assign a TID#
      6. Reason for call
      7. Tree Warden designee's evaluation and recommendation
      8. Arborist's recommendation if applicable

b. Tree Warden designee evaluates tree, completes Public Shade Tree Assessment form, takes pictures of the tree, and adds his notes to the spreadsheet within thirty (30) days.

c. Trees that are not dead will require an arborist evaluation and recommendation

   i. Tree Warden (SB) and the Planning Board (if the tree (s) are located on a scenic road) shall be notified as to the date and time the arborist evaluation will take place.

   ii. Arborist to fill out Tree Risk Assessment form while evaluating trees

      1. TID # from spreadsheet shall be utilized

d. Arborist's evaluation and recommendation added to spreadsheet

e. Completed spreadsheet and arborist's completed Risk Assessment form sent to SB (and PB if trees are on scenic Road) along with the tree hearing **application form.

3. Public Shade Tree Removal Hearings

a. A Tree Removal Hearing application shall be filed with the Select Board for trees on non-scenic roads and both the Select Board and Planning Board for trees on scenic roads.
    i. The application shall include the spreadsheet as described above.
    ii. **NO CHANGES** shall be made to the tree spreadsheet or application after the application is filed with the Town Clerk

b. Hearing posting shall be in compliance with MGL c87 S3 and MLG c40 s15C and include the following:
    i. Hearing notice shall include the address or specific location, species, DBH, height, and reason for the hearing for each individual tree
    ii. If hearing is for multiple trees the notification in newspaper may have batched but posted notices in Town shall include the legal notification from the newspaper and the information from the spreadsheet created per 1. A. i. above, for each tree

c. Hearing notices shall be posted in three places in Town
    i. Under Hearing Notices on the Town website
    ii. Under Tree Hearings on the DPW webpage on Town website
    iii. On the hearing board at the Town House

d. Hearing notices shall be posted on the tree(s) subject to the hearing with the specific reason the tree is subject to a hearing

e. Tree notices*** shall not be nailed or affixed to a tree in any manner that will cause damage to the tree, unless the tree is dead ****

4. Public Shade Tree Trimming

a. The trimming of Public Shade Trees on Scenic Roads requires a hearing before the Planning Board following the same protocol as laid out in 1. and 2. Above.

5. Public Shade Tree Trimming and Removal

a. Unless a tree poses an imminent hazard, all tree trimming, cutting and removal shall commence in late fall through winter, October 1st to April 1st.

6. Tree Replacement

a. At least one native species tree shall be planted for each Public Shade Tree that is removed in accordance with the public hearing process laid out in this policy.

b. Public shade trees removed that either do not serve a public purpose or were removed without complying with the public hearing process laid out in this policy shall be required to plant replacement trees shall have the same or equivalent size as measured in DBH inches as that of the tree(s) that was removed. If a tree of equivalent size cannot be obtained or is not appropriate, the Tree Warden (Select Board) and the Planning Board shall determine a suitable alternative which may include:

    i. an inch-by-inch replacement basis. Replacements shall be at least three-inch diameter. For example, if an 18" diameter tree, measured four feet above grade is to be removed, the applicant must sufficiently reimburse the Town to provide for the purchase and planting of six, three-inch diameter replacements.

    ii. payment to the Town of Southborough for the value of the tree that was removed, as determined by a certified arborist based on standards in the industry, in accordance with the Tree Warden Designee's regulations and Section M (Enforcement) of this bylaw.

c. All replacement tree(s) shall be a straight native species deemed advisable by the Tree Warden Designee

7. Utility Company Tree and Vegetation Management Plan(s)

a. The Tree Warden (Select Board) shall request and the utility shall submit, per MGL c. 87 §14, an annual "Hazard Tree Removal Plan" and a "Vegetation Management Plan", as applicable (separately, and together, an "Annual Plan").

b. Such Annual Plan(s) shall include: a map of the circuits where maintenance will occur; and a listing and location of any public shade tree(s) expected to be removed.

c. The Annual Plan(s) shall be submitted to the Tree Warden (Select Board) prior to December 31st each year for activities to be conducted during the following year.

d. Any public shade tree expected to be removed will be appropriately marked by the utility company, so that the public may be made aware of the proposed work. The Tree Warden Designee and the utility representative(s) will visit the proposed work site(s) to inspect the proposed work.

e. The Tree Warden (Select Board) shall hold a consolidated public meeting with the Planning Board to review the annual plan(s).

f. Annual Plan(s) may be approved upon the determination at the consolidated public meeting that the plan follows the requirements of MGL C87. The utility shall be exempt from the requirements of the hearing process laid out in this policy and MGL C87 §3 & §5 for work described in the approved plan.

g. The Tree Warden Designee shall then notify the utility in writing within 60 days of receipt of an Annual Plan(s) whether the plan has been approved or approved with changes made as a result of a public review during a scheduled consolidated public meeting.

h. Approved Annual Plan(s) shall be posted on the Town website, DPW's webpage and sent to the Town Planner and the Town Administrator for distribution to their respective Boards and to the public.

i. No tree removal, trimming or vegetation management affecting a public shade tree shall be done by the utility company that is not part of an approved Annual Plan without a public hearing.

j. Notwithstanding the Town's approval of the Annual Plan(s), a utility shall provide at least 30 days advance written notice to the Tree Warden Designee before beginning tree trimming or tree removal work pursuant to the Annual (s).

8. PROHIBITED ACTIVITIES

a. It shall be unlawful for any person, firm, or town department to engage in any of the following activities relating to public shade trees:

b. topping;

c. excessive pruning;

d. girdling tree trunks;

e. poisoning tree roots,

f. causing any other kind of injury,

g. pollarding the top and branches of a tree;

h. tree stapling, cutting, painting, marking, hanging any public messages on trees or tree trunks without approval of the Tree Warden Designee

i. tree removal without approval of the Tree Warden

*All trees subject to a hearing shall follow same protocol whether a call from a resident, recommendation of the Tree Warden Designee or recommended in an Arborist's Evaluation Report

**SB to use same application form as for scenic roads removing the scenic road reference
***After hearing, trees not slated for removal shall have the posting removed from them
****Dead = non-living, no leaves, no sign of life

Town of Southborough's Use of ARPA Funds

Project Status as of

10/18/2024

Total Allocated to Southborough under the American Rescue Plan Act (ARPA)

	Revised Project Amount	Total Proj Spending / Enc	Balance as of: 10/18/2024	Comments
ADA upgrades- Fac related	50,000.00	-26,595.01	23,404.99	Anticipate spending funds by 11/04/2024
Senior Center Additional Space/ Town House Plantings	334,806.87	-334,806.87	0.00	Funds Encumbered
Southborough Trail Enhancements	12,500.00	-5,444.21	7,055.79	Project is ongoing expect to encumber all available by 10/28/2024
Peninsula Trail	144,547.00	-83,537.50	61,009.50	Project is ongoing expect to encumber all available by 10/28/2024
Crosswalk at Stonybrook/Route 30	15,000.00	0.00	15,000.00	Project is ongoing expect to encumber all available by 10/28/2024
Town House Furniture Replacement	20,000.00	-15,573.02	4,426.98	Returned - 5,000.00 - funds enc/project ongoing expected to spend all by 11/04/2024
Funding for new sidewalk program (458,000 engineering for Parker, Richards and W	559,453.00	-559,453.00	0.00	Fund Encumbered
* Plaque for rural cemetary water tower	500.00	-380.75	119.25	Signs on order
DPW Crewcab	95,000.00	-95,000.00	0.00	Vehicle on order
Woodward A/C	50,000.00	0.00	50,000.00	Anticipate Enc funds by 10/28/2024
Family and Youth Survey	20,000.00	0.00	20,000.00	Anticipate Enc funds by 10/28/2024
Atwood Testing	85,000.00	-85,000.00	0.00	Fund Encumbered
Neary Additional Borings	10,000.00	0.00	10,000.00	Anticipate Enc funds by 10/28/2024
DPW Trailer	125,000.00	0.00	125,000.00	Anticipate Enc funds by 11/05/2024 - Bid in process
Fire Alert System Upgrade	75,000.00	-45,817.58	29,182.42	Anticipate Enc funds by 10/28/2024
WIFI Upgrades PH 2	85,000.00	0.00	85,000.00	Project Starting on 11/18 to be completed by 11/30/2024
McAuliffe Room Upgrades	20,000.00	0.00	20,000.00	
Townhouse Parking Lot Repairs	65,193.13	0.00	65,193.13	Anticipate Enc funds by 11/05/2024 - Bid in process
TOTAL	**3,047,777.31**	**-2,532,385.25**	**515,392.06**	

Summary as of 10/18/2024	
ARPA Grant Allocation	**3,051,240.93**
Projects Voted	**(3,047,777.31)**
Funds Available	**3,463.62**

RECEIVED
By Town Clerk/amb at 10:16 am, Dec 05, 2024

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Tuesday, November 19, 2024 6:30 PM
Location: McAuliffe Hearing Room, Town House, 17 Common Street, Southborough, MA
Present: Kathryn Cook, Andrew Dennington, Sam Stivers, Marguerite Landry and Al Hamilton. Town Administrator Mark Purple. Absent: Assistant Town Administrator Vanessa Hale

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Chair Kathy Cook called the meeting to order at 6:30 PM.

II. Public Comment

There was no public comment.

III. Scheduled Appointments *(Board may vote)*

a. David Ferris – MGL Chapter 44, Section 53G appeal for Beehive project at 250 Turnpike Road

Ms. Cook stated that Mr. Ferris is appearing before the Board to appeal against an outstanding bill for services provided by Fuss and O'Neill, the Planning Board's peer reviewer, and she read the two conditions under which the Board can hear an appeal. Mr. David Ferris, Principal of Ferris Development Group, appeared before the Board on the matter. He stated he believes that because Fuss & O'Neill is the only peer reviewer of Planning Board projects, they alone benefit financially from projects done in Southborough. He stated he is appealing the bill for a review of the release of bond monies. Mr. Ferris read his remarks and rescinded the appeal. The Board discussed the appeal. Mr. Dennington and Mr. Hamilton suggested that a periodic review of fees charged by consultants is in the best interest of the Town and they suggested placing this matter on a future Board agenda. Mr. Stivers moved to deny the appeal. Ms. Cook seconded the motion. The motion to deny was approved (4-1-0). Ms. Landry voted against the motion to deny.

b. Mark Davis – 40R Development at the MBTA Station

Mr. Mark Davis, 13 Skylar Drive, appeared before the Board on the matter. He shared his presentation for a smart growth, transit-oriented development (TOD) zoning district around the commuter rail station with the Board and public. He proposed that the Town approach the State to request a "pause" on any next steps with the MBTA legislation and zoning while the Town votes to zone the area around the commuter rail station as 40R. He stated that 40R zoning would allow the Town to receive zoning incentives for capital items, including approximately $800,000 dollars for the Neary School Building project, payments per unit built, and a reimbursement for each student added to the school system as a result of 40R development. Mr. Davis described the process the Town would need to utilize in preparing for a 40R project. He informed the Board that additional funds were available to the Town through the 40R process, including a planning grant from the Catalyst Fund. He stated that the process would result in a Memorandum of Understand (MOU) with the MBTA and any proposed project would be put out to bid. The Board discussed the logistics for obtaining approval from Town Meeting for 40R zoning. Mr. Hamilton asked what the neighbors think of 40R zoning. Mr. John Cage, 6 Parker Street, stated that he believes 40R zoning should be investigated, although it is late in the process, and that the neighborhood does not support four or five story buildings. He also wondered whether the potential wastewater costs justify the potential $800,000 dollar payment for the Neary School project. Mr. Stivers asked if local permitting processes

apply to 40R projects. Mr. Davis stated that while local departments would review any project, the MBTA and 40R regulations apply. Mr. Stivers and Mr. Dennington stated that the 40R process is complex and they are concerned about the amount of work necessary before a Town Meeting vote in April. Mr. John Palmer, 131 Parkerville Road, stated that he is supportive of the 40R zoning concept, as it maintains local control by the Town. There were technical issues at this time for anyone wishing to speak remotely. Those wishing to speak called Ms. Cook's cell phone and were heard by the Board and public in this manner. Mr. James Nichols-Worley, 94 Main Street and speaking remotely, stated he is supportive of 40R zoning and TOD in Southborough and he stated that this zoning would provide important financial relief for the Town. He also stated that the Town Meeting approval threshold for 40R zoning is a simple majority. Mr. Paul Carter, 6 Hillside Drive and speaking remotely, stated that 40R development has been successful in cities where the decision-making process is from the top down. He stated that he does not believe that the 40R process is practical where the Town Meeting model is the decision-making body. Ms. Marnie Hoolahan, 26 Clifford Road, speaking as a Planning Board member and speaking remotely, stated she is interested in the 40R development concept and she would like to investigate development issues surrounding the MBTA station. She stated she does not believe the State would approve swapping MBTA zoning for 40R zoning. Ms. Hoolahan offered to spearhead an effort of investigating potential 40R development issues around the MBTA station with Mr. Davis. The Board agreed with Ms. Hoolahan's offer to work with Mr. Davis on the 40R matter. Mr. Davis stated he would provide links to documents on 40R development and Ms. Hoolahan stated she would create a drop box on the Town's website for anyone interested in viewing that information.

The Board recessed at 7:57 PM and resumed meeting at 8:03 PM.

IV. Reports

a. Chair's Report

i. Neary School project update

Ms. Cook reported that the Neary School Building Committee Communications Subcommittee has been holding events to inform the public of the status of the project. She stated outreach efforts included two tours, an informational coffee at Finn School and a presentation at the Senior Center. Ms. Cook stated that the schematic design phase has started. She also stated that the Neary School Building Committee (NSBC) would meet next week to vote on the type of contract to use. Ms. Cook stated that Jason Malinowski from the NSBC would appear at the Board's December 17th to provide an update on the matter.

ii. Veterans Day update

Ms. Cook reported that the Veteran's Day events were successful and she thanked Mr. Steven Whynot for his assistance with the events.

b. Members' Reports

i. Wastewater treatment

Mr. Hamilton reported that he and Mr. Stivers have met with DPW Superintendent Bill Cundiff to review various wastewater reports. He also reported that they met with the Framingham DPW to explore connecting to Framingham's sewer system along Route 9 but have learned that the Massachusetts Water Resource Authority (MWRA) does not look favorably on this concept. He also reported that they have met with Westborough's Select Board Chair to discuss Westborough's expansion of its wastewater treatment system. He also stated that they would meet with Weston and Sampson to review the recommendations provided in their most recent report. Mr. Hamilton and Mr. Stivers stated the goal is to formulate a plan to address the issue and examine potential options and costs.

c. Town Administrator's Report

There was no Town Administrator's report.

V. Consent Agenda

a. Approve Open Session Meeting Minutes: October 22, 2024

Mr. Stivers requested to hold Consent Agenda item "a." Mr. Stivers and Ms. Landry had scrivener's changes to the minutes.

Mr. Dennington moved to approve Consent Agenda items "a", as amended, "b", "c" and "e." Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

b. Appoint Part-time Senior Center Volunteer Coordinator

c. Approve updates to Comprehensive Emergency Management Plan (CEMP) plan

d. Extend charge of the 21 Highland Future Use Committee to 6/30/2025

Ms. Cook requested to hold Consent Agenda item "d." Ms. Cook stated that the Committee has elected a chair, vice chair and clerk but is just beginning their work. She requested that the dates in the charge be moved as follow: interim report due on February 28, 2025 and final report due on June 30, 2025. Mr. Stivers moved to approve Consent Agenda item "d" with the above-listed date changes. Mr. Dennington seconded the motion. The motion was unanimously approved (5-0-0). Ms. Kristin LaVault, 12 Southwood Drive, speaking as a member of the 21 Highland Future Use Committee and speaking remotely, thanked the Board for extending the dates in the charge. She stated that the Committee's chair did not act incorrectly and said their discussion revolved around a potential survey. She stated the Committee is aligned on its path forward and she expects they will provide updates prior to the February 28, 2025 interim report date. Ms. Cook announced that there is a vacancy for the citizen-at-large position on the Committee and urged the public to consider the position.

e. Appoint Michelle Hokinson as the Historical Commission rep. to the Tricentennial Committee; term to expire 6/30/2025

VI. Other Matters *(Board may vote)*

a. DOR Policy review and plan for implementation

Ms. Cook reported that DOR had provided recommendations on the Town on management policies and financial policies. Ms. Cook stated that the Town would first address recommendations of financial policies. Ms. Cook stated that Mr. Ballantine suggested that the Finance team (Mr. Ballantine, Ms. McAuliffe and Mr. Cibelli) work with Mr. Purple and one member each from the Board and from the Advisory Committee to provide recommendations for implementation. The Board discussed and agreed to the plan. Mr. Dennington moved to appoint Mr. Hamilton as the Board's liaison to work with the Advisory Committee and the Finance team on the recommendations for implementing the DOR policy review. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

b. Set Select Board meeting schedule for the remainder of FY25

Mr. Dennington moved to adopt the Select Board meeting schedule for the remainder of FY25. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

c. Review and approve Intermunicipal Agreement for the inclusion in Metrowest Regional Emergency Communication Center (RECC)

Ms. Cook stated that the amended and restated Intermunicipal Agreement (IMA) between Grafton, Westborough and Southborough for the Metrowest Regional Emergency Communication Center (RECC) is before the Board for consideration. The Board discussed the IMA. Mr. Hamilton stated he is not in favor of the funding mechanism but is in favor of moving forward. Ms. Cook stated she has some issues with the language in the agreement but believes those can be resolved. She stated it is important to move forward so that Southborough can be appropriately represented in the process. Mr. Hamilton moved to approve the amended IMA included in the packet. Mr. Stivers seconded the

motion. The motion was unanimously approved (5-0-0). Mr. Hamilton moved to appoint Mark Purple as the Board's representative to the Metrowest RECC Board of Directors. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). The Board discussed that Mr. Purple would appoint Mr. Ballantine to the RECC's Finance Board. The Board discussed next steps in the RECC process, which will be negotiating the lease, moving forward with the grant process and hiring an Executive Director. Ms. Cook asked how long the process would take until full implementation. Mr. Hamilton stated he estimates that it will take approximately two years. The Board acknowledged the work by all parties involved in bringing this matter to fruition, including Mr. Stivers, Mr. Hamilton, past Board members and former Fire Chief Achilles.

d. Discussion of filling vacancy in Select Board position on the Metropolitan Area Planning Council (MAPC)

The Board agreed to table the matter to a later date. Mr. Stivers will follow up with Mr. Purple to confirm Debbie DeMuria's appointment and will speak with Ms. DeMuria to confirm she is the representative attending meetings on the Town's behalf.

e. Discussion of One Stop grant application for zoning on Route 9

Mr. Dennington stated that at the Board's office hours last week, an informal discussion took place with Economic Development Committee (EDC) Coordinator Leah Emerson, EDC chair Michael Nordstrom, EDC member Karen Anglim and Claire Reynolds. They discussed efforts to make zoning changes that favor business development along Route 9 and in Southborough overall. The Board discussed the various ongoing efforts to support positive zoning changes. They agreed to support the work of Ms. Landry, Mr. Hamilton, Building Commissioner Lund and the Planning Board to propose smaller zoning changes for presentation at Annual Town Meeting 2025. The Board agreed to consider the Corridor Study grant and Ms. Cook suggested the Board contact Mr. Rob Anderson regarding the grant. Mr. Dennington stated that he would meet on Friday, November 22nd, with Assistant Town Administrator Vanessa Hale and EDC Coordinator Emerson to discuss a plan to apply for the One Stop Grant Expression of Interest, which is due on February 1, 2025, and an MAPC technical assistance grant for zoning, which is due on December 13, 2025. He stated he would work with Mr. Alan Belniak on the application for the MAPC grant.

VI. Public Comment

There was no public comment.

VIII. Adjournment

Mr. Dennington moved to adjourn the meeting at 8:12 PM. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

Upcoming Meetings	
December 3, 2024	*December 17, 2024*

Respectfully submitted,

Bridgid Rubin, Recording Secretary

List of Documents referred to at the November 19, 2024 SB Meeting:

- 40R/40S MBTA TOD Station Development by Mark Davis, dated November 19, 2024
- Open Session Meeting Minutes, dated October 22, 2024
- Memorandum from Vanessa Hale and Pam LaFrancois, dated November 7, 2024, RE: Volunteer Coordinator

- Memorandum from Southborough Emergency Management, dated November 12, 2024, RE: Updated Comprehensive Emergency Management Plan (CEMP), with attachment
- Charge for 21 Highland Future Use Committee
- Email from Kathy Cook, dated November 16, 2024, RE: New Historical Commission representative to the Tricentennial Committee
- Memorandum from Brian Ballantine, dated November 14, 2024, RE: DOR Policy Review
- Memorandum from Melanie Otsuka, dated November 4, 2024, RE: Proposed Select Board Meeting Dates
- Amended and Restated Agreement for a Metrowest Regional Emergency Communications Center District

40R/40S MBTA TOD Station Development

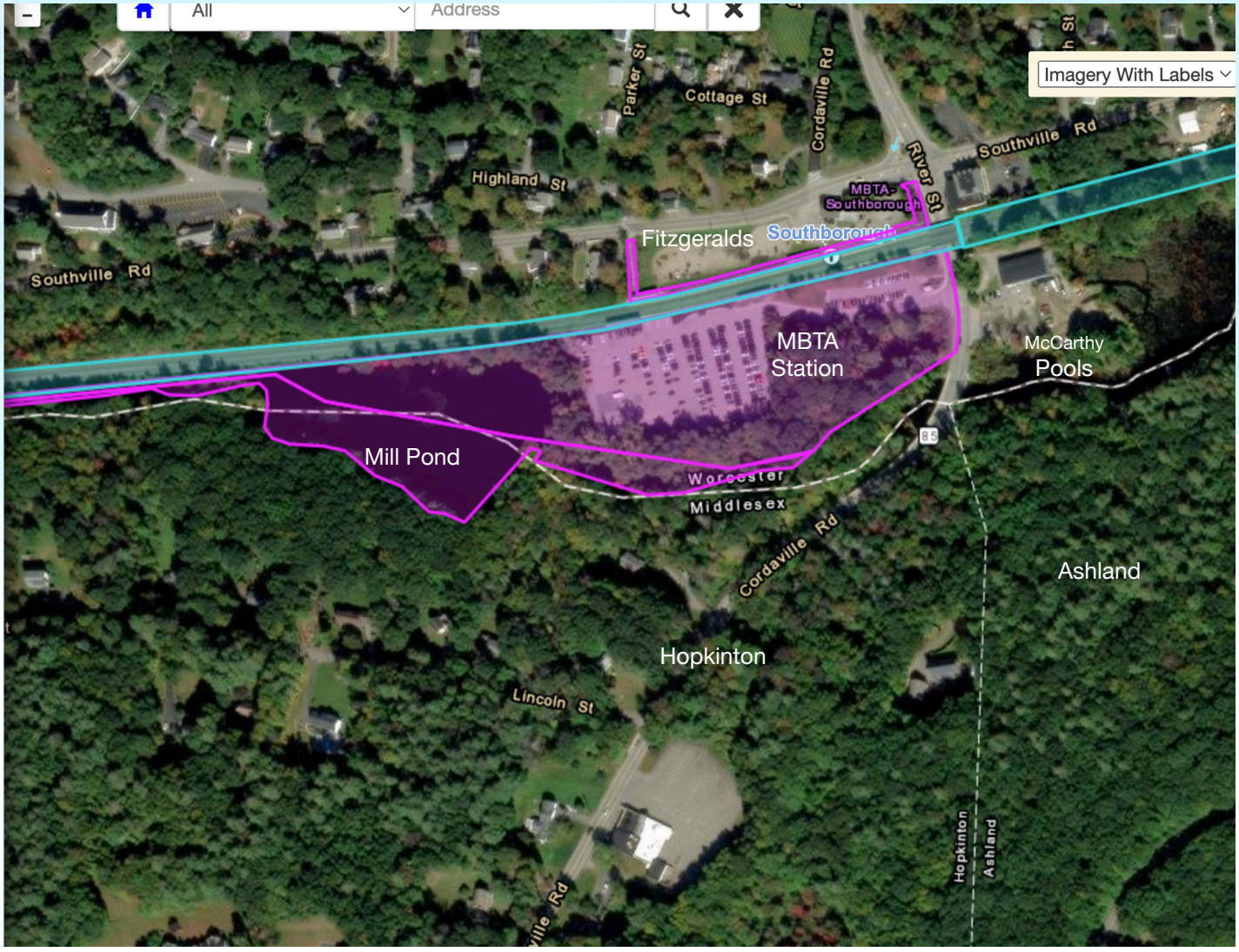
Overview of the process

Mark Davis 11-19-24

MBTA Southborough

Current Features

- Current parking 378
- Blue - MA DOT Rail
- Purple - MBTA





40 R Summary 40 S Summary

Smart growth zoning

Chapter 40R of the Massachusetts General Laws allows cities and towns to adopt smart growth zoning districts to permit denser housing production.

Starter home zoning

Chapter 40R also allows cities and towns to adopt starter home zoning districts. However, Chapter 268 of the Acts of 2022 uncoupled starter homes from Chapter 40R and placed them in a new chapter of the General Laws.

Benefits

Municipalities that adopt 40R zoning may receive benefits such as:

- Zoning Incentive Payments
- Payments per unit when building permits are issued
- Reimbursement for school impact
- Higher state match for new school buildings
- More favorable consideration when applying for discretionary grants

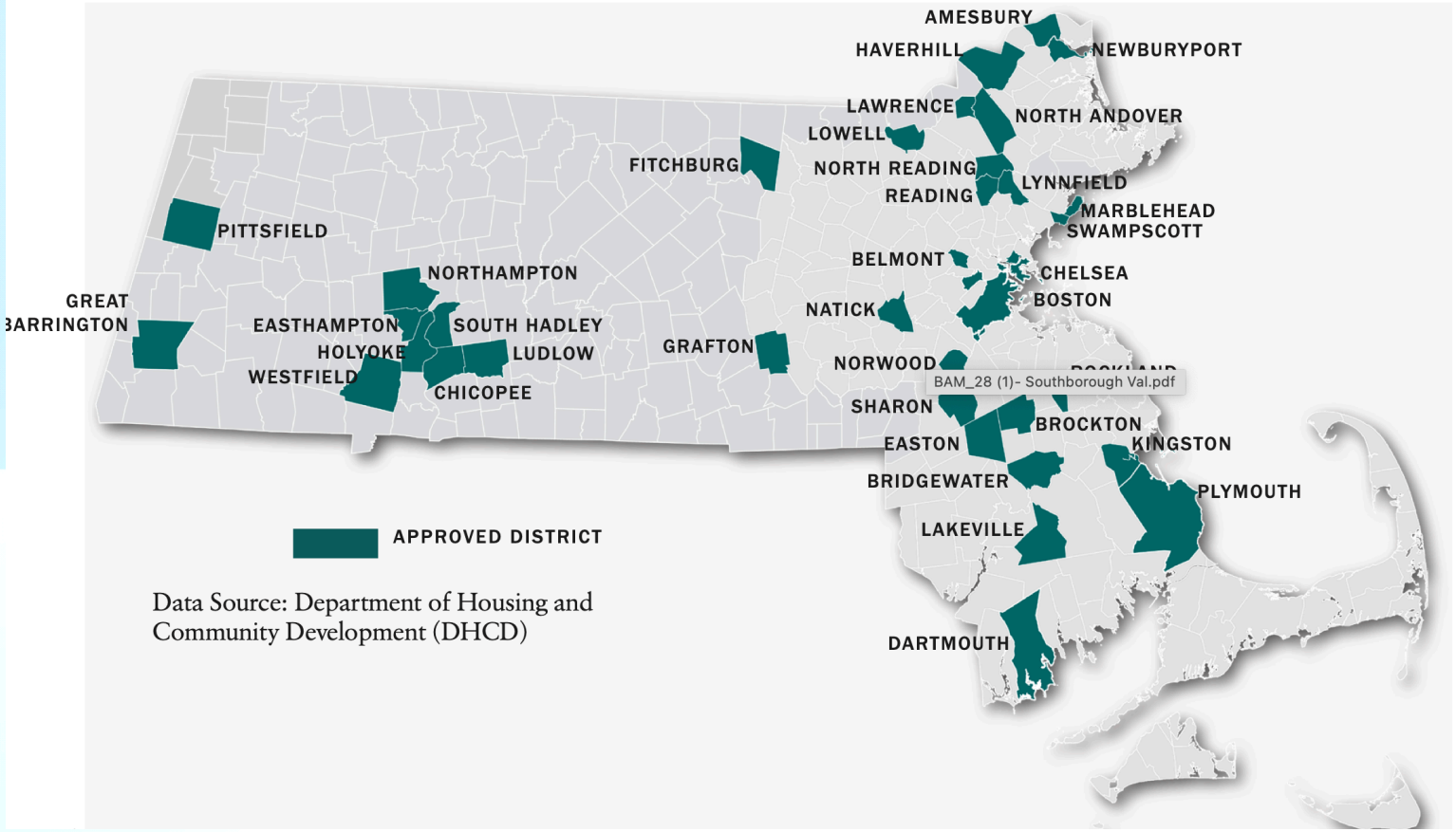
Overlay districts

Within an overlay district, developers can choose to develop a project in accordance with the requirements of the smart growth zoning or the underlying zoning.

Housing density

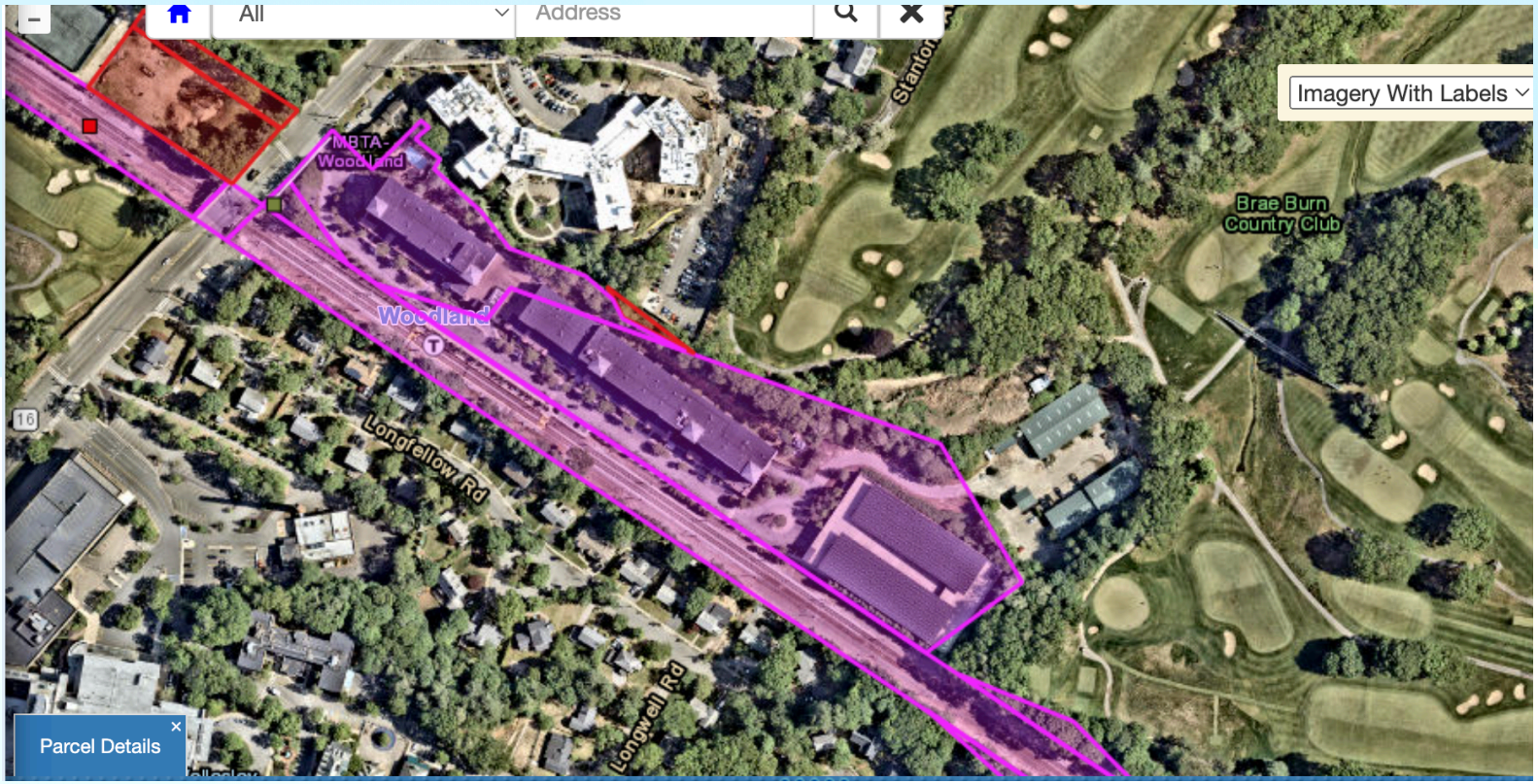
The 40R overlay must allow housing to be built at 8 to 20 units per acre, depending on the type of housing.

APPROVED SMART GROWTH DISTRICTS (AS OF DECEMBER 31, 2017)



BAM_28 (1)- Southborough Val.pdf

Woodland Station - Newton, MA




WOODLAND STATION


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TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Tuesday, October 22, 2024 6:30 PM
Location: McAuliffe Hearing Room, Town House, 17 Common Street, Southborough, MA
Present: Kathryn Cook, Andrew Dennington, Sam Stivers, Marguerite Landry and Al Hamilton. Town Administrator Mark Purple. Absent: Assistant Town Administrator Vanessa Hale

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Chair Kathy Cook called the meeting to order at 6:30 PM.

II. Public Comment

There was no public comment.
Ms. Cook moved to Reports at this time.

III. Scheduled Appointments *(Board may vote)*

a. 6:45 PM – Tax Classification Hearing

Mr. Purple read the public hearing notice into the public record. Mr. Paul Cibelli, Principal Assessor and Ms. Lori Esposito, Deputy Assessor, appeared before the Board on the matter. Also appearing before the Board were the following members of the Board of Assessors: Jeffrey Klein, Chair, Tammi Rice, Vice Chair, and Heath Widdiss. Mr. Cibelli shared the presentation for the FY25 Tax Classification hearing with the Board and public. Mr. Cibelli stated that the increases to the classes are as follows: Residential: 6.75%; Commercial: 1.16% and Industrial 6.29% and that the average single-family tax bill will increase 6.4%, year over year. He pointed out that the Commercial, Industrial and Personal Property (CIP) class is trending down over time. He stated that, in his tenure with the Town, the CIP class has represented approximately 17-20% of tax revenues and that this year's projection is approximately 15.9% of tax revenues. Mr. Cibelli stated that the Board of Assessors is recommending that the Town continue with a single tax rate for FY25 and that the Town not adopt the Residential or Commercial Exemptions, as they are not relevant to the Town. Ms. Cook expressed her shock at the size of the increase and stated that increasing commercial revenues has to be a priority of the Town. To that end, she suggested addressing septic and zoning issues. Mr. Stivers expressed his interest in a split tax rate and suggested exploring how other communities address the timing of tax information relative to the impact on the Town's budget process. Mr. Cibelli stated that the large increases in tax rates are being felt throughout the Commonwealth. Mr. Hamilton stated that as 80-85% of the Town's taxes are generated from the residential class, approximately $2 million dollars has been shifted over time from the CIP class to the residential class. He stated the Town should focus on the type of development that increases the CIP class, adding that office park development appears to be a thing of the past. He asked that the Board place on its agenda in the near future a discussion item regarding the creation of a sewer working group and a comprehensive review of zoning, especially along Route 9. Mr. Cibelli stated that the Town should consider diversifying its CIP class. The Board discussed the impact of a split rate and what savings could be achieved for the residential class. There was no public comment on the matter. Ms. Cook acknowledged a letter from Karen Chapman, President and CEO of Corridor 9/495 Regional Chamber of MetroWest, in support of a single tax rate for Southborough. Mr. Dennington moved to close the

tax classification public hearing at 7:28 PM. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Mr. Dennington moved that the Board adopt a single tax rate for FY25. Mr. Hamilton seconded the motion. The motion was unanimously approved (5-0-0). Mr. Dennington moved that the Board not adopt the Residential Exemption for FY25. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Mr. Dennington moved that the Board not adopt the Small Commercial Exemption. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

b. David Ferris – Procurement Appeal for 250 Turnpike Road project

Ms. Cook stated this matter has been postponed until the Board's November 4th meeting.

c. Mark Davis – 40R Development at the MBTA Station

Ms. Cook stated this matter has been postponed until the Board's November 4th meeting.

d. Travis Farley – Update on Recreation activities

Mr. Travis Farley, Recreation Director, appeared before the Board on the matter. Also in attendance from the Recreation Commission were the following: Jennifer Hansen, Chair of the Recreation Commission, and Donald Dumont, Vice Chair of the Recreation Commission. Commission member Kristin LaVault appeared via ZOOM. Mr. Farley shared his report of the last three month's activities with the Board. He thanked Christina McCarthy for navigating the transition from Tim Davis's departure to Mr. Farley's arrival during the summer camp season. Ms. Cook asked about the Gobble Wobble. Mr. Farley stated that registration is open for the annual Thanksgiving Day run and the event would be publicized once Halloween is over. Mr. Farley shared that the Recreation Department has joined Rec Connect, an adaptive recreation program offered through Shrewsbury, Northborough and Westborough recreation departments for their residents. Ms. Hansen stated the Recreation Commission continues work on the dog park and related funding sources. She also said the Commission continues to provide input to the Neary Building Committee regarding impacts to the fields with layout/construction issues. She also stated the Commission continues to discuss the timing to install turf under the lights at Woodward Field, adding that estimates for turf installation are in the $1-2 million dollar range. Mr. Dumont stated that the Commission is pleased that Mr. Farley has continued the successful momentum of the last five years. He stated the Commission remains focused on a plan for Lunblad Field. Mr. Stivers asked if it was possible to track participation rates. Mr. Farley stated that the department uses a recreation management system that allows them to track that information and he added that participation can vary from program to program but, in general, participation rates are on the higher side. Mr. Stivers suggested that having a 5-10 year plan of goals would be a helpful communication tool in considering funding. Ms. Hansen stated that the Recreation Commission undertook a 10-year plan in 2016 and reviews this plan annually with the Capital Planning and Improvement Committee (CPIC). She stated that the Commission has achieved many of the goals in the plan and intends to update it in the next in the year or two. She stated she does not foresee the need to hire additional staff and Mr. Dumont stated that the lack of indoor facilities remains a challenge to increasing programming. Mr. Stivers suggested providing additional programming for the increasing senior demographic in Town.

Ms. Leah Emerson, Economic Development Committee (EDC) Coordinator, appeared before the Board to offer her support for the Board's votes relative to the tax classification hearing.

IV. Reports

a. Chair's Report

i. Bench dedication for Kim Tollander

Ms. Cook reported that during Heritage Days, a bench was dedicated in the Southborough Heritage Park in memory of Kim Tollander, Southborough School Committee member who passed away last year. Ms. Cook reported that friends and family came to the dedication ceremony.

ii. Heritage Days

Ms. Cook reported that, despite the weather, Heritage Days was a successful community event.

iii. 2 East Main Street update

Ms. Cook reported that Mr. Bemis appeared before the Planning Board last evening to present a project for development at 2 East Main Street. Ms. Cook stated she looks forward to supporting development at the site, as it is one of the Select Board's FY25 goals.

b. Members' Reports

i. Tricentennial fundraiser update

Mr. Dennington reported that the Tricentennial Committee had a booth at Heritage Days where commemorative bricks were sold, adding that the bricks will be installed in Southborough Heritage Park. He encouraged the public to support the fundraiser and stated additional information is available on the Tricentennial Committee's website.

c. Town Administrator's Report

i. Resignation of Shannon Kinayman from Youth and Family Services

Mr. Purple reported that Shannon Kinayman, Program Director for Southborough Youth and Family Services (SYFS) for the last eight years, has resigned and her last day of work was on October 16, 2024. He stated that he attended a reception for Ms. Kinayman and wished her well in her future endeavors. He also stated that Sarah Cassell, Director of SYFS, and Ms. Vanessa Hale are working to advertise the open position. Mr. Purple also stated that Mr. Dean Cibelli has notified the Town he will retire on November 4, 2024, after 36 years of service. Mr. Purple thanked Mr. Cibelli for his commitment to the Town and his many years of service.

ii. Southborough Power Choice renewal notices

Mr. Purple reported that Southborough Power Choice notices for the Town's electric aggregation program will be sent out November 1st. He stated that residents could select from three programs: basic, green and a new hybrid option. Mr. Purple noted that since its inception, the aggregation program has saved enrolled Southborough residents approximately $9 million dollars. He described the renewal process and stated that notices would be mailed to all residents and current subscribers, posted on the Town's website, available at the Town House and publicized through social media.

iv. Status of CSX improvement on Central Street

Mr. Purple reported that the roadwork was successfully completed on October 15th and 16th. He stated that the CSX crossing on Main Street would be addressed in the future.

iv. ALS One Fundraiser

Mr. Purple reported that, despite the weather, the ALS One fundraiser was a success. He stated that 292 rounds of golf were played and the event raised $3,200 for ALS One in memory of Brian Schifrin and John Wilson. He also thanked Brian Shea and the management company for their assistance with the fundraiser and those who participated to make the event a success.

Mr. Purple reported that Conservation Commissioner Melissa Danza had sent an email stating that waste from the Breakneck Hill remediation project would be sent to the Maine site, which may result in the Town returning some of its bonding authorization for the project.

V. Consent Agenda

a. Approve Open Session Meeting Minutes: October 8, 2024

Mr. Stivers held Consent Agenda item "a." Mr. Stivers requested the following changes: Line 162: add "each" before area; Line 200-201: delete "bylaw compliance" and insert "reporting for DPW issues and bylaw compliance issues"; Line 204: insert "the previously proposed SeeClickFix software." Mr. Dennington moved to approve Consent Agenda item "a", as amended. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

Ms. Cook moved to the Tax Classification public hearing at this time, as it was 6:45 PM.

b. Approval of FY26 Budget Calendar

Ms. Cook held Consent Agenda item "b." Ms. Cook stated that a joint meeting with the CIPC and the Advisory Committee has been added to the draft FY26 Budget Calendar for December 17, 2024. The Board discussed budgeting directives for the Finance Team's communication with department heads. The Board agreed to ask department heads to provide a level service budget with no additions to personnel and, if additional funds or personnel are requested, that the department prepare an ancillary budget. Mr. Dennington moved to approve Consent Agenda item "b", as amended. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

c. Approve 2025 Senior Health Benefit renewal

Ms. Cook held Consent Agenda item "c." Ms. Cook stated that tonight's vote authorizes the signing of a new contract with Aetna for 2025. She also informed the Board that the Insurance Advisory Committee (IAC) is in discussions with Tufts/Harvard Pilgrim to potentially add a traditional Medigap policy but information on that matter would not be available until early 2025. Mr. Stivers moved to approve Consent Agenda item "c." Mr. Dennington seconded the motion. The motion was unanimously approved (5-0-0).

d. Approve Executive Session Meeting Minutes: October 8, 2024

Mr. Dennington moved to approve Consent Agenda item "d." Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

V. Other Matters *(Board may vote)*

a. Approve restitution for removal of public shade tree at 37 Clifford Street

Ms. Cook provided a history of the matter surrounding a public shade tree that was removed on September 28, 2023. She stated that the resident can either write a check for $500 or purchase two trees from the Accepted Tree list. The Board discussed the matter. Mr. Hamilton moved to authorize DPW Superintendent Cundiff and Tree Warden Designee Chris Leroy to meet with the homeowner to resolve the matter by either purchasing two trees from the Approved Tree List or writing a check for $500. Mr. Dennington seconded the motion. The motion was approved (4-0-1). Ms. Landry abstained. Ms. Cook asked Mr. Stivers to amend the Tree Policy to reflect State language and Mr. Stivers agreed. Ms. Landry recommended that the Tree Policy contain consequences for any tree company removing a public shade tree. Ms. Cook stated that a public hearing on the Amended Tree Policy would occur at the November 4th meeting.

b. Continued discussion of ARPA funding

i. Review of project allocations

Ms. Kathryn McKee, Trails Committee Chair, appeared before the Board on the matter. Ms. McKee stated that the scope of the crosswalk project has expanded so the Trails Committee has decided to address the matter in 2025 with alternative funding. She stated she would return $15,000 in ARPA funds allocated to the project. With regard to the $12,500 in ARPA funds allocated for trail enhancements, Ms. McKee stated she would have the entire amount contracted or spent by November 4th. She also stated that of the $61,009.50 remaining ARPA funds allocated to the Peninsula Trail project, the Trails Committee is only requesting $21,000 for paving of the ADA parking spaces. She stated the Trails Committee would return a total of $55,009.50 ($15,000 and $40,009.50) in previously allocated ARPA funds. Ms. McKee thanked the Board for their patience as the Trails Committee investigated utilizing all of the allocated ARPA funds. Mr. Hamilton moved to reallocate $55, 009.50 from the Peninsula Trail and the crosswalk at Stonybrook/Route 30 to the General Tax Relief category. Mr. Dennington seconded the motion. The motion was unanimously approved (5-0-0).

ii. Reallocation of available funds

Mr. Hamilton moved to reallocate $20,000 from the McAuliffe Room upgrades to the General Tax Relief category. Mr. Dennington seconded the motion. The motion was unanimously approved (5-0-

0). Ms. Cook stated that the Board has approximately $78,509.50 in ARPA funds to reallocate. Mr. Dennington moved to allocate $5,400 from the General Tax Relief category to purchase two automated external defibrillators (AEDs). Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Ms. Cook moved to allocate 100% of the remaining ARPA funds equally between Police Chief Newell, Fire Chief Puntini and DPW Superintendent Cundiff to spend. Mr. Dennington clarified that each department head would present a list of expenditures for the proposed ARPA allocations at the Board's next meeting. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Ms. Cook stated that all of the ARPA funds received by the Town have been allocated.

c. Continued discussions of the Public Safety staffing study

Ms. Cook stated that she met with Advisory Committee Chair Andrew Pfaff and discussed how best to proceed with the recommendations of the Public Safety staffing study. She proposed that four individuals (two from the Select Board and two from the Advisory Committee) meet to make recommendations for both the Board and the Advisory Committee to consider. The Board discussed the matter and agreed that Mr. Dennington and Mr. Pfaff would meet to review recommendations from the staffing study for the Police Department. The Board agreed that Ms. Cook and Mr. Pfaff would meet to review recommendations from the staffing study for the Fire Department. Mr. Stivers recommended that Police and Fire prepare 3-5 year plans for phasing and budgeting purposes.

VI. Public Comment

Ms. Marnie Hoolahan, Planning Board member, 26 Clifford Road, requested that the Board reschedule Scheduled Appointments C, as there is a conflict with a Planning Board meeting and the subject matter is of interest to the Planning Board. Ms. Cook agreed to Ms. Hoolahan's request.

VIII. Adjournment

Ms. Cook moved to adjourn the meeting at 8:30PM. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

Upcoming Meetings	
November 4, 2024	*November 19, 2024*

Respectfully submitted,

Bridgid Rubin, Recording Secretary

List of Documents referred to at the October 22, 2024 SB Meeting:

- FY25 Tax Classification Presentation
- Letter from Karen Chapman, dated October 18, 2024, RE: Continuation of a Single Tax Rate
- Southborough Recreation Department Activities Report
- Memorandum from Brian Ballantine, dated October 17, 2024, RE: Draft Budget Calendar FY26, with attachment
- Memorandum from Brian Ballantine, dated October 17, 2024, RE: Retiree Health Benefit Renewal 2025
- Email from Ling Yang, dated September 30, 2024, Removal of Public Shade Tree at 37 Clifford Road
- List of ARPA Allocations, dated October 18, 2024
- Open Session Meeting Minutes, dated October 8, 2024

- Power Choice Green Notice
- Power Choice Standard Notice
- Memorandum from Kathy Cook, dated October 22, 2024, RE: Tree Removal at 37 Clifford Road
- Letter from William Cundiff, dated November 22, 2023, RE: Removal of Public Shade Tree at 37 Clifford Road, with photos and Public Shade Tree Policy

DRAFT

TOWN OF SOUTHBOROUGH

Senior Center
9 Cordaville Rd. SOUTHBOROUGH, MASSACHUSETTS 01772
Phone (508) – 229-4453 fax (508) – 229-1783

November 7, 2024

To Select Board

From Pam LeFrancois, Vanessa Hale

Re Volunteer Coordinator

Recently the Select Board accepted a donation from the Cummings Foundation to fund a part time, 15 hour per week Volunteer/Program Coordinator (focusing on intergenerational programming) for the Senior Center. This is currently a temporary [non-benefit eligible] one year position, classified under the Salary Administration Plan.

After a thorough interview process that included the Town Administrator, Assistant Town Administrator, COA Program Coordinator and myself, we'd like to recommend Heidi Cibelli for appointment to this position.

Ms. Cibelli worked for many years in both the Southborough Public Library as well as the Town Accountant's office. She is well versed in collaborating with many facets of town government, knows the community well since she resided here for many years and will be able to quickly make connections with the intergenerational audience. Other assets include her skills in the area of customer service, knowledge of the Southborough school organization as well as her familiarity with seniors and awareness of their needs and interests.

A start date for employment is scheduled for December 16. Thank you for your consideration. If you have any questions or concerns, please feel free to contact me at your convenience.

Town of Southborough
Emergency Management

ENHANCING COMMUNITY SAFETY THROUGH EDUCATION AND PREPAREDNESS

MEMO

TO: Select Board
FROM: Southborough Emergency Management (SEMA)
DATE: 11/12/2024
Re: Updated Comprehensive Emergency Management Plan (CEMP)

Dear Select board members,

The town of Southborough has updated its Comprehensive Emergency Management Plan (CEMP). This plan was developed five years ago with the assistance of the Massachusetts Emergency Management Agency (MEMA). The document is required by the state to be updated every five years to remain certified as a local emergency planning committee community.

As part of the approval process and acceptance by the Massachusetts Emergency Management Agency (MEMA), the final draft of the CEMP (the version attached) must be accepted and signed by the Chief Municipal Officer, Chair of the Select Board and board members, for the Town. Reviews and signatures by other required Town personnel will also be completed.

SEMA ensures the Board that all requirements contained within the document have and will continue to be met. Town counsel has reviewed the document, and all major changes were approved. Changes included: updating town official names and adding additional annexes to the plan including a local shelter management planning and response checklist, local disaster debris management planning and response checklist, & updates to the emergency operations center support checklist.

If the Board has any questions regarding this document, please feel free to contact me directly at any time.

Thank you for your continued support in helping to ensure the safety of the public, environment and infrastructure of the Town of Southborough.

Respectfully submitted,

Taylor West
Deputy Emergency Manager

32 Cordaville Road, Southborough, Massachusetts 01772
508-485-3235

TOWN OF SOUTHBOROUGH

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Version: 24-1

Date: November 9, 2024

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Promulgation Statement

A primary role of government is to provide for the safety and welfare of its citizens. The welfare and safety of citizens is never more threatened than during times of disaster and other serious emergencies. A goal of emergency management is to ensure that effective multi-discipline and multi-jurisdictional mitigation, preparedness, response, and recovery plans exist so that the public welfare and safety are preserved.

The Town of Southborough Comprehensive Emergency Management Plan (CEMP) provides a framework for a community-wide emergency management system to ensure a coordinated response to emergencies and coordinated support of certain pre-planned events. The CEMP addresses the roles and responsibilities of all community departments, agencies, government organizations, volunteers and community partners that may be involved in response operations, and identifies how regional, state, federal, private sector, and other resources may be activated to address disasters and emergencies in the community.

It is intended that this plan and annexes conform to the terms and conditions of all Massachusetts Laws and Regulations and as amended, the Commonwealth of Massachusetts Comprehensive Emergency Management Plan, and such Federal Acts and Regulations as may be applicable. The Town of Southborough Comprehensive Emergency Management Plan assures consistency with current national and state policy guidance and describes the interrelationship with other levels of government. This plan will continue to evolve, responding to lessons learned from actual disasters and emergency experiences, from ongoing planning efforts, from training and exercise activities and continuing state and federal guidance.

Therefore, in recognition of the emergency management responsibilities of Chief Municipal Officials and within their authority vested by the citizens of Town of Southborough, we do hereby promulgate the attached Town of Southborough Comprehensive Emergency Management Plan on this ___ day of_____, 2024.

_____
Kathy Cook, Chair of Selectboard

_____
Andrew Dennington, Vice Chair of Selectboard

_____
Al Hamilton, Selectboard Member

_____
Sam Stivers, Selectboard Member

_____
Marguerite Landry, Selectboard Member

NOTE:
Refer to scanned / saved
"Page 2: Promulgation Statement" for signatures

Approval and Implementation

This Comprehensive Emergency Management Plan (CEMP) for Town of Southborough will become effective and considered approved upon signing by the Chief Municipal Official (Selectboard), Chairperson of the Selectboard and the Emergency Management Director. When approved, this plan will supersede all previous plans for emergency management.

The Chief Municipal Official authorizes certain Town of Southborough officials to make certain modifications to this plan without the express written approval of the Chief Municipal Official. These modifications must be recorded in the Record of Changes section of this plan.

Authorized modifications include:

- Changes to contact information
- Additions/Deletions/Edits to Plan Sections
- Additions/Deletions/Edits to related attachments and maps
- Other changes as necessary related to operational readiness

The following Town of Southborough officials have the authority to make the above-named changes.

1. Emergency Management Director
2. Deputy Emergency Management Director

Police Chief Official/Documented Designees of #1, 2, & 3

_____ _____
Kathy Cook, Chief Municipal Official DATE

_____ _____
Andrew Puntini Fire Chief / EMD DATE

_____ _____
Taylor West, Deputy EMD DATE

NOTE:
Refer to scanned / saved
"Page 3: Approval & Implementation" for signatures

Record of Changes

Change #	Date	Part Affected	Date Posted	Who Posted
18-001	3/5-15/2018	Full Document updated as required by new MEMA CEMP WebEOC version.	3/22/2018	N. Aspesi
18-001	4/1/2018	Implemented final CEMP: Version 18-1	4/1/2018	N. Aspesi
18-001	8/17/2020	Periodic Review: New PSC address, Minor formatting. No content changes.	8/17/2020	N. Aspesi
24-001	11/9/2024	Full Document update.	11/9/2024	T. West

Signature Page

The following Town of Southborough officials have reviewed the plan and acknowledge their department's roles and responsibilities.

Kathy Cook, Chair of Selectboard	DATE
Andrew Puntini Fire Chief / EMD	DATE
Ryan Newell, Police Chief	DATE
William Cundiff, Director of Public Works	DATE
Taylor West, Deputy EMD/Health Director	DATE

NOTE:
Refer to scanned / saved
"Page 5: Signature Page" for signatures

Introduction

When a disaster impacts a community, the community must organize to provide coordinated, comprehensive response and recovery actions and resources. Resource needs have to be determined and prioritized; response elements have to be identified and dispatched; reports and records have to be maintained in an organized fashion.

To guide response activities and ensure effective and efficient coordination, Town of Southborough has developed this Comprehensive Emergency Management Plan (CEMP). The Comprehensive Emergency Management Plan defines the scope of preparedness and emergency management activities in the community, and facilitates all hazard preparedness, mitigation, response, and short-term recovery activities, thereby setting the stage for a successful long-term recovery. The Town of Southborough CEMP describes the community's emergency management organization, including the roles, responsibilities, and operations of Town of Southborough and all of its departments and agencies during a disaster, major emergency or planned event. The CEMP describes the relationship between the community and local, regional, state, and federal emergency response structures. The CEMP:

- Formulates policies designated to protect life and property during incidents affecting or threatening life or property within the community.
- Provides guidance for strategic thinking and decision-making as it relates to emergency operations.
- Assigns department or agency roles and responsibilities to mitigate, prepare for, respond to, and recover from incidents threatening life or property within the community.
- Officially establishes NIMS and the Incident Command System (ICS) as the organizational structure to guide activities during an emergency affecting the community.
- Identifies lines of authority and community policy related to emergencies and disasters.

Town of Southborough activates its CEMP when the community must respond to an emergency situation that requires multi-agency coordination within the community, and/or may require support from other local, state and federal entities. In addition, Town of Southborough may activate the CEMP to coordinate multi-agency and/or multi-jurisdictional support of a pre-planned event.

The Town of Southborough CEMP does not supersede any departmental standard operating procedure (SOP) or responsibility for day-to-day operations. The CEMP supplements but does not supplant the responsibilities or duties of any department or agency. The CEMP also describes cooperation and integration of actions with other nearby communities and response entities. This plan is not intended to limit or restrict the initiative, judgment, or independent action required to provide appropriate and effective emergency response, disaster mitigation activities, preparedness, and recovery efforts.

The CEMP is based on the Federal Response Plan (FRP), the National Response Framework (NRF) and National Preparedness Goal, and is compliant with the National Incident Management System (NIMS), Incident

Command System (ICS), and the Comprehensive Preparedness Guide (CPG) 101 Version 2 national standards. The CEMP is also compatible with the state-level Massachusetts Comprehensive Emergency Management Plan (CEMP).

All appointed and elected community officials, community departments, community volunteers and partner agencies should become familiar with this document to ensure efficient and effective execution of their emergency responsibilities. While the plan can help to establish the relationships, responsibilities, and general guidelines for community departments to use during an emergency, it does not replace the responsibility each department has in developing its own emergency protocols and testing its own plans. The CEMP is only one aspect of a prepared and resilient community.

Purpose

The purpose of the Town of Southborough Comprehensive Emergency Management Plan (CEMP) is to establish the overall framework for integration and coordination of emergency management and response activities and to facilitate coordinated response to any emergency or event in the Community requiring multi-agency response or support. The CEMP identifies local agencies and partner organizations that provide command and coordination capabilities for an emergency or event and describes how command and response components are organized and managed. The plan provides guidance to all departments and agencies in the Community and details general roles and responsibilities of local departments and partnering stakeholders before, during, and following an emergency situation or event. It also provides for the systematic integration of additional emergency resources but does not replace other federal, state or national emergency operations plans or procedures. It identifies lines of authority and organizational relationships for the management of emergency response actions, describes how people and property are protected in an emergency or disaster, and identifies legal authority.

Further, the purpose of this plan is to prescribe those activities to be taken by the Community Chief Municipal Official as well as by other government and community officials to protect the lives and property of all of the citizens of the Community in the event of a natural or human-caused emergency or disaster, including terrorism, and to satisfy the requirement that the Community have an effective and operational emergency management plan.

The CEMP is comprised of this Base Plan, and a series of attachments, which provide an in-depth tool to build a strong emergency management plan.

The CEMP is intended to accomplish the following goals:

- Assign responsibilities to agencies, organizations and individuals for carrying out specific actions during an emergency or event;
- Detail the methods and procedures to be used by designated personnel to assess emergencies and take appropriate actions to save lives and reduce injuries, prevent or minimize damage to public and private property, and protect the environment;
- Provide a process by which emergency response personnel and local government staff can efficiently and effectively prevent, mitigate, prepare for, respond to, and recover from emergencies and disasters;
- Identify the responsibilities of local agencies and partnering stakeholder and organizations during emergencies or events; and
- Identify lines of authority and coordination for the management of an emergency or event.

Scope

This Plan encompasses all four phases of the emergency management cycle - - preparedness, mitigation, response and recovery - - and applies to all Community departments and agencies as well as other response agencies operating within the geographical boundary of the Community. The plan is applicable to all organizations acting for or on behalf of the government of Town of Southborough in response to an emergency or in support of an event. Department or organization-specific plans may be developed by community agencies and/or partners to augment this plan to more efficiently detail and integrate actions related to agency- or venue-specific requirements.

This Plan addresses two different types of response scenarios:

- **Planned or Anticipated Incidents**: Incidents that can be planned for in advance such as a hurricane, a winter storm, extreme temperatures, major crowd events or VIP visits, etc. and;

- **Immediate Response Incidents**: such as a major traffic accident, airplane crash, tornado, earthquake, fire, hazmat incident, active shooter, kidnapping, major crime, etc.

Situation

Community Characteristics

Geography: The Town of Southborough is located in Worcester County Massachusetts in the central portion of the Commonwealth. The Community has a total area of 15.7 square miles of which 14.2 square miles is land and 1.5 square miles is water. The Community is bordered by Framingham to the east, Ashland and Hopkinton to the south, Westborough & Northborough to the west, and Marlborough to the north. The Community's peak elevation is 309 feet.

Population: According to the 2020 United States Census Bureau, the population of Town of Southborough is approximately 10.450, and includes 3.763 households. The population consists of approximately 28.2% under the age of 19, 4.3 % persons age 18 to 24, 22.3% age 25 to 44, 32.3 % age 45 to 64, and 12.9% % age 65 years of age or older. The median age was 42 years.

- **Access and Functional Needs:** About 575 people (5% of the population) in Town of Southborough present with a disability affecting at least one of the following areas: sensory, cognitive, ambulatory, self-care, or independent living. Other groups with function-based needs that may not be captured in demographic data may include, but are not limited to, people who are morbidly obese, pregnant women, people who require prescription medication for daily well-being, and people who are transportation disadvantaged.
- **Language:** 22% of the Town of Southborough resident population, speaks a language other than English at home. Of these, about 9% of the population, speak English at a level less than "very well". Non-English languages spoken in Town of Southborough include Spanish, Portuguese, French, Hindi & Asian dialects.

Roadway Infrastructure: Town of Southborough contains several primary and secondary roadways in addition to local and private roadways. Primary routes include; I-90 (Massachusetts Turnpike), I-495, Rt.9. Rt.30 & Rt.85. Two rail lines run through town. The Fitchburg/Boston (freight) line transverses the north-side of town. The Boston/Worcester MBTA (Commuter) rail, Amtrak Northeast line and CSX fright line transverse the south-side of town.

Threat, Hazard and Vulnerability Analysis Summary

Town of Southborough has completed a threat, hazard, and vulnerability assessment for the jurisdiction by 1) hazard identification, 2) profiling of hazard events, 3) inventory of assets, and 4) estimation of potential human and economic losses based on the exposure and vulnerability of people, buildings, and infrastructure. The documentation of this can be found in our Natural Hazard Mitigation Plan, Municipal Vulnerability Preparedness Plan, and State THIRA. The analysis identified the following potential hazards and threats, vulnerabilities and impacts to population, property, and critical infrastructure.

Natural Hazards

Natural Hazards are defined as naturally occurring events - such as riverine flooding, aerial flooding, hurricanes, tropical storms, coastal flooding, earthquakes, tornadoes, wildland fires, pandemics, and severe winter storms - that have the potential to harm people, property or the environment. The following natural hazards are capable of causing an impact in Town of Southborough:

- Severe Weather: Town of Southborough is vulnerable to any server weather events that impact the Commonwealth.
- Riverine/River Flooding: Riverine flooding from the Sudbury River may impact the areas of River Street, Fay Ct, Bridge St, Wood St, Valade Ct, Southville Rd, & Parkerville Rd. The affected area includes approximately 70 residential occupancies.
- Pandemic: Town of Southborough is vulnerable to any pandemic that impacts the Commonwealth.
- See attached hazard mitigation plans for more detail.

Technological Hazards

Technological Hazards generally refer to hazardous materials, petroleum, natural gas, synthetic gas, acutely toxic chemicals and other toxic chemicals at fixed facilities or in transport. The following technological hazards are capable of causing an impact in Town of Southborough:

- Technological Hazard: Town of Southborough is vulnerable to most general technological hazards may that impact the Commonwealth. These include; power outages and electromagnetic pulses.
- Tier 2 facilities: There are 15 facilities in Town of Southborough have chemicals in reportable quantities onsite at any given time. The Fire Department & LEPC maintain information on these facilities and the chemicals onsite.

Transportation Hazards

Transportation Hazards generally refer to hazards that exist on the various transportation networks in a community. These could include roadways, railways, waterways that may serve as routes for the transport of hazardous materials, or airfields in the communities. This includes the following transportation networks in Town of Southborough:

- Hazardous materials are transported on the following and present hazards to commercial, industrial and residential occupancies in immediate and remote adjacent areas:

- Interstates: 90 (MassPike) and 495
- Routes: 9, 30 and 85
- Freight Rails: Fitchburg/Boston and CSX/MBTA Worcester/Boston

Man-Made Hazards

Man-Made Hazards generally refer to hazards which are caused by humans, either accidentally or intentionally. These could include, but are not limited to, cyber threats, chemical, biological, radiological, nuclear, and high-yield explosive (CBRNE) threats, and terrorism. The following man-made hazards are capable of causing an impact in Town of Southborough:

- Town of Southborough is vulnerable to all man-made hazards may that impact the Commonwealth.
- Lone-Wolf/Single Assailant: These types of hazards, including active threat/violent (active-shooter) and vehicle borne attacks, are an ongoing risk in any community nationwide. St. Mark's and Fay are two high profile private boarding schools present an increased risk.
- Cyber Threats: These are an increasingly potential threat to the Town of Southborough, especially to municipal government and public safety.
- CBRNE: Although not a high risk, the community and our planned community events may be vulnerable to any incidents involving chemical, biological, radiological, nuclear, or explosive devices or weapons.
- See attached hazard mitigation plans for more details.

Critical Facilities and Infrastructure Summary

Below is a summary of critical infrastructure that are likely to be impacted by one or more of the hazards defined above.

Utilities

- Water supply services are provided by Town of Southborough and Massachusetts Water Resources Authority (MWRA). Town of Southborough's water comes from the Quabbin Reservoir. The Town does not have a sewerage system, all properties operate private septic.
- National Grid is the primary distributor of electric power to the Town.
- Eversource is the primary provider of natural gas.

Special Facilities

Special facilities include schools, day cares, assisted living, camps, halfway houses, mobile home parks, nursing homes, jails and prisons, and other buildings housing vulnerable populations. See attached GIS for the full list. Town of Southborough is home to the following special facilities:

SEMA NOTE: *This not an exclusive list – Refer to Reference Documents & Maps in Southborough's WebEOC CEMP files and Southborough EOC (etc.) manuals, guides, references, aid, etc. located in the EOC documents cabinet & on the EOC external hard drive.*

- The Bridge of Central Mass
- St. Mark's School
- Fay School
- New England Center for Children
- Harvard University
- Colonial Garden's apartments

- MBTA Commuter Rail / Amtrak Northeast Rail
- Red Roof Inn
- Madison Place apartments
- Southboro Motor Lodge
- Town Center strip-mall

Critical Facilities and Infrastructure

Critical facilities and infrastructure include public safety buildings, bridges, tunnels, police and fire stations, water and wastewater treatment plants, public works buildings, power plants, pumping stations, communication towers, and other critical infrastructure:

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- Fire Station / EOC
- Police Station / PSAP
- DPW
- Cordaville Hall *(Warm/Cool/Charging Center, Level-1 Shelter)*
- Town Hall
- Public Schools: Finn, Neary, Woodward, Trottier *(Level-2 Shelter)*
- Private Schools: Fay, St. Mark's
- Overlook Drive Radio Tower & Repeater
- Dell/EMC Radio Tower & Repeater
- Pump Stations: Boston Rd, Northboro Rd
- Water Tanks (w/ SCADA): Oak Hill, Overlook Drive
- Fayville Dam / MWRA

Hazardous Materials Facilities

Hazardous facilities include buildings that maintain hazardous chemicals or materials on site, including fuel transfer stations, Tier II facilities, and any facility in or near the community that would be classified as otherwise hazardous.

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- Fuel Stations
- Pipelines: Algonquin, Tennessee
- MWRA
- DPW
- Eversource

Health and Medical Facilities

Health and medical facilities include hospitals, clinics, treatment centers, hospice centers, mental health centers, renal care centers, respites, and any other applicable facility that provides critical medical or healthcare services.

SEMA NOTE: *This not an exclusive list – Refer to Reference Documents & Maps in Southborough's WebEOC CEMP files and Southborough EOC (etc.) manuals, guides, references, aid, etc. located in the EOC documents cabinet & on the EOC external hard drive.*

- Colonial Gardens
- Reliant Medical
- UMASS Medical
- Cordaville Hall (Health Department)
- Fire Station

Access and Functional Needs Populations

The needs of children, the elderly, and individuals with disabilities, chronic health conditions and other access and functional needs are an important planning consideration in the development of this CEMP. The following is the definition of Access and Functional Needs populations for the purposes of this plan:

"Populations whose members may have additional requirements for support before, during, and after an emergency, including, but not limited to maintaining independence, communication and access to information, transportation and medical care. Access and functional needs populations may include individuals with disabilities, persons living in institutionalized settings, the elderly, children, people from diverse cultures, individuals who do not speak English fluently, and individuals without access to transportation."

Provisions for people with various function-based needs have been incorporated into this plan where applicable, thereby ensuring functional needs considerations are an integral part of this CEMP.

Planning Assumptions

- Town of Southborough and/or the Commonwealth have effective prediction and warning systems in place allowing Town of Southborough to anticipate certain emergency situations that may impact Town of Southborough.
- When anticipating or in response to an emergency situation, the Chief Municipal Officer, Fire Chief/EMD, Police Chief, Health Dept./Dep. EMD, DPW Superintendent, or officially identified designees are responsible for taking action, including the activation of this plan, to mitigate impacts, save lives, protect property and the environment, assist survivors, and restore essential services and facilities.
- Town of Southborough officials, agencies and partners are familiar with the CEMP, understand their roles and responsibilities under the CEMP, maintain appropriate plans, policies, and procedures to carry out those responsibilities, and maintain a state of readiness. Day to day functions which do not contribute directly to the emergency operation may be suspended for the duration of an emergency/disaster. Resources that would normally be required for those daily functions will be redirected to tasks in support of the emergency response.
- Town of Southborough will use its own resources in response to an emergency or disaster. Once local resources are exhausted (or near exhausted), requests for assistance will be made.
- A large-scale emergency or disaster may overwhelm available local resources, leading to the need for support from local/mutual aid jurisdictions, private sector partners, state agencies, and the federal government.
- Town of Southborough anticipates support from surrounding communities and other response organizations should the resources of Town of Southborough become exhausted. Adjacent communities and other government agencies will render assistance in accordance with the provisions of written intergovernmental and mutual aid support agreements in place at the time of the emergency.
- When resources of Town of Southborough are fully committed and mutual aid from surrounding jurisdictions is exhausted, the Massachusetts Emergency Management Agency (MEMA) may coordinate the provision of additional assistance to address unmet needs.
- Disaster support from federal agencies may take at least 72 hours to arrive.
- Facilities required to file Tier II reports develop, coordinate and provide copies of emergency plans annually to the Emergency Management Director and/or Fire Chief and/or other state departments and agencies as applicable and required by codes, laws, regulations or requirements.
- Whenever warranted, the Chief Municipal Officer, upon majority approval of the Selectboard members, holds the authority declare a local State of Emergency for Town of Southborough in accordance with the provisions of Massachusetts General Laws.
- Chief Municipal Officer, upon majority approval of the Selectboard members, Fire Chief and Police Chief each have the authority to issue evacuation and/or shelter-in-place orders or recommendations for the residents and/or businesses of Town of Southborough. Evacuation and/or shelter-in-place orders will be communicated to residents and businesses by all appropriate means.

- In the event that an evacuation of the Community, or any part thereof, is ordered, the majority of the evacuees will utilize their own transportation resources to evacuate. However, a percentage of the population does not have access to transportation and will require transportation assistance.
- Individuals with pets will bring their pets with them when they evacuate. Those with livestock or other farm animals will take appropriate measures to safeguard their animals via sheltering or evacuation as appropriate.
- Town of Southborough and its response partners will need to provide additional/enhanced assistance to individuals with access and functional needs, including but not limited to children, elderly, individuals with disabilities and/or chronic conditions.

Concept of Operations

The concept of operations describes the sequence and scope of emergency response. The Southborough Emergency Management Agency has the primary responsibility for coordinating emergency management activities in the Town of Southborough. These activities support the following priorities:

- Minimize injury and loss of life
- Minimize property damage
- Minimize adverse environmental and economic impact
- Provide timely and accurate information to the public regarding emergency situations
- Provide for the immediate needs of disaster survivors
- Acquire, assess and disseminate emergency information
- Restore essential utilities and functions

Overview

The Massachusetts Civil Defense Act requires that every city and town in the Commonwealth establish a local emergency management program and appoint an official to oversee the program (typically known as the Emergency Management Director (EMD)). The EMD and other local officials are responsible for directing evacuations, opening shelters, coordinating the actions of local departments and agencies, mobilizing local resources, activating mutual aid agreements with other cities and towns, and requesting state assistance in accordance with the plans and procedures developed by the local emergency management program.

Plan Activation

The CEMP and its associated annexes will be executed in whole or in part as directed by the Chief Municipal Officer (Selectboard), the Emergency Management Director, or other duly authorized representative in response to an existing or an impending emergency. This plan may also be activated under the following circumstances:

- At the time of an actual disaster or ahead of a major event known otherwise.
- When the Chief Municipal Officer has declared a local state of emergency.
- When the Governor of Massachusetts has declared a State of Emergency for areas that include Town of Southborough; or
- When a Presidential Declaration of an Emergency or Disaster is issued for areas that include Town of Southborough.

Phases of Emergency Management

The Town of Southborough's comprehensive emergency management program addresses all phases of emergency management for all types of incidents, including prevention and mitigation, preparedness, response, and recovery.

Prevention and Mitigation

Prevention involves identifying preventative, corrective or deterring measures and actions to prevent or limit bodily injury, loss of life or property damage from disasters and emergencies. It includes consideration of policy issues as well as structural projects within government and the private sector. Preventive measures are designed to provide more permanent protection from disasters; however, not all disasters can be prevented.

The goal of mitigation is to prevent future loss by eliminating or reducing risks. Mitigation activities link the recovery and preparedness phases in the emergency management cycle and can occur before or after an emergency. The goals of pre-emergency mitigation activities are to prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies. The goal of post-emergency mitigation is to eliminate or reduce the impact of the hazards realized during the emergency. Post-emergency mitigation is part of the recovery process.

Preparedness

Preparedness involves activities undertaken in advance of an emergency or disaster to adequately prepare for and develop the capability to respond to an emergency. Preparedness activities include planning, organizing, training equipping, exercising, evaluating, and implementing corrective actions for the emergency management program and organization.

Preparedness activities develop operational capabilities and enable an effective response to an emergency or disaster, and involve working with government partners, the private sector, and non-governmental and volunteer organizations to coordinate pre-disaster education and planning activities and lay the groundwork for coordinated disaster response.

Response

Response is the actual provision of emergency services during a crisis including the coordination and management of resources to support emergency response operations. These activities help to reduce casualties and damage, and to speed recovery. Response activities include alerting and notifying the public, resource and logistical coordination, addressing immediate life safety issues, stabilization of the incident, and public information.

Town of Southborough responds to emergencies by activating the Comprehensive Emergency Management Plan, activating the Emergency Operations Center, coordinating with public, private and volunteer response partners as needed, coordinating and managing resources in support of emergency response, and preparing for recovery activities.

Recovery

Recovery activities may be both short-term and long-term, ranging from conducting damage assessments, removing debris, restoration of critical facilities/infrastructure and essential utilities such as water and power, to provide assistance to communities to rebuild homes and businesses. Recovery may also incorporate mitigation measures designed to prevent future occurrences of a given hazard. Recovery begins as soon as possible after an incident occurs and may commence during the response phase.

Direction, Control and Coordination

National Incident Management System

Town of Southborough's emergency management organization is structured in accordance with the National Incident Management (NIMS) and the Incident Command System (ICS). NIMS integrates existing processes and methods into a unified national framework for incident management. This framework forms the basis for interoperability and compatibility that enable a diverse set of public and private organizations to conduct effective incident management operations.

It does this through a core set of concepts, principles, procedures, organizational structures (Incident Command System, multi-agency coordination, and joint information systems), terminology, and standards requirements applicable to a broad community of NIMS users. To ensure interoperability and compatibility, NIMS is based on an appropriate balance of flexibility and standardization. It provides a consistent and flexible national framework within which government and private entities at all levels can work together to manage domestic incidents, regardless of their cause, size, location, or complexity.

Incident Command System

Emergency management and incident response in Town of Southborough is coordinated using the Incident Command System (ICS). ICS enables effective incident management by integrating a combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure. ICS is used to organize both near-term and long-term operations for a broad spectrum of emergencies, from small to complex incidents, both natural and manmade. ICS is used by all levels of government – federal, state, regional and local – as well as by many private-sector and NGOs.

All activity undertaken under the CEMP shall be coordinated using the Incident Command System (ICS) and the National Incident Management System (NIMS) in accordance with Homeland Security Presidential Directive (HSPD) 5.

Incident Command

Single Incident Commander - Most incidents involve a single incident commander. In these incidents, a single person commands the incident response and is the decision-making authority.

Unified Command

A Unified Command involves two or more individuals sharing the authority normally held by a single incident commander. Unified Command may be used during larger incidents, or incidents involving multiple agencies or jurisdictions. A Unified Command typically includes a command representative from major involved agencies and/or jurisdictions. A Unified Command acts as a single entity. It is important to note that in Unified Command the command representatives will appoint a single Operations Section Chief.

Area Command

During a situation involving multiple incidents, an Area Command may be established to provide for Incident Commanders at separate locations. Generally, an Area Commander will be assigned - a single person - and the Area Command will operate to provide logistical and administrative support to the separate incidents and their incident commanders. Area Command usually does not include an Operations function.

Transfer of Command

Responsibility can be transferred during an incident for several reasons. As the incident grows a more qualified person may be required to take over as Incident Commander to handle the ever-growing needs of the incident. Or this may occur in reverse; when an incident reduces in size, the command can be passed down to a less qualified person, but still qualified to run the now-smaller incident. Other reasons to transfer command include jurisdictional change if the incident moves to a different location or area of responsibility, or the normal turnover of personnel due to extended incidents. The transfer of command process always includes a transfer of command briefing, IC to IC, which may be oral, written, or a combination of both. A Transfer of Command is posted and announced on all radio and communication networks.

Incident Coordination and/or Response Locations/Facilities

Various types of operational support facilities are established in the vicinity of an incident, depending on its size and complexity, to accomplish a variety of purposes. Town of Southborough may operate one or more of the following incident coordination and/or response facilities during an emergency or disaster:

- Incident Command Post
- Emergency Operations Center
- Staging Area
- Points of Distribution
- Evacuation Assembly Points
- Evacuation Transportation Hubs

Incident Command Post

An Incident Command Post (ICP) is the field location where the Incident Commander operates, onsite response is directly coordinated, and onsite resource needs are identified and communicated. There is only one ICP for each incident or event, but it may change locations during the event. The ICP may be located in a vehicle, trailer, tent, or within a building. The ICP will be positioned outside of the incident scene and the potential hazard zone but close enough to the incident to maintain a visual presence and command status. The on-scene Incident Commander has tactical control of and authority over all resources at the scene.

Emergency Operations Center

The Town of Southborough Emergency Operations Center (EOC) serves as the central point for coordination of the community's emergency management and response activities, maintaining situational awareness about the emergency situation, and facilitating requests for deployment of resources.

- Primary EOC: Southborough Public Safety Complex
  32 Cordaville Road
  Southborough, MA 01772

In the event that the primary EOC is rendered or deemed unusable, emergency operations will relocate to the alternate EOC.

- Alternate EOC: Cordaville Hall
  9 Cordaville Road
  Southborough, MA 01772

The Emergency Management Director (EMD) often serves as the EOC Manager and has the responsibility and authority for managing the EOC and the community's emergency management organization during an emergency or disaster. The EOC Manager has the authority to make all routine decisions and is charged with advising chief municipal officials when major decisions need to be made. The EOC Manager serves as a liaison with the State and Federal emergency agencies.

EOC Goals

The following are the general goals for the emergency operations center. These goals can be adjusted by the EOC Manager in coordination with chief municipal officer and the incident commander, when the EOC is activated.

Goals

- Obtain and maintain situational awareness of the incident and ensure responders have a common operating picture.
- Establish an incident planning cycle.
- Mobilize and deploy resources and assets to support emergency response, guided by the set priorities.
- Establish a seamless transition into recovery operations.
- Provide emergency notification and warning to responders and residents
- Assess and document impacts from events for recovery process

EOC Activation Levels

The Town of Southborough EOC has designated three activation levels that increase in intensity, ranging from modest emergency effects associated with Level 1, to catastrophic emergency effects associated with Level 3. ***REFER TO:*** *SEMA EOC Operation Manual for more details on Levels & Classifications.*

- Level 1: EOC standby / monitoring the situation
- Level 2: EOC minimally staffed with key personnel to monitoring the situation
- Level 3: EOC fully staffed to monitor the situation, facilitate resource requests, and maintain situational awareness

EOC Equipment

The Emergency Management Director or designee will ensure the equipment in the EOC is functional and ready to support an activation. This equipment includes:

- Laptops / Desktops
- Phones
- Audio/Visual equipment
- Radios/Base Stations: UHF, VHF & 800MhZ
- Portable Radios

This equipment is tested on a semi-annual basis to ensure its readiness. Additionally, exercises of the EOC may be held on an annual schedule.

EOC Staffing

The Emergency Management Director or designee will maintain a current list of EOC positions. The EMD will coordinate with department heads to identify and train staff to serve in EOC positions. Department heads or their designees will develop and maintain a contact list of personnel that would be available to fill needed positions within the EOC. This list can be found in the EOC document cabinet and EOC external hard drive. Each department will maintain these lists and provide a status update to Emergency Management annually.

EOC Activation

When a decision to activate the EOC has been made, staff needed to support EOC operations will be notified of an EOC activation email, text message and/or phone call. Text messaging through the CodeRED system is the primary notification system for EOC activations and will be activated by the EMD or designee. Each EOC member will be notified that the EOC has been activated and will be provided with the time to report to the EOC and method to verify receipt of the notification.

EOC Deactivation

The EOC Manager/EMD, in consultation with the Chief Municipal Official and the Incident Commander, is responsible for the decision to deactivate the EOC. As response phase operations wind down, EOC personnel and other staff will be released from the EOC when they are no longer needed to support response efforts.

Staging Area

A staging area is a location where resources needed to support emergency response operations are aggregated and readied for deployment. A staging area, which could be co-located with an ICP, should be located close enough to the incident to allow a timely deployment of assets to the area of the incident, but far enough away to be out of the immediate impact zone. There may be more than one staging area supporting an incident. Situation dependent at the discretion of the Incident Commander.

Points of Distribution

Points of Distribution (PODs) are centralized locations where the public can obtain critical commodities following a disaster or emergency. PODs can accommodate vehicle traffic (drive-through), pedestrian traffic (walk-through) and/or mass transit traffic (bus or rail). Typical critical commodities provided to impacted populations through PODs can include but are not limited to, shelf-stable food, bottled water, ice, tarps and/or blankets. Sites are Woodward School & Cordaville Hall with expansion to other sites as needed.

Shelters

Town of Southborough has designated five (5) facilities that can be used to shelter evacuees or displaced persons in emergency situations. Shelter facilities will be managed by SEMA and the Southborough CERT/MRC and provide mass care services to evacuees and displaced persons. Shelter facilities will be activated at the direction of the EMD or EOC Manager; shelter facilities are not automatically activated during times of emergency; therefore, residents should obtain guidance and information from local officials on which shelters may be open.

The following facilities are designated as emergency shelters and may be activated during times of emergency:

- Cordaville Hall
  9 Cordaville Road
- Trottier Middle School
  49 Parkerville Road
- Algonquin Regional High School
  79 Bartlett Street, Northborough

- St. Anne's Church
  20 Boston Road, Southborough
- St. Matthew's Church
  105 Southville Road, Southborough

Evacuation

Chief Municipal Officer, upon majority approval of the Selectboard members, Fire Chief and Police Chief each have the authority to issue evacuation orders or recommendations. The Governor also has the authority to make evacuation recommendations, and issue evacuation orders under a Gubernatorial Declaration of Emergency.

In the event that an evacuation is recommended or mandated, the population designated for evacuation will leave the affected area using their own private vehicles or be transported from Evacuation Assembly Points with transportation assets coordinated/obtained by Town of Southborough. Depending upon the hazard and other circumstances, shelters for evacuees may be located within or outside of the Community.

Evacuees are expected to follow the direction and guidance of trained emergency workers, traffic coordinators, and other assigned emergency officials.

Evacuation routes should be pre-identified by the Emergency Management Director in coordination with other community officials. Evacuation routes for this community can be found on the GIS spreadsheet.

Evacuation Assembly Points

Evacuation Assembly Points (EAPs) are location(s) within the community that serve as assembly points for evacuees who do not have their own transportation. EAPs are typically located at cross streets, and within walking distance of nearby residences. Town of Southborough will use buses or other vehicles to pick up evacuees from EAPs and transport them to either a shelter or to a local evacuation transportation hub. EAPs are locally designated and operated and are likely not in enclosed facilities (similar to a bus stop concept). Support services are typically not provided at EAPs. EAPs are at the discretion of the incident commander.

Evacuation Transportation Hub (T-Hub)

In situations when residents may need to be evacuated outside of the community, Town of Southborough will activate one or more Evacuation Transportation Hubs (T-Hubs) where large numbers of evacuees transported from EAPs throughout the community assemble and wait for transportation to either a state-operated Regional Reception Center (RRC) or a designated shelter outside of a community. T-Hubs are locally operated, have adequate indoor facilities to stage evacuees, and adequate outdoor areas for vehicle staging and evacuee embarkation. The Commonwealth is responsible for providing buses or other vehicles to transport evacuees from local T-Hubs to RRCs or shelters. T-hub locations are at the discretion of the incident commander.

Organization and Assignment of Responsibilities

This section describes the organizational structure Town of Southborough employs to respond to an emergency. It articulates the roles and responsibilities that various members of the emergency management organizational structure have in any response.

Organization

Leadership

Town of Southborough has designated emergency management leads that, depending on the severity of the event, may or may not be involved in emergency response and coordination activities. These leads include: the Chief Municipal Officer, the Emergency Management Director, key Town of Southborough staff designated to support the emergency operations center, and response partners such as private sector organizations, volunteer organizations, as well as regional, state, and federal partners. Some or all of these staff may help form an emergency management decision team, to help guide the community's response.

Chief Municipal Officer

Town of Southborough has an town meeting form of government. Chairperson for the Selectboard serves as the chief municipal officer for the town and is responsible for providing for the protection of lives and property of the citizens of the Community. The Chief Municipal Officer provides leadership and direction in setting objectives and priorities during emergencies and disasters. The Chief Municipal Officer may declare a local state of emergency, call for the activation of the CEMP, call for the activation of the emergency operations center (EOC) and/or direct the evacuation of populations from threatened areas. These decisions are typically made in consultation with the local Emergency Management Director. If the Chief Municipal Officer, in consultation with the Emergency Management Director, identifies the need for additional emergency response resources, requests for mutual aid/assistance agreement will be submitted to the mutual aid partners or to the Massachusetts Emergency Management Agency/State Emergency Operations Center.

Incident Commander/Unified Command

The Incident Commander serves as the on-scene commander for tactical response operations. Town of Southborough may expand its incident command to unified command for incidents that require coordinated response among multiple on-site lead response partners. The Incident Commander/Unified Command receives it strategic guidance from the Decision Team, and as needed, coordinates with the Chief Municipal Officer, the Emergency Management Director, and the Emergency Operations Center on response strategies and resource needs.

Emergency Management Director

The Massachusetts Civil Defense Act requires every city and town in Massachusetts to appoint an Emergency Management Director and establish an emergency management program. The Emergency Management Director (EMD) is responsible for maintaining and managing the activation of Town of Southborough's comprehensive emergency management plan and operating the emergency operations center. On a day-today basis, the EMD: coordinates emergency planning for Town of Southborough, working with the leadership of the fire department, police department, local public health, transportation department, public works, and others as required to share situational awareness and mobilize needed

resources. In emergency response situations, the EMD manages EOC operations, facilitates emergency response coordination, and makes recommendations to and advises the Chief Municipal Officer and Decision Team on available courses of action to inform decision-making.

Emergency Management Organization

Town of Southborough's Emergency Management Organization supports the functions of the emergency operations center, and is comprised of partners from government agencies, non-governmental organizations, and the private sector. The positions identified to support the emergency management organization and the EOC are designated as ***emergency positions***. Town of Southborough staff and emergency management partners will be identified and trained to serve in these emergency positions.

Government Organizations

Most of the departments within the Town of Southborough's government have been assigned emergency responsibilities in addition to their normal duties to support emergency response and emergency operations center operations. Each department is responsible for developing and maintaining its own emergency management procedures.

Non-Governmental Organizations

Several non-governmental organizations, such as the Southborough CERT/MRC and American Red Cross, work with Town of Southborough to support EOC operations and aid with shelter operations and mass care needs.

Private Sector

Several private sector organizations support EOC operations and emergency response through contracts, agreements and memorandums of understanding. These organizations include National Grid, Eversource, Verizon, Ted's of Fayville, Falconi Energy, Southborough Veterinary Hospital, and several others.

Commonwealth of Massachusetts

The Massachusetts Emergency Management Agency (MEMA) coordinates state level emergency operations. During an emergency or disaster, MEMA may provide direct support to Town of Southborough and may serve as a conduit for resource management from other jurisdictions, state agencies, federal agencies (through the Federal Emergency Management Agency (FEMA)), and/or from outside the state through the Emergency Management Assistance Compact (EMAC). MEMA administers recovery assistance programs issued by FEMA under presidential disaster declarations.

Emergency Operations Center Organization

An Emergency Operations Center (EOC) should be organized to best facilitate effective operations for the jurisdiction. Town of Southborough's EOC is organized in a discipline/functional model to ensure the ability to acquire, analyze, and act on information, and coordinate resources to effectively and efficiently support emergency response operations in a timely manner.

The Town of Southborough EOC is organized under afunctional based structure with designated emergency roles to facilitate activities. The key EOC organizational positions are as follows:

- **EOC Manager:** The EOC Manager oversees all EOC activities, exercises overall direction and control of EOC operations, and provides policy, guidance, and direction to EOC emergency operations. The EOC Manager coordinates with incident command and response partners at the local, regional, state, and federal levels to identify necessary resources for emergency response. The EOC Manager has primary responsibility for coordinating across each EOC Section and with the Chief Municipal Officer(s), the Massachusetts Emergency Management Agency and/or State Emergency Operations Center, and EOC Managers from neighboring jurisdictions, as appropriate. The EMD typically serves as the EOC Manager.
- **Public Information Officer:** The Public Information Officer (PIO) is responsible for the provision of public information regarding an incident's cause, size, and current situation, in addition to the type and volume of resources committed in order to stabilize and mitigate an ongoing emergency. The PIO is also responsible for reporting on other matters of general interest to government agencies, the media, and the public and private sectors in the event of an emergency or disaster, utilizing both traditional and social media platforms.
- **Liaison Officer:** The Liaison Officer is responsible for coordinating with agencies, organization and departments that are not in the EOC throughout the duration of response and recovery operations. This position acts as the primary point of contact and information conduit for local, state and federal elected officials.
- **Planning Section Chief:** The Planning Section Chief oversees the collection and evaluation incident information and intelligence, and the dissemination of this information to the EOC Manager, other incident management personnel, key local and state officials, and the State Emergency Operations Center/MEMA. The Planning Section Chief is also responsible for coordinating with the Operations Section Chief to develop Incident Action Plans (IAP) and situation reports (SitReps).
- **Finance and Administration Section Chief:** The Finance/Administration Section is responsible for tracking expenditures related to incident response, including personnel time, procurement of resources, activation and management of vendor contracts, administration of compensation and claims, and overall cost analysis for the incident, as required.
- **Police Representative:** The Police Representative is responsible for coordinating law enforcement resources to support emergency response operations and providing situational awareness to the EOC Manager and to the Police Department.
- **Fire Services Representative:** The Fire Services Representative is responsible for coordinating fire services resources to support emergency response operations and providing situational awareness to the EOC Manager and to the Fire Department.

- **Public Health Representative:** The Public Health Representative is responsible for coordinating public health and medical resources to support emergency response operations and providing situational awareness to the EOC Manager and the Public Health Department.

- **Emergency Medical Services Representative:** The Emergency Medical Services (EMS) Representative is responsible for coordinating EMS resources to support emergency response operations and providing situational awareness to the EOC Manager and to the EMS organization and/or Fire Department.

- **Public Works Representative:** The Public Works Representative is responsible for coordinating transportation, public works and engineering resources to support emergency response operations and providing situational awareness to the EOC Manager and to the Public Works Department.

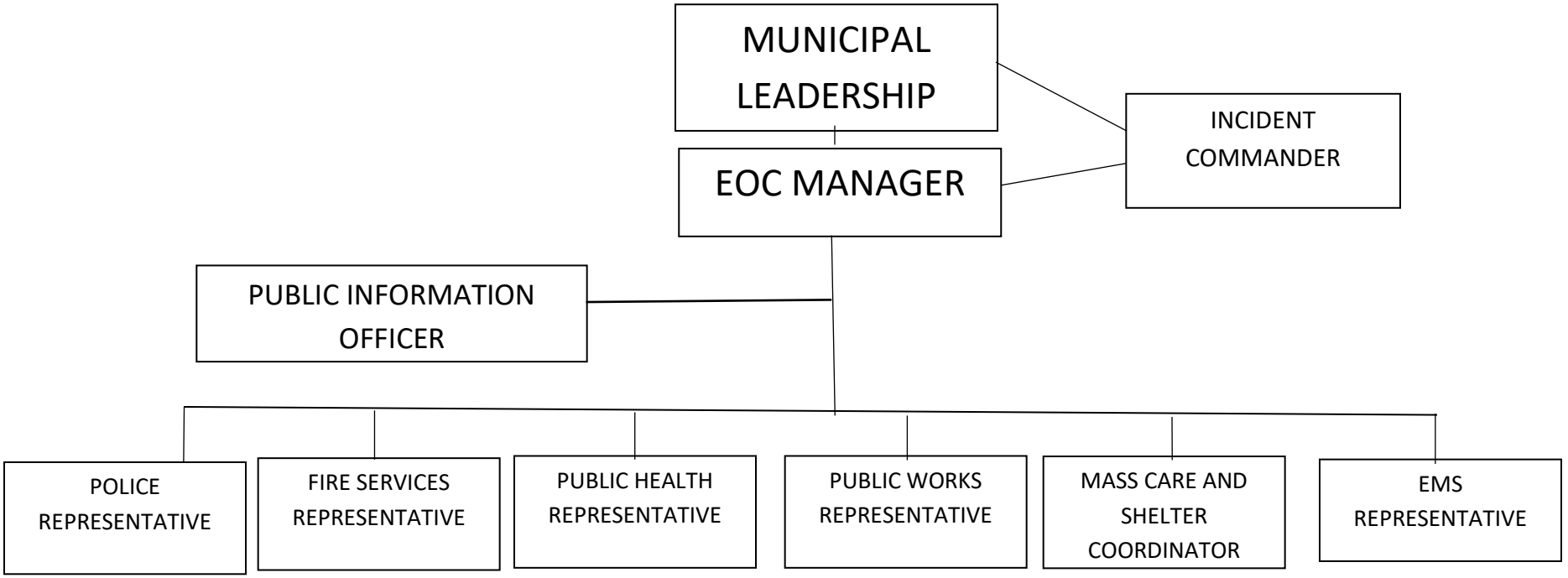
- **Mass Care and Shelter Operations Representative:** The Mass Care and Shelter Operations Coordinator is responsible for coordinating resources to support shelter operations and mass care services, and providing situational awareness to the EOC Manager, partnering non-governmental organizations, and operating shelters.

- **School District Representative:** The School Department Representative is responsible for coordinating resources to support school operations and/or evacuations, sharing information with schools, and providing situational awareness to the EOC Manager.

Table 1 depicts the organization of the EOC.

Table 1: EOC Organization

(This is a generalized example)



Assignment of Roles and Responsibilities

(SEMA) ALSO REFER TO:

- *Southborough EOC Operation Manual*
- *Southborough EOC Liaison Guidance Manual*
- *Southborough EOC Charts & Reference Documents*

Chief Municipal Officer (Selectboard)

Prevention and Mitigation

- Coordinates with the EMD and others in the emergency management organization to identify risks and hazards in the community
- Reviews and approves hazard mitigation plan
- Authorizes mitigation strategies

Preparedness

- Appoints Emergency Management Director
- Approves the Comprehensive Emergency Management Plan (CEMP)
- Approves emergency management-related policies
- Ensures individuals are appointed to serve in critical emergency management organization positions
- Ensures emergency preparedness information and guidance is provided to residents
- Ensures emergency facilities and other emergency locations are in a state of readiness

Response

- Responsible for overall response operations
- Receives recommendations from the Incident Commander, EMD and/or EOC Manager on emergency response decisions
- Ensures the EOC is operational, staffed and functional in support of the EMD
- When necessary, issues a local declaration of emergency
- Ensures emergency information and guidance is provided to residents
- Upon recommendation by the EMD and/or Incident Commander, issues evacuation orders or recommendations, when necessary
- Authorizes the activation of mass care facilities
- Coordinates with other elected officials at the state and federal level
- Makes decisions on all non-routine matters

Recovery

- Approves disaster recovery policies
- Serves as an advocate for constituent recovery efforts
- Hosts community meetings to ensure needs are being addressed and to provide information to residents

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Emergency Management Director

Prevention and Mitigation

- Coordinates with emergency management partners and community officials to identify risks and hazards in the community
- Coordinates the development and implementation of hazard mitigation plan and strategies

Preparedness

- Facilities and ensures the development and maintenance of the comprehensive emergency management plan
- Ensures the CEMP is reviewed, revised and adopted in accordance with plan maintenance policies
- Designates facilities to be used as an EOC and an alternate EOC
- Ensures the emergency operations center (EOC) and alternate EOC remain in a state of readiness
- Develops and maintains EOC activation procedures to ensure the EOC can be activated quickly
- Maintains lists designated EOC personnel
- Maintains Standard Operating Procedures for EOC operations
- Trains public officials and EOC personnel on EOC operations
- Oversees the planning and development of basic warning/notification functions
- Ensures swift access to supplies and equipment needed for emergency operations
- Coordinates with public health to ensure individuals with access and functional needs can be adequately supported during times of emergency
- Coordinates with appropriate community and emergency management partners to designate locations for sheltering, evacuation assembly and/or transportation hubs, staging areas, and points of distribution for critical commodities
- Coordinates and/or provides training, drills and exercises necessary to prepare community and emergency management partners to perform identified roles and responsibilities
- Recruits, trains and facilitates activation of Community Emergency Response Team program
- In cooperation with volunteer agencies, assists with the recruitment, registration and identification of volunteer emergency workers
- Promotes coordination among public and private agencies regarding emergency management
- Coordinates Continuity of Operations planning, and prepares standards and guidelines for developing, testing and exercising continuity of operations plans
- Manages the NIMS Compliance Program necessary to establish the Incident Command System (ICS) procedures to during a disaster
- Conducts community outreach and public emergency education programs
- Assists with the development of mutual aid agreements with other public and private agencies

Response

- Activates EOC and initiates response procedures and activities
- Coordinates all EOC activities and associated emergency response activities of other agencies
- Coordinates with on-site Incident Command on resource needs
- Ensures situational awareness information is disseminated to pertinent emergency management and response partners
- Serves as the primary liaison with MEMA
- Ensures the coordination of resources to support emergency response activities
- Coordinates with public health and public works/transportation to facilitate the transportation of individuals with access and functions needs
- Coordinates the submission of all requests and responses for statewide mutual aid
- Directs and re-allocates community assets and resources during a disaster
- Coordinates requests for state and federal assistance
- Coordinates resource management including donations of materials, equipment and services
- Makes recommendations to Chief Municipal Officer on evacuations
- Determines if a shelter(s) is to be opened and assists with selection of shelter site(s)
- Activates local public information hotline
- Demobilizes the EOC when appropriate to do so.
- Directs an after-action assessment of the disaster to determine what actions can be taken to mitigate future disaster effects.
- Maintains a database to identify lessons learned and corrective actions taken

Recovery

- Initiates recovery activities including conducting initial damage assessments and compiling damage assessment data, providing the data to MEMA and FEMA when needed
- Coordinates with MEMA on state and/or federal disaster assistance
- Coordinates with MEMA on opening Disaster Recovery Centers, when needed
- Works with the Chief Municipal Officer to establish a framework within which short-term and long-term recovery operations are coordinated.

Police Department

Prevention and Mitigation

- Coordinates with EMD to identify risks and hazards in the community

Preparedness

- Ensures EOC representatives are trained
- Ensures that law enforcement mutual aid agreements are in place
- Coordinates with EMD on the designation of locations for sheltering, evacuation assembly and/or transportation hubs, staging areas, and points of distribution for critical commodities

- Maintains plans and/or standard operating procedures for providing resources and services needed during a disaster

Response

- Provides EOC representative(s) to coordinates law enforcement resources to support emergency response operations
- Provides liaison and coordination with other law enforcement agencies, including Massachusetts State Police, and mutual aid organizations
- Provides security for the EOC
- As needed, provide resources for traffic control, crowd control and restricted area control, including patrolling evacuated areas
- As needed, provide resources for security to critical facilities including mass care shelters
- As needed, provide warning and notification support which may include the use of public address systems on vehicles
- As needed, provides communications support
- As needed, provides resources to support search and rescue operations
- As needed, issues restricted area passes to appropriate personnel
- As needed, assists with evacuations
- As needed, assists with enforcement of quarantine and protection orders
- Assesses impact of disaster on available equipment and resources
- Provides situational awareness about emergency response operations, resource status and other topics of interest to the EOC

Recovery

- As needed, assist EMD with recovery activities

Fire Department

Prevention and Mitigation

- Provides fire code enforcement and fire prevention services including inspections and public education
- Ensures hazardous materials safeguards are in place
- Ensure Tier 2 facility reports are filed on an annual basis
- Coordinates with EMD to identify risks and hazards in the community

Preparedness

- Ensures EOC representative is trained
- Ensures that fire services and hazardous materials response mutual aid agreements are in place
- Maintains readiness of all fire service equipment, supplies, procedures and mutual aid agreements needed for disaster response activities
- Maintains plans and/or standard operating procedures for providing resources and services needed during a disaster

- Coordinates with EMD on the designation of locations for sheltering, evacuation assembly and/or transportation hubs, staging areas, and points of distribution for critical commodities

Response

- Provides EOC representative(s) to coordinates fire services resources to support emergency response operations
- As needed, provides fire response and control during a disaster
- As needed, requests and manages mutual aid for fire services response
- As needed, provides warning and notification support which may include the use of public address systems on vehicles
- As needed, provides resources to support search and rescue operations
- As needed, provides radiological monitoring and decontamination support
- As needed, ensures hazardous materials incident response, control and operations support
- As needed, provides primary or secondary emergency medical services
- As needed, assists in the triage of disaster victims
- As needed, provides communications support
- As needed, notifies and advises in-field response agencies of any dangers to personnel at or near the scene of the disaster
- Maintains fire protection for those areas of the community not affected directly by the disaster
- As needed, determines need for evacuations associated with hazardous materials risk and/or exposure
- As needed, assists with evacuation operations
- Assesses impact of disaster on available equipment and resources
- Provides situational awareness about emergency response operations, resource status and other topics of interest to the EOC

Recovery

- As needed, assist EMD with recovery activities including damage assessments

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Emergency Medical Services (Fire Service based)

Prevention and Mitigation

- Coordinates with EMD to identify risks and hazards in the community

Preparedness

- Ensures EOC representative is trained
- Ensures that mutual aid agreements for emergency medical services are in place
- Maintains plans and/or standard operating procedures for providing resources and services needed during a disaster

- Maintains readiness of all EMS equipment, supplies, procedures and mutual aid agreements needed for disaster response activities

Response

- Provides EOC representative(s) to coordinate emergency medical services resources to support emergency response operations
- As needed, provides emergency medical services/pre-hospital care, triage and transportation of disaster victims
- Requests and manages mutual aid for emergency medical services operations
- As needed, assists in the evacuation of hospitals and nursing homes
- Coordinates the dispatch of ambulances and the number and types of injured to area hospitals
- Provides emergency medical service to areas of the community not directly affected by the disaster
- Provides situational awareness about emergency response operations, resource status and other topics of interest to the EOC

Recovery

- As needed, assist EMD with recovery activities including damage assessments

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Public Works Department

Prevention and Mitigation

- Inspects public and private water impoundment sites
- Maintains road, bridges, waterways and water and sewer systems and services
- Coordinates with EMD to identify risks and hazards in the community

Preparedness

- Ensures EOC representative is trained
- Maintains readiness of all DPW equipment and personnel in connection with disaster response activities
- Provides fuel storage
- Coordinates with EMD on the designation of locations for sheltering, evacuation assembly and/or transportation hubs, staging areas, and points of distribution for critical commodities
- Maintains plans and/or standard operating procedures for providing resources and services needed during a disaster
- Maintains debris management plan
- Ensures written agreements are in place with emergency response organizations for use of equipment

Response

- Provides EOC representative(s) to coordinates public works and engineering resources to support emergency response operations

- A needed, provides staffing for resource distribution centers
- A needed, provides fuel for emergency generators
- A needed, coordinates the deployment of traffic control devices
- A needed, coordinates the provision of potable water
- A needed, provides support to clear debris and/or remove snow
- Monitors community dams during a disaster
- To the extent practicable, maintains sanitary sewer and refuse collection services during a disaster
- Assesses impact of disaster on available equipment and resources
- Coordinates with the EMD to facilitate the transportation of individuals with access and functions needs
- Provides situational awareness about emergency response operations, resource status and other topics of interest to the EOC

Recovery

- In coordination with the EMD, conducts damage assessment of public buildings, roads, bridges and other facilities and infrastructure
- Coordinates record keeping related to damage assessment and recovery resources
- Provides debris clearance and disposal
- Coordinates with public health on water testing
- Provides road, bridge and other public facility repair
- Coordinates with utility companies to restore services
- Continues to provide EOC support until no longer needed
- Coordinates debris removal by government agencies and private contractors

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Water Department (division of the Dept. of Public Works)

Prevention and Mitigation

- Maintains Water Department infrastructure
- Coordinates with EMD to identify risks and hazards in the community

Preparedness

- Ensures EOC representative is adequately trained
- Maintains readiness of all water equipment and personnel in connection with disaster response activities
- Maintains plans and/or standard operating procedures for providing resources and services needed during a disaster

Response

- Provides EOC representative(s) to coordinate resources to support emergency response operations or manage consequences
- Monitors status of and impacts to water systems
- Takes actions necessary to prevent contamination of water supply

- Ensures adequate water resources for fire services
- As needed, coordinates resources to support restoration of water services
- Provides situational awareness about emergency response operations, resource status and other topics of interest to the EOC

Recovery

- Coordinates with EMD to conduct damage assessments on water department facilities and infrastructure
- Coordinates with public health on water testing
- Provides repair of water department facilities

Public Health Department

Prevention and Mitigation

- Conducts public health inspections at public sector facilities
- Coordinates immunization programs
- Coordinates with EMD to identify risks and hazards in the community
- Facilitates education programs to the public on disease prevention

Preparedness

- Ensures EOC representative is adequately trained
- Maintains readiness of public health personnel and equipment in connection with disaster response activities
- Maintains plans and/or standard operating procedures for providing resources and services needed during a disaster
- Coordinates with medical facilities to ensure readiness of supplies, equipment and personnel for use during a disaster
- Provides training to appropriate personnel in detection, evaluation and prevention of communicable diseases
- Provides protection of food and water supply
- Coordinates with EMD to ensure planning for and coordination of health/medical aspects of response to a disaster
- Coordinates pandemic planning with MA Department of Public Health and community public and private health care provider network
- Maintains procedures for mass and mobile medical countermeasures dispensing for mass prophylaxis or vaccination
- Advises on control of disease vectors such as insects and rodents
- Recruits, trains and facilitates activation of community Medical Reserve Corps
- Coordinates with the EMD to ensure individuals with access and functional needs can be adequately supported during times of emergency

Response

- Provides EOC representative(s) to coordinate public health and medical resources to support emergency response operations or manage consequences
- Monitors status of and impacts to public health and healthcare facilities
- As needed, coordinates with the water/sewer department on any issues on water supply contamination
- As needed, provides resources to investigates and correct problems with sanitation conditions during a disaster
- As needed, coordinates safe waste disposal
- As needed, coordinates water and food inspection and associated laboratory testing
- As needed, advises on disease vectors such as insects and rodents Provides pest control
- As needed, coordinates necessary mortuary services with the Chief Medical Examiner, including operation of temporary morgues and identification and registration of victims
- Assists in the determination and elimination of health hazards in the disaster area
- Upon authorization from MA Dept. of Public Health, implements isolation and quarantine measures, as needed
- Issues health advisories, as needed
- Coordinates the activation and operation of medical countermeasures Emergency Dispensing Sites
- Coordinates the monitoring of food safety and general sanitation at mass care shelter facilities
- Orders testing of diseased animals
- Advises on public health hazards related to medical waste and other biohazards, hazardous materials and radiological materials during an emergency
- Liaises with state and federal health and environmental agencies
- Coordinates with the EMD to facilitate the transportation of individuals with access and functions needs

Recovery

- Coordinates with EMD to conduct damage assessments as needed
- Coordinates with the debris removal agencies regarding any debris that may pose a public health hazard

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Information Technology Department

Prevention and Mitigation

- Coordinates with EMD to identify risks and hazards in the community

Preparedness

- Ensures EOC representative is adequately trained
- Maintains readiness of IT personnel and equipment in connection with disaster response activities

- Maintains plans and/or standard operating procedures for providing resources and services needed during a disaster
- Ensures radio, telephone, computing resources and network communications capability essential to emergency operations are maintained
- Ensures emergency backup and contingency communications capability in the event normal communications are disrupted
- Ensures the protection of vital records through ongoing support processes for data backup, IT security measures and standard procedures for firewall management, intrusion detection, anti-virus protection and access control
- Assists agencies with Geographic Information Systems (GIS) technology services in supporting incident response, recovery and mitigation activities
- Provides authority and governance protocols for access to IT resources, systems, data and facilities that house IT assets and for invoking disaster recovery procedures on IT-supported equipment and systems

Response

- Provides EOC representative(s) to support EOC and emergency response operations
- Provides technical assistance to the EOC as required to activate and maintain communications and information systems capabilities to support emergency operations
- Assists with providing emergency printing services and other printing as appropriate

Recovery

- Assists with the recovery of electronic records and invokes recovery in accordance with the IT Department, Continuity of Operations plan

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School Department

Prevention and Mitigation

- Implements school safety and security programs
- Conducts exercises and drills on the school safety and security programs
- Coordinates with EMD to identify risks and hazards in the community

Preparedness

- Maintains plans for protection of students during a disaster
- Regularly practices through drills and other educational means, procedures for safe evacuation and relocation of students in case of an emergency
- Coordinates with the American Red Cross and the local emergency management organization regarding arrangements to use schools and/or school food stocks for mass care shelter and feeding

Response

- Protects students in school by releasing them, sheltering them or evacuating and relocating them to safe areas during emergency/disaster

- Provides school buildings for public shelter

- Provides buses for evacuation of students and public during emergency/disaster
- Provides for the emergency care of students and employees during normal school hours
- Provides available facilities for medical dispensing sites

Recovery

- Coordinates safe re-entry of students into school after the emergency has passed
- Assists in damage assessments of school facilities

Animal Control Department

Prevention and Mitigation

- Coordinates with EMD to identify risks and hazards in the community

Preparedness

- Coordinates planning with appropriate public and private sector agencies which provide for protection of domestic animals, fish and wildlife during a disaster
- Forms emergency response teams to address activities necessary for the care of animals in an emergency such as evacuation, sheltering and medical treatment

Response

- Coordinates the animal services and assistance necessary during a disaster including protection and care of injured animals and disposal of dead animals

Recovery

- Coordinates return of domestic animals to owners after emergency has passed

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Local Government Agencies

Prevention and Mitigation

- Coordinates with EMD to identify risks and hazards in the community

Preparedness

- Develops and maintains emergency response procedures
- Negotiates and maintains mutual aid agreements
- Identifies sources of emergency supplies, equipment and transportation
- Establishes and maintains a list of succession of key personnel

Response

- Protects and preserves vital records essential for the continuity of government and delivery of essential functions
- Provides EOC support

Recovery

- Maintains records of disaster-related expenditures, including appropriate documentation
- Continues to provide EOC support until no longer needed
- Provides support for damage assessment activities

(SEMA) OTHER – TBD AS NEEDED

Responsibilities of:

- **Community Relief Services**
- **CERT/MRC**
- **Local Volunteer Organizations**
- **Local Businesses**
- **Civic Groups, Faith-Based Organizations, Advocacy Groups**

Prevention and Mitigation

- Develops and maintains emergency response procedures
- Negotiates and maintains mutual aid agreements

Preparedness

- Identifies sources of emergency supplies, equipment and transportation
- Establishes and maintains a list of succession of key personnel

Response

- Provides EOC support

Recovery

- Continues to provide EOC support until no longer needed
- Provides support for damage assessment activities

Line of Succession

The line of succession for the Emergency Management Department will be as follows or as delegated by positions listed below:

- Emergency Management Director
- Deputy Emergency Management Director
- Police Chief

Information Collection, Analysis and Dissemination

Situational Awareness

There are five elements that are the backbone of good situational awareness:

- Define your information requirements
- Determine how to gather information
- Decide who will analyze that information
- Determine how that information will be shared
- Choose the technology that will help communicate and manage the information

During the initial period of an emergency, efforts should be focused on gaining an understanding of the situation and establishing incident priorities. A well-defined, operational information collection capability is essential. Information collection provides situational awareness to leadership and promotes informed decision-making. The Community has designated a process to collect, analyze and disseminate information during an emergency to both internal and external response partners as well as the public.

Information Collection

Information will be collected from a variety of sources. The EOC Manager or his/her designee at the EOC will be charged with collecting information. The following list contains examples of potential sources of operational information:

- On-scene responders
- Community departments and agencies
- WebEOC and MEMA Situational Awareness Reports
- Public agencies and non-governmental partners
- Television, radio and print media
- Social media
- Victims of the emergency and the general public
- Subject matter experts

Information Analysis

After information has been collected, it must be analyzed to determine its credibility and operational relevance. The EOC Manager or his/her designee will analyze information that is received and prepare intelligence reports for leadership.

Dissemination

Message dissemination is categorized into internal messaging and public messaging. Internal messaging refers to messages crafted for responders and partners, while public messaging refers to messages crafted for public dissemination.

Internal Messaging

EOC Manager or his/her designee in the EOC will assist in conveying information as necessary to responders, community departments and agencies and other partners. Additionally, EOC Manager or his/her designee will maintain and update the Incident Action Plan (IAP), which will contain critical information and intelligence updates.

Within a reasonable timeframe of an emergency event, the EMD will submit a Local Government Situation Report (see Attachment 3) to their Regional MEMA office. For a significant incident, the situation report should be followed by an Initial Damage Assessment as soon as specific damage information is available but not later than 72 hours after the peak of the event.

Public Messaging

Various methods of public information dissemination are available. The decision to use a particular medium will be based on the urgency and the intended audience. Some methods of distribution include:

- Press releases
- Press conferences
- Website updates
- Print, radio or televised announcements
- Social media updates
- Local or regional public information systems such as CodeRed systems and web/application-based notification systems
- Wireless Emergency Alerts

To ensure one consistent and accurate voice, all public information releases will be coordinated through EOC Manager or his/her designee.

Local Declaration of Emergency

In general, a Declaration of Emergency is made only by the Selectboard and may be used to allow spending of funds without a budget allocation, facilitate emergency procurement, or issue emergency orders such as evacuation, curfew, quarantine, or shelter in place orders.

A local Declaration of Emergency may be declared by the Selectboard or as permitted by local charter, bylaw or ordinance, or state law. Whenever a local emergency has been declared the EMD will notify the Massachusetts Emergency Management Agency (MEMA) through WebEOC or their regional office.

When all emergency activities have been completed, the EMD will coordinate with the Selectboard to terminate the declared emergency. All Community departments, agencies and organizations will receive notification of emergency declarations and terminations through email.

Communications

Communications are an important component of response and recovery operations. The ability of emergency management/response personnel from different disciplines, jurisdictions, organizations, and agencies to work together depends greatly on their ability to communicate with each other. To effectively transmit and receive information, emergency response partners supporting the community must have access to all available forms of communication. This section outlines the types of equipment/systems available for internal, external and public communication. Operational communications systems and capabilities, and effective communications, are essential to the success of any emergency operation. The community maintains and operates the following communications systems to ensure effective and operation communications between municipal personnel and with other jurisdictions.

Communications between community agencies occur through the use of several types of communications equipment including radios, cellular and landline phones, email, and satellite phones. In addition, the Commonwealth uses WebEOC and the Health and Homeland Alert Network (HHAN) for external notifications and to provide situational awareness. Public communications range from the Emergency Alert System to the community's website and social media.

SEMA:

- Frequency: 460.5625 N

SFD:

- Frequency: 471.425
- PL/DPL: 065
- Narrow

SPD:

- Frequency: 483.350
- PL/DPL: 025
- Narrow

DPW:

- Frequency: 45.28
- PL/DPL: 162.2

Southborough operates its own central dispatch center, managing fire, police & EMS and interop with DPW. SEMA, Fire/EMS and Police operate on the UHF band. Each have repeated and direct channels. DPW operates in LOW band. There are two repeater sites for fire/EMS/police in town: Overlook Dr & 21 Coslin Dr . A back-up radio system is maintained at the police station. SEMA operates a mobile repeater mounted in the Command/Communications Unit/Trailer (EM-1). This repeater is stored off-line and only powered up when the SEMA repeater channel is requested for use.

Alert and Notification

Emergency notification of community agencies is critical during times of emergency to ensure response partners have adequate time to prepare for an emergency and can assemble to respond to an emergency. The community has several means of notifying emergency response partners. In most situations, the Community has the capability to warn departments and agencies on a 24-hour basis.

Notification of Key Officials

When an emergency requires the notification of key community officials, the EMD, Deputy EMD, or designees will utilize the following means as appropriate:

- Email
- Landline telephone
- Cellular Phone
- Text Messaging
- Satellite Phone
- 2-way radio systems (during normal business hours)
- Dispatch a vehicle for in-person notification
- Face-to-face communication

EOC Communications

The community's EOC is equipped with, maintains and is capable of operating, the following communication systems: Landline telephones, Multi-frequency mobile base & portable radios, Laptops, Wi-Fi Hotspot, CodeRED emergency notification system.

The community conducts periodic communications tests to ensure that its systems are operational, and its personnel are capable of operating the systems. More particularly, the EMD, Deputy EMD or person appointed by EMD conducts an emergency communication test on an annual basis.

Emergency Alert and Warning

Emergency alert and warning systems are designed to allow local authorities to warn the public of impending or current threats or emergencies affecting their area. Such public warning systems are essential to communicating critical emergency information to the public during times when other communications systems may not be dependable. Public warnings may be issued during severe weather, flooding, fire, hazardous material release, terrorist threat, water contamination, and any other threats to life, property, and safety. During these or any other type of emergency when the need to relay emergency public information is immediate EMD, Deputy EMD or designees will coordinate the development of public warning messages. The EMD, Deputy EMD, Town Administrator, DPW Superintendent or designees will implement the dissemination of the messages via the public warning systems. Warning the public about an emergency or disaster includes various means of communication which are summarized in the table below:

Public Warning

Public warning is accomplished using the following methods as appropriate:

- Emergency Alert System (EAS)
- Wireless Emergency Alerts
- Local Access TV Station

- Community Website Notifications
- Vehicle Sirens
- Social Media
- Variable Message Boards
- Reverse Telephonic Notification Systems

Emergency Alert and Warning for Persons with Access and Functional Needs

Access and functional needs populations will be warned of emergencies by available methods, including the following:

- Visually impaired: EAS messages on radio, sirens, NOAA Weather Radio, reverse telephonic notification systems (locally based), route alerting (locally based), door-to-door notification (locally based)
- Hearing impaired: Captioned EAS messages on television, TTY on reverse telephonic notification systems (locally based), route alerting (locally based), door-to-door notification (locally based)
- Non-English speaking: Language messages on radio and/or TV, NOAA Weather Radio, route alerting, door-to-door, other

Community Warning Systems

Warning System	Area of Coverage	Approving Authority	Implementation
Local Cable Channel	Town-Wide	SEMA Mgt.	Instructions in EOC Cabinet & on EOC Ext. Hard Drive
Emergency Public Communications (CodeRED)	Town-Wide and Beyond	SEMA, FD, PD, DPW, Town Gov't.	Instructions in EOC Cabinet & on EOC Ext. Hard Drive
News Media	Town-Wide and Beyond	SEMA Mgt.	Contact via emails, phone, social media
Community Websites	Town-Wide and Beyond	SEMA Mgt.	Sites, Accounts & Instructions in EOC Cabinet & on EOC Ext. Hard Drive
Social Media	Town-Wide and Beyond	SEMA Mgt.	Sites, Accounts & Instructions in EOC Cabinet & on EOC Ext. Hard Drive
Loudspeakers via Vehicles	Town-Wide	SEMA Mgt.	Created as needed
Door-to-Door	Town-Wide	SEMA Mgt.	Created as needed

Public Information Officer

The Public Information Officer:

ACTIONS:

- Determine or create proper message content
- Select appropriate public warning system(s) for use
- Disseminate public warnings after receiving written/verbal approval from the EMD, Deputy EMD, EOC Manager or his/her designee
- Initiate Protective Action Advisory Implementation
- During non-emergency times, information regarding emergency plans and actions to be taken by the public, in the form of public information / education materials, will be provided to the public via Social Media, websites, publications, local access cable television, public meetings.

During an emergency, the potential for dissemination of false or misleading information is high. This can lead to operational difficulties for responders and confusion among the public. Misleading information can be produced from several sources. The Community will establish a media monitoring and rumor control section in EOC or JIC and staffed by the PIO and other non-essential staff as needed.

Administration, Finance, and Logistics

Finance and Administration

Due to the nature of emergency situations, financial transactions and activities, including purchases and leases, often need to be executed quickly, and sometimes routine financial and accounting procedures need to be amended or bypassed, or authorized by law, regulation, and policy. Note that this in no way lessens the need to follow sound financial management and accountability.

A local declaration of a State of Emergency may, in some circumstances, allow the community to bypass normal budgetary and financial requirements in order to finance emergency response and recovery activities.

A Presidential Disaster Declaration, or a Presidential Emergency Declaration, may allow the community to apply for federal disaster funding and to be reimbursed for eligible response and recovery costs.

Timely financial support for response and recovery activities could be crucial to successfully achieving response and recovery objectives. While innovative and expeditious means of procurement may be required during times of emergencies, it is still mandatory that lawful and sound financial and accounting principles and practices be employed in order to safeguard the use of public funds from the potential for fraud, waste, and abuse.

Each community agency is responsible for establishing effective administrative funding controls, segregation of duties for proper internal controls, and accountability to ensure that costs incurred are consistent with the missions identified in this plan. Extreme care and attention to detail must be taken throughout the emergency response period to maintain logs, formal records, and file copies of all expenditures, including personnel time sheets, in order to provide clear and reasonable accountability and justification for future reimbursement requests.

Records

Detailed financial records should be kept for every emergency or disaster managed by the community. Having detailed and complete financial records are requirements for receiving federal reimbursement under the Stafford Act for Presidentially declared disasters and emergencies. Documentation should include personnel hours, equipment costs, expenditures/procurements, costs incurred by the City/Town etc. Financial records are essential to a successful recovery effort.

All records relating to the allocation and disbursement of funds for activities covered in this plan must be maintained, as applicable, in compliance with the Code of Federal Register, Title 44, *Emergency Management Assistance*, and all Massachusetts statutes pertaining to state financial matters and emergency management powers and responsibilities.

Record Retention

Retention of records involving emergencies/disasters will be maintained according to local, state and federal record retention law/policies. In addition, records regarding hazardous materials exposures of employees will

be maintained by the employee's department head. All non-town employee records will be maintained by the fire department and/or Town Administrator. Retention periods for all records will be in accordance with local, state and federal and insurance record retention law/policies.

Preservation of Records

It is the responsibility of the chief elected official to ensure that public records be protected and preserved in accordance with applicable state and local laws. Storage locations for various vital records are located below:

Location of **Town Clerk's** Original Records:	Town Hall
Form of **Town Clerk's** Original Records:	Paper & Electronic
Location of **Town Clerk's** Duplicate Records:	Shared Drive
Form of **Town Clerk's** Duplicate Records:	Paper & Electronic
Location of Principal **Assessor's** Original Records:	Town Hall
Form of Principal **Assessor's** Original Records:	Paper
Location of Principal **Assessor's** Duplicate Records:	Shared Drive
Form of Principal **Assessor's** Duplicate Records:	Paper & Electronic
Location of **Board of Health's** Original Records:	Cordaville Hall
Form of **Board of Health's** Original Records:	Paper & Electronic
Location of **Board of Health's** Duplicate Records:	Shared Drive
Form of **Board of Health's** Duplicate Records:	Paper & Electronic
Location of **Conservation Commission's** Original Records:	Town Hall/Cordaville Hall
Form of **Conservation Commission's** Original Records:	Paper & Electronic
Location of **Conservation Commission's** Duplicate Records:	N/A
Location of Fire Department/EMS Original Records:	Public Safety Building
Form of Fire Department/EMS Original Records:	Electronic
Location of Fire Department/EMS Duplicate Records:	Public Safety Building
Form of Fire Department/EMS Duplicate Records:	Paper
Location of Police Department Original Records:	Public Safety Building
Form of Police Department Original Records:	Electronic
Location of Police Department Duplicate Records:	Public Safety Building
Form of Police Department Duplicate Records:	Paper

Location of Building Department's Original Records:	Cordaville Hall
Form of Building Department's Original Records:	Paper/Electronic
Location of Building Department's Duplicate Records:	N/A
Form of Building Department's Duplicate Records:	N/A
Location of Planning Department's Original Records:	Town Hall
Form of Planning Department's Original Records:	Paper/Electronic
Location of Planning Department's Duplicate Records:	Town Hall
Form of Planning Department's Duplicate Records:	Electronic
Location of Finance Department's Original Records:	Town Hall
Form of Finance Department's Original Records:	Paper/Electronic
Location of Finance Department's Duplicate Records:	N/A
Form of Finance Department's Duplicate Records:	N/A
Location Of Select Board's Original Records:	Town Hall
Form of Select Board's Original Records:	Paper/Electronic
Location of Selectboard's Duplicate Records:	N/A
Form of Select Board's Duplicate Records:	N/A

Reports

The use of reports will vary according to the type of emergency being handled.

Messages

All requests for assistance and all general messages will be handled using the procedures and forms found in the Forms section of this plan.

Local Government Situation Report

These reports are compiled by the EMD and forwarded to MEMA to keep state officials informed about the current status of operations. WebEOC may also be used to provide this information. Please see **Attachment 3** for a sample Local Government Situation Report.

Other forms may include the chronological log and daily staff journal log and financial tracking reports.

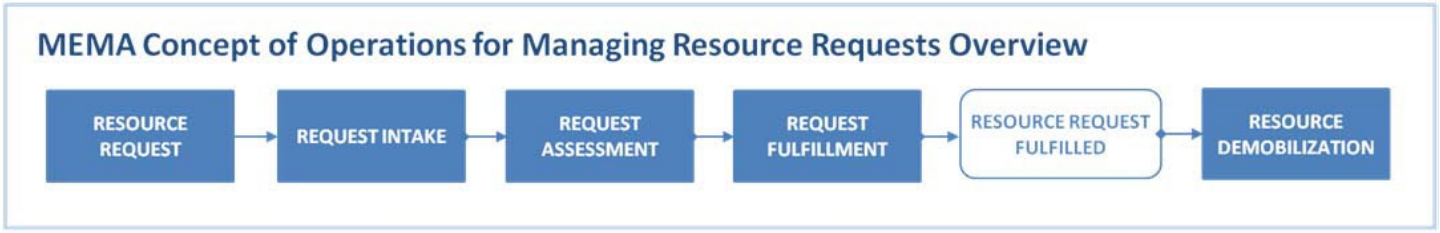
Resource Management

The following are sources or potential sources for resources that may be available to the Community in responding to disasters and emergencies:

- Personnel, equipment and facilities belonging to the Community
- Resources available from other jurisdictions through local mutual aid agreements
- Resources available from the private sector through purchase, lease, or MOU
- Resources of the Commonwealth of Massachusetts including the National Guard through the Massachusetts Emergency Management Agency (MEMA)
- Mutual aid resources from other states via the Emergency Management Assistance Compact (EMAC), through MEMA
- Intrastate mutual aid available through the Statewide Mutual Aid Agreement
- Resources available from the federal government under the National Response Framework (NRF), through MEMA

If existing Community resources and mutual aid resources are exhausted, or if the community has a need for a resource that it neither has nor has access to, the EOC may submit a request for assistance to MEMA via phone or radio to MEMAs Regional Office or Headquarters, or through WebEOC. MEMA is responsible for coordinating support from all state agencies, including the National Guard, State Police, Department of Transportation, Department of Public Health, etc.

The figure below depicts the process by which MEMA receives, processes, tracks and fulfills requests from cities and towns, and other stakeholders for support.



Mutual Aid

Mutual aid is the provision of services from one jurisdiction to another. A mutual aid agreement is an agreement among jurisdictions to allow emergency responders to lend assistance across jurisdictional boundaries. Some mutual aid agreements may be formal and/or may be activated with some degree of frequency, such as mutual aid provided in the fire services community. Other mutual aid agreements are informal, and/or activated infrequently and only under emergency circumstances.

Town of Southborough is party to the following mutual aid agreements:

- Fire District 14: Mutual-Aid plan
- MA Statewide Fire Mobilization Plan
- MA Statewide DPW Mutual-Aid Plan Chapter 40 Section 4K
- MA Statewide Public Safety Mutual-Aid Plan Chapter 40 Section 4J
- Central Massachusetts Law Enforcement Council
- Health and Medical Coordinating Coalition Region 4A(?)

Training and Exercise Program

A critical component of this CEMP is the ability to conduct training and exercises in order to validate the CEMP's contents. These events should take an all-hazards approach. In addition, trainings and exercises could focus on specific areas, such as hazardous materials events. A training and exercise program should be developed to effectively implement the CEMP.

Training Program

An all-hazards training program is a critical component to a community's emergency planning cycle. The following sections describe some of the various training opportunities for which an Emergency Management Program can take advantage.

All-Hazards Training

MEMA Provided Training

MEMA's Training and Exercise Unit offers numerous classroom training opportunities throughout the calendar year. These all-hazards training programs cover various topics and offer unique perspectives on emergency management planning and response. Specific training programs can be found on MEMA's website.

Some examples of training include:

a. Incident Command Systems (ICS) 300
b. Incident Command Systems (ICS) 400
c. ICS for Elected and Senior Leaders
d. Emergency Operations Center (EOC) Awareness and Operations
e. Community Points of Distribution (C-POD)
f. Homeland Security Exercise and Evaluation Program (HSEEP) Training

Emergency Management Institute Training

The Emergency Management Institute (EMI) has a series of online Professional Development Training Programs designed to bolster the knowledge emergency managers need to possess. These online based classes can be found on FEMA's Emergency Management Institute Website, under their Professional Development Section.

Hazardous Materials Training

Section 303 (c) (8) of EPCRA, OSHA 29CFR 1910.120 (HAZWOPER) and EPA 40CFR 311; require that those responsible for implementing chemical emergency plans be provided training opportunities that enhance local emergency response capabilities. The LEPC intends to utilize courses sponsored by the Federal and State governments, and private organizations in helping fulfill this requirement. The LEPC will also schedule courses that address the unique concerns and needs for the local hazardous materials preparedness program. Employers are responsible for ensuring the health and safety of responding personnel, as well as the protection of the public and community served.

The LEPC will work in conjunction with the State Emergency Response Commission and community leaders to evaluate the hazardous materials training development needs of local emergency personnel. The LEPC will coordinate local training initiatives to ensure consistency with the Hazardous Materials Plans and will maximize training resources available from all levels of government and the private sector.

Employees who participate, or are expected to participate in emergency response shall be given training in accordance with the following paragraphs:

First Responder Awareness Level

First responders at the awareness level are individuals who are likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release. They would take no further action beyond notifying the authorities of the release.

First responders at the awareness level shall have sufficient training or have had sufficient experience to objectively demonstrate competency in the following areas:

a. An understanding of what "hazardous materials" is, and the risks associated with them in an incident.
b. An understanding of the potential outcomes associated with an emergency when hazardous materials are present.
c. The ability to recognize the presence of hazardous materials in an emergency.
d. The ability to identify the hazardous materials, if possible.
e. The understanding of the role of the first responder awareness individual in the employer's emergency response plan including site security and control and the North American Emergency Response Guidebook.
f. The ability to realize the need for additional resources and to make appropriate notifications to the communication center.

First Responder Operations Level

First Responders at the operations level are individuals who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property, or the environment from the effects of the release. They are trained to respond in a defensive fashion without actually trying to stop the release. Their function is to contain the release from a safe distance, keep it from spreading, and protect further exposures.

First responders at the operation level shall have received at least eight hours of training or have had sufficient experience to objectively demonstrate competency in the following areas in addition to those listed for the awareness level and the employer shall so certify:

a. Knowledge of the basic hazard and risk assessment techniques.
b. Know how to select and use proper personal protective equipment provided to the first responder operation level.
c. An understanding of basic hazardous materials terms.

d. Know how to perform basic control, containment and/or confinement operations within the capabilities of the resources and personal protective equipment available with their unit.
e. Know how to implement basic decontamination procedures.
f. An understanding of the relevant standard operating procedures and termination procedures.

Hazardous Materials Technician

Hazardous materials technicians are individuals who respond to releases or potential releases for the purpose of stopping the release. They assume a more aggressive role than a first responder at the operations level does in that they will approach the point of release in order to plug, patch, or otherwise stop the release of hazardous substance.

Hazardous materials technicians shall have received at least 24 hours of training equal to the first responder operations level and in addition have competency in the following areas and the employer shall so certify:

a. Know how to implement the employer's emergency response plan.
b. Know the classification, identification, and verification of known and unknown materials by using field survey instruments and equipment.
c. Be able to function within an assigned role in the Incident Command System.
d. Know how to select and use proper specialized chemical personal protective equipment provided to the hazardous materials technician.
e. Understand hazard and risk assessment techniques.
f. Be able to perform advance control, containment, and/or confinement operations within the capabilities of the resources and personal protective equipment available with the unit.
g. Understand and implement decontamination procedures.
h. Understand termination procedures.
i. Understand basic chemical and toxicological terminology and behavior.

Hazardous Materials Specialist

Hazardous materials specialists are individuals who respond with and provide support to hazardous materials technicians. Their duties parallel those of the hazardous materials technician, however they may be called upon, where a more specific knowledge of the various substances is needed. The hazardous materials specialist would also act as the site liaison with Federal, state, local and other government authorities in regard to site activities.

Hazardous materials specialists shall have received at least 24 hours of training equal to the technician level and in addition have competency in the following areas and the employer shall so certify:

a. Know how to implement the local emergency response plan.
b. Understand the classification, identification and verification of known and unknown materials by using advance survey instruments and equipment.
c. Knowledge of the state emergency response plan.
d. Be able to select and use proper specialized chemical personal protective equipment provided to the hazardous materials specialist.
e. Understand in-depth hazard and risk assessment techniques.

f. Be able to perform specialized control, containment, and/or confinement operations within the capabilities of the resources and personal protective equipment available.
g. Be able to determine and implement decontamination procedures.
h. Have the ability to develop a site safety and control plan.
i. Understand chemical radiological and toxicological terminology and behavior.

Incident Command System

*Incident Commander*s, who will assume control of the incident scene beyond the first responder awareness level, shall receive at least 24 hours of training equal to the first responder operations level and in addition have competency in the following areas and the employer shall so certify:

a. Know and be able to implement the employer's incident command system.
b. Know how to implement the employer's emergency response plan.
c. Know and understand the hazards and risks associated with employees working in chemical protective clothing.
d. Know how to implement the local emergency response plan.
e. Knowledge of the state Emergency Response Plan and of the Federal Regional Response Team.
f. Know and understand the importance of decontamination procedures.

Trainers

Trainers who teach any of the above training subjects shall have satisfactorily completed a training course for teaching the subjects they are expected to teach, such as the courses offered by the U.S. Fire Academy, FEMA Emergency Management Institute, U.S. EPA, Massachusetts Fire Academy or Massachusetts Emergency Management Agency; or they shall have the training and/or academic credentials and instructional experience necessary to demonstrate competent instructional skills and a good command of the subject matter of the courses they are to teach.

Exercise Program

Similar to Training Programs, a strong Emergency Management Program should also involve exercise various plans and procedures, to ensure that training and the various plans are effective.

Section 303(c)(9) of EPCRA places a requirement on local jurisdictions to establish "methods and schedules for exercising the emergency plan". In establishing training programs and schedules the emergency managers recognize the need for an integrated exercise program that will ensure community response agencies and facilities successfully perform their emergency roles and functions in accordance with the All-Hazards Emergency Plan. An effective exercise program will also strengthen response management, coordination, and operations, plus reveal shortcomings and weaknesses that can be corrected prior to an emergency in order to improve and refine public safety capabilities.

Types of Exercises

Exercises are generally classified in three major categories: Tabletop, Functional, and Full Scale. Local jurisdictions may also consider preliminary exercises called *Orientations* to introduce participants to the plan and prepare for the exercise process.

Each of these exercises varies in activities and resources. Some require simple preparations and execution while others may be more complex and require greater efforts and resources. Each provides their own benefit and all should be considered in the overall development of an exercise program.

Orientation (Exercise)

Orientations are used to acquaint personnel with policies and procedures developed in the planning process, providing a general overview of the emergency plan and its provisions. Orientation is especially effective in ensuring that emergency personnel understand their roles and responsibilities and clarifying any complex or sensitive plan elements. While the orientation does not normally involve any direct simulation or role-playing, it is used to review plan procedures and informally apply them to potential emergency situations or past events familiar to everyone.

Tabletop Exercise

A *Tabletop Exercise* is primarily a learning exercise that takes place in a meeting room setting. Prepared situations and problems are combined with role-playing to generate discussion of the plan, its procedures, policies, and resources. *Tabletop Exercises* are an excellent method of familiarizing groups and organizations with their roles and demonstrating proper coordination. They are also good environments for reinforcing the logic and content of the plan and integrating new policies into the decision-making process, since they allow participants to act out critical steps, recognize difficulties, and resolve problems in a non-threatening environment.

Functional Exercise

A *Functional Exercise* is an emergency simulation designed to provide training and evaluation of integrated emergency operations and management. It is more complex than the *Tabletop Exercise* and focuses on the interaction of decision making and agency coordination in a typical emergency management environment such as an Operating Center or command location. All field operations are simulated through messages and information normally exchanged using actual communications, including radios and telephones. It permits decision-makers, command officers, coordination and operations personnel to practice emergency response management in a more realistic environment, complete with time constraints and stress. It generally includes several organizations and agencies practicing interaction of a series of emergency functions such as direction and control, assessment, and evacuation.

Full-Scale Exercise

The *Full-Scale Exercise* evaluates several components of an emergency response and management system simultaneously. It exercises the interactive elements of a community emergency program, similar to the *Functional Exercise*, but it is different from the *Functional Exercise* in that it adds a field component. A detailed scenario and simulation are used to approximate an emergency, which requires on-scene direction

and operations, and also includes coordination and policy-making roles at an emergency operations or command center. Direction and control, mobilization of resources, communications and other special functions are commonly exercised.

Progressive Exercise Program

Recognizing that the exercise types described in this plan are intended to build on one another, each one becoming more complex and comprehensive, the LEPC will establish a progressive exercise program by scheduling basic *Orientations* to introduce the plan and the specific policies and responsibilities established. *Tabletop Exercises* will then be held to implement actual coordination and leadership provisions of the plan, including emergency operations concepts that maybe new to many local personnel. These will be followed by *Functional Exercises* to integrate the plan's more complex sections under simulated emergency conditions. The entire hazardous materials emergency response system will then be evaluated by a *Full-Scale Exercise*.

Exercise Schedule

The specific exercise schedule will be developed after the CEMP has been reviewed and accepted by the Community. A plan to evaluate Hazardous Materials Plans may also have to be approved by the State Emergency Response Commission. An exercise of this plan should be held annually.

NOTE: If a real response situation has occurred, it may be counted as an exercise as long as an after-action evaluation is conducted and the plan is updated with "lessons learned" from the incident.

Plan Development and Maintenance

If a plan is to be effective its contents must be known and understood by those who are responsible for its implementation. The Emergency Management Director (EMD) will brief the appropriate Community officials and department heads concerning their roles and responsibilities under this Plan. The EMD will arrange for appropriate training and exercises to maintain this plan.

The EMD is responsible for the administrative maintenance of this Plan and will ensure that this plan is reviewed and updated on an annual basis, and that all appropriate personnel and departments participate in the review.

The EMD is responsible for maintaining a training and exercise program that ensures that the Plan, including the EOC and people with emergency management responsibilities, is exercised at least once each year.

All departments are responsible for the development and maintenance of their respective segments of this Plan. All departments are responsible for annually reviewing their portion of this Plan and updating it as necessary.

Following every exercise or significant real-world event, the Incident Commander, in collaboration with the EMD, and, if appropriate, Chief Elected Official, will ensure that a detailed After-Action Report (AAR) and Improvement Plan is prepared. At least annually, this Plan should be updated to incorporate lessons learned and best practices identified through training, exercises, and actual events/incidents.

Additional Support Plans

- ***SEMA NOTE:*** *This not an exclusive list – Refer Southborough EOC manuals, guides, references, aid, etc. located in the EOC documents cabinet & on the EOC external hard drive & Southborough specific attachments/references in Southborough's' WebEOC CEMP File*

- **EOC Operations Manual**
- **EOC Liaison & ESF Guide**
- **Continuity of Operations plan (COOP)**
- **StormReady Plan**
- **Shelter Plan**
- **Pandemic & EDS Plans**

- **Pet/Animal Response & Shelter Plans**
- **Memorandum of Agreements**
- **Site emergency plans**
- **Point of Distribution plans**
- **SARA Title III / HazMat plans**

Authorities and References

Authorities

A. Massachusetts Emergency Management Agency, Comprehensive Emergency Management Plan, Basic Plan and Related Annexes.

B. Federal Emergency Management Agency, 1-10, "Guide for the Development of a State and Local Continuity of Government Capability."

C. Civil Preparedness Guide 1-8, "Guide for the Development of State and Local Emergency Operations Plans."

D. Civil Preparedness Guide 1-8A, "Guide for the Development of State and Local Emergency Plans."

E. Civil Preparedness Guide 1-20, "Emergency Operating Centers Handbook."

F. Civil Preparedness Guide 1-35, "Hazard Identification, Capability Assessment, and Multi-Year Development Plan for Local Governments."

References

1. Federal

- The Federal Civil Defense Act of 1950 (PL 81-920)
- The Disaster Relief Act of 1974 (PL 93-288)
- Emergency Management and Assistance, 44 U.S. Code 2.1
- Homeland Security Presidential Directive (HSPD) 5, "Management of Domestic Incidents
- Public Law-288
- National Response Plan (NRP)
- National Response Framework (NRF)
- CPG-101
- National Preparedness Goal

- National Incident Management System (NIMS)
- Incident Command System (ICS)

- **Commonwealth of Massachusetts**
  - Massachusetts Civil Defense Act, Chapter 33
  - Massachusetts Executive Order 144
  - Executive Order #242, Comprehensive All-hazards Emergency Planning
  - Executive Order #469, Designation of the NIMS as the State's Incident Management Standard
  - Statement of Understanding between the State of Massachusetts and the American Red Cross
  - Massachusetts EOC - Standard Operating Procedures
  - State EOC Utilization Plan
  - State Fire Mobilization Plan
  - MEMA Continuity of Operations (COOP) Plan

Emergency Operations Center Operations Support Annex

Attachment 1: EOC Activation Team Checklist

SEMA NOTE - FOR THIS SECTION, REFER TO:

- ❒ ****** Southborough EOC Operation Manual ******
- ❒ *Other Southborough EOC (etc.) manuals, guides, references, aid, etc. located in the EOC documents cabinet & on the EOC external hard drive & Southborough specific attachments/references in Southborough's' WebEOC CEMP File*

- ❒ Notify all individuals on the EOC roster of the EOC
- ❒ Set-up the EOC stations, equipment (computers, television, smart board, projectors, maps, etc.) and the EOC communications
- ❒ Install and check all telephones
- ❒ Install and check all laptop computers
- ❒ Obtain EOC documents to be used during activation
- ❒ Establish WebEOC connection with the MEMA
- ❒ Establish an EOC personnel ID station (if needed)
- ❒ Assign security to EOC entrance and log all EOC access
- ❒ Command Staff review of EOC operating procedures
- ❒ Emergency Management Director briefs EOC personnel on situation

Each department shall be responsible for further notification and staffing in accordance with their department's Standard Operating Procedures. Staffing levels will be determined by the Emergency Management Director based on the scope and extent of the emergency.

Attachment 2: EOC Operational Capabilities Checklist

Attachment 3: Local Government Situation Report

REPORT #: DATE: TIME:

COMMUNITY**:** COUNTY: MEMA Region:

REPORTED BY (name):

TITLE:

TELEPHONE: CELL PHONE:

1. INCIDENT DESCRIPTION:

2. LOCAL STATE OF EMERGENCY (CIRCLE): NO YES DATE: TIME:

3. CASUALTIES (provide latest figures): Fatalities: Injuries: Missing:

4. EOC OPERATIONAL (CIRCLE): YES NO

5. EMERGENCY ORDERS (If any. Examples: evacuation ordered, snow emergency, driving ban, curfew, etc.):

6. AGENCIES SUPPORTING/ON-SCENE MUTUAL AID (CIRCLE):

Police Fire Public Works Medical Other

(Describe):

7. SHELTER STATUS (Example: Shelter name, location, number of people, managed by Red Cross or Community, contact phone#, etc.):

8. DAMS/RIVERS STATUS:

9. ROADS/BRIDGES STATUS (Example: Blocked, washed out, flooded, closed, location):

10. DAMAGE REPORT (Example: Minor, significant, or major damage for residences, municipal buildings, sewer plant(s), businesses and status of power outages, water supply, debris removal needed, telephone outages, etc.):

11. REMARKS:

12. ASSISTANCE REQUESTED (Example: size, amount, location, and type):

Name/Title of Contact:

Phone number:

INSTRUCTIONS FOR COMPLETING THE LOCAL GOVERNMENT SITUATION REPORT FORM (LOGOSITREP)

Local officials should provide Situation Reports whenever requested to do so by MEMA and/or when local emergency operations are undertaken. Situation Report information may be entered into WebEOC. Situation Reports should be provided anytime there is a significant change in the status of an item(s) listed on the Situation Report Form.

1. Incident Description: Provide a short narrative description of the event affecting your community, including specific locations and impacts.
2. Local State of Emergency: Indicate whether or not your local Chief Elected Official has declared a Local State of Emergency, including date and time declared.
3. Casualties: Provide the best estimate of disaster related casualties. Provide latest cumulative figures, not an update from the previous Situation Report.
4. EOC Activation: Indicate if the local EOC is activated or closed.
5. Emergency Orders: Indicate any emergency orders or declarations issued by the Chief Elected Official (evacuation ordered, driving ban, curfews in effect, etc.).
6. Mutual Aid Received From: Indicate any mutual aid being received from other towns or cities (not the State).
7. Shelter Status: Indicate all public shelters that are currently open, name and location of shelter, the number of people in the shelter, and who is managing the shelter (Red Cross, local Fire Department, etc.).
8. Dams/Rivers Status: List the name of any rivers approaching flood state or currently flooding. List the name of any dams that are threatened or breached.
9. Roads/Bridges Status: Describe the observed impact on the local road system or bridges (both State and locally maintained) and the extent to which roads and bridges have been made impassable by downed trees, wires, snow and other debris.
10. Damage Report: Fill in damage observed; minor, significant, or major damage for residences, municipal buildings, sewer plant(s), businesses and status of power outages, water supply, debris removal needed, telephone outages, etc.).
11. Remarks: Provide any pertinent information which you feel State officials should be aware of regarding the situation in the community.
12. Assistance Requested: Indicate what type of assistance the community requires, if any, and a local point of contact.

Attachment 4: Mutual Aid Listings

Towns and departments with which the community has mutual aid agreements:

SEMA NOTE *Follow most current versions of local, district, regional, and statewide mutual-aid agreements, examples listed in the "Mutual Aid" section located on* ***(Page 61).***

Emergency Operations Center (EOC)

Operations Support Checklist

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Overview

This checklist is intended as a stand-alone annex to help support jurisdictional Emergency Operations Center (EOC) operations. The sections contain pertinent information such as operational checklists, mutual aid agreements and standard operating guidelines for some EOC staff positions. This checklist should be readily accessible in the EOC.

The EOC is the location from which centralized coordination of a jurisdiction's response is performed. The EOC serves as a communication and coordination hub for the community, coordinating among responding entities and with regional and state operations. Additionally, the EOC serves as a resource coordination center, filling resource needs locally or requesting resources from the State.

The following functions are performed in the EOC:

- Receive and disseminate warnings
- Coordinate operations between incident command and supporting agencies and organizations
- Work with elected officials to determine state of emergency
- Develop emergency policies and procedures
- Obtain and maintain situational awareness of the incident and ensure a common operating picture
- Disseminate information to responders, EOC staff, other jurisdictions and state and federal agencies
- Maintain current maps and information display boards
- Coordinate, mobilize and deploy resources to support event response guided by set priorities
- Coordinate mutual aid
- Coordinate public information
- Establish a seamless transition into recovery operations
- Assess and document impacts from events for recovery process

The Emergency Management Director (EMD) should develop an EOC management team consisting of representatives from the following departments:

- Chief Elected Official (CEO)/Town Administrator
- Department of Public Works (DPW)
- Police
- Fire/Emergency Medical Services (EMS)
- Public Information Officer (PIO)
- Finance
- Board of Health
- Historical Commission
- Conservation/Environmental Commission
- Building Inspector

This checklist should be included as an annex in the local Comprehensive Emergency Management Plan (CEMP).

EOC Checklist

Initial Response Actions (immediately following notification of event)

- ☐ Assess the situation.
- ☐ Notify EOC management team and conduct an initial threat assessment.

If decision is made to activate EOC by The EMD or Senior Elected Official:

- ☐ Identify if Primary or Alternate EOC will be activated depending on the event.
- ☐ Determine level of EOC activation based on CEMP guidelines.
- ☐ Notify all individuals on the EOC roster of the EOC activation using CodeRED or cell phone calls.
  - ☐ Notify response entities, mutual aid partners and MEMA Regional Office of EOC activation.
  - ☐ Identify a Public Information Officer (PIO) and determine the need for immediate public information release.
  - ☐ Determine if immediate emergency alert and warnings need to be issued to the public.
  - ☐ Identify any immediate resource needs.
  - ☐ Determine if a local Declaration of Emergency is needed at this time by Senior Elected Official/Select Board

EOC Facility Preparation

- ☐ Set-up the EOC stations, equipment (computers, television, smart board, projectors, maps, etc.) and EOC communications.
- ☐ Install and check all telephones.
- ☐ Install and check all computers. Test EOC network and printer connectivity.
- ☐ Install and check all radios.
- ☐ Obtain EOC documents to be used during activation.
- ☐ Establish WebEOC connection with the MEMA.
- ☐ Establish check-in location and procedures.
- ☐ Establish an EOC personnel ID station (if needed).
- ☐ Assign security to EOC entrance and log all EOC access.
- ☐ Check fuel status for backup generator, if applicable.

- ☐ Command Staff review of EOC operating procedures.
- ☐ Emergency Management Director briefs EOC personnel on situation.

EOC Activation

Activate and staff the EOC sections need for event. Each department shall be responsible for further notification and staffing in accordance with their department's Standard Operating Procedures. Staffing levels will be determined by the Emergency Management Director based on the scope and extent of the emergency.

- ☐ Brief the EOC management team and EOC staff regarding:
  - Situation overview
  - EOC activation level
  - Ongoing response actions
  - Length of first operational period
  - List of objectives and priorities for the first operational period
- ☐ Issue emergency alerts and warnings to the public, if needed.
- ☐ Request situation reports from Incident Command and develop initial situational awareness report.
- ☐ Establish/confirm procedure for resource ordering.
- ☐ Identify and request immediate resource needs.
- ☐ Issue local Declaration of Emergency, if needed.
- ☐ Discuss public information issues and decide whether a Joint Information Center (JIC) is required.
- ☐ Arrange for meals for EOC staff.
- ☐ Provide staff with just-in-time training, if needed.

EOC Operations

- ☐ Provide general incident objectives and strategies.
- ☐ Provide direction and overall coordination of event.
- ☐ Develop a 24-hour staffing plan.
- ☐ Maintain situational awareness during event by gathering timely, accurate, accessible, and consistent information.
- ☐ Provide information through Public Information Officer/JIC.
- ☐ Determine ongoing resource requirements.

- ☐ Ensure resource ordering process is in place.
- ☐ Ensure resource tracking procedure is in place.
- ☐ Activate mutual aid agreements, as needed.
- ☐ Schedule periodic EOC and media briefings.
- ☐ Maintain status boards showing essential information (for example):
  - Road closures
  - Shelter locations
  - Weather information
  - Actions taken
  - Resource status
  - Infrastructure impacted
  - Dwellings/businesses impacted
- ☐ Document financial expenditures related to the event.

EOC Deactivation/Demobilization

- ☐ Determine trigger point to initiate EOC deactivation.
  - Event has deescalated to point of local agency control
  - Response has been terminated
  - Recovery operations are underway
  - No public information dissemination is needed
- ☐ Establish timeline for deactivation.
- ☐ Notify partner agencies of EOC deactivation plan.
- ☐ Direct EOC staff to begin deactivation process.
- ☐ Develop a plan to return resources to their respective agencies.
- ☐ Clean and restore EOC facility to normal operations.
- ☐ Collect all EOC data, complete required forms, and apply for reimbursement through FEMA Public Assistance Portal, if applicable.
- ☐ Conduct After-Action Review (AAR) meeting to develop After-Action Report and Improvement Plan.
- ☐ Update plans, policies, and procedures based on lessons learned/best practices and AARs.

EOC Operational Capabilities Checklist

	Primary EOC **Public Safety Building- 32 Cordaville Road**	**Alternate EOC** **Cordaville Hall, 9 Cordaville Road**
Generator (detail size, connections, fuel type, etc.)	Kohler 300REOZJ, voltage: 120/208, 1040 amps, kW 300, kVA 375, diesel fuel 1661 gallons	100KW/125 KVA generator, 520 amps, diesel fuel
Date of Last Test	Tested weekly	Tested weekly
Number Days of Fuel Supply	3-4	3-4
Radio Communications (channels, frequencies, bands, equipment, etc.)	Channels: 2 Frequency 471.425 Bands: UHF Equipment: hard wired comms & portable comms	Channels: 2 Frequency 471.425 Bands: UHF Equipment: portable comms
Wall Charts (list what is in each EOC)	1 projector screen, 2 portable white boards	1 projector screen, 2 portable white boards
Media Briefing Room (equipment, capabilities, etc.)	Town Hall Meeting Room. A/V, Local Cable, Admin Supplies	Pilgrim Church- Cold capabilities, would need to supply equipment
Alternate Water Supply	Bottled water	Bottled water
Food Storage (how much, expiration, for how many people)	Kitchen in house	Kitchen in house
Number of Days of Food	Unavailable	Unavailable
Sleeping Area (how many beds, comfort kits, etc.)	8 dorms	5 cots

Community Status Report				
Incident Overview				
Report #:	Date:		Time:	
Community:	County:		MEMA Region:	
Reported By (NAME):		Title:		
Telephone:		Cell Phone:		
EOC Status (Circle):	ACTIVATED	PARTIAL	CLOSED	
EOC Open Date/Time:		EOC Closed Date/Time:		
EOC Location:				
Local Declaration of State of Emergency (SOE)		YES	NO	
SOE Declared Date/Time:		SOE Lifted Date/Time:		
Community Reports				
Roadways				
Status:	Minor	Moderate	Severe	Unknown
Number of Roadways Impacted:				
Impacts:				
Critical Infrastructure				
Status:	Minor	Moderate	Severe	Unknown
Impacts:				
Health and Medical				
Status:	Minor	Moderate	Severe	Unknown
Impacts:				
Communications				
Status:	Minor	Moderate	Severe	Unknown
Impacts:				

Energy and Utility				
Status:	Minor	Moderate	Severe	Unknown
Impacts:				
Waterway Impacts				
Status:	Minor	Moderate	Severe	Unknown
Impacts:				
Shelter Status				
Facility Name:				
Capacity:		Occupancy:		Availability:
Facility Address:				
Status (circle):	OPEN	FULL	CLOSED	
Type (circle):	SIRS	REGIONAL	LOCAL	
Capabilities (circle all that apply):				
ADA Compliant	Functional Needs	Pet Friendly	Charging Station	Back-up Generator
Shelter Point of Contact:		Phone Number:		

Mutual Aid Agreements

Fire

A. Westborough, Northborough, Marlborough, Ashland, Hopkinton, Framingham
B. District14 Dive Team
C. District 14 Fire Team
D. UMASS Marlborough, MetroWest Hospital Framingham

E. Fire District Mutual Aid Agreement
F. District 14 Structure Task Forces
G. District 7 Forestry Task Forces
H. District 14 Disaster Task Forces

Police

A. Central Massachusetts Law Enforcement Council
B. Jail Diversion Clinician
C. MA Police Chiefs Association

Board of Health

A. Region 4AB Public Health Emergency Preparedness Coalition
B. MetroWest MRC

Additional Agreements

Media Briefing Alt Site:

1. Pilgrim Church

Emergency Dispensing Site (EDS):

1. Woodward School

Emergency Shelters (Animal):

1. Southborough Animal Hospital
2. Trottier School / Co-Located with Human

Emergency Shelters - Human:

1. Refer to "Emergency Shelter Manual"

Emergency Shelter/Housing – Temporary:

1. Residence Inn (Marriot) Westborough

Supplies & Equipment: - Storage/Shelter:

1. Eagle Leasing Co

Food:

1. Southborough Food Pantry

Fuel - Gasoline, Diesel, Fuel Oil, and Kerosene:

1. Note: *Use Town Emergency Situation Fueling Plan* first

2. Falconi Energy (formally Falconi Brothers, Inc)
3. Juniper Farms Bolton Oil, Inc
4. Dept. of Public Work – Fuel Depot Emergency Override

Town Fuel Depot - Emergency Access / Override - Gasoline & Diesel**:**

1. Emergency Situation Fueling Plan/Procedure
2. Fuel Log Form (original copy)

Transportation - Handicap, Non-Emergency:

1. Marlboro/Hudson Ambulance & Wheelchair Services, Inc.

Transportation - General Public:

1. St. Mark's School (Bus license not required):
2. Fay School (Bus license not required)
3. North Reading Transportation, Inc. (NRT) – *Hudson location*
4. AA Transportation Co., Inc.

Standard Operating Guidelines

Standard Operating Guidelines (SOGs) are guidance documents for how an agency will respond during a time of emergency. The following SOGs outline responsibilities for the Chief Elected Official, EMD, Fire Department Representative, Police Department Representative, DPW representative, Public Information Officer and Public Health Representative in the EOC during activation. Additional SOGs can be developed as necessary.

Chief Elected Official SOG

The ultimate responsibility for all emergency management activities is vested in the Chief Elected Official. They are responsible for all emergency management policies, and during emergency operations will have final responsibility for decision making concerning emergency management actions.

It is the responsibility of the Chief Elected Official to ensure an approved line of succession exists in case some individuals are unable to perform their duties during an emergency. It is ultimately incumbent upon the Chief Elected Official to ensure vital records are maintained.

All required reports and records of emergency operations activities should be submitted to the Chief Elected Official as well as the Emergency Management Director (EMD).

Initial Actions

- ☐ Receive notification of emergency.
- ☐ Discuss with EMD the need to activate the Emergency Operations Center (EOC).
- ☐ Review emergency management plan with EMD.
- ☐ Maintain situational awareness and determine if there is an imminent threat.
- ☐ Discuss with EMD the need to declare a local state of emergency and declare if needed.
- ☐ Report to the EOC if activated.

EOC Activation

- ☐ Report to the EOC.
- ☐ Work with EMD to establish priorities and objectives for EOC operations.
- ☐ Keep a log of all decisions made and actions taken.
- ☐ Assign Public Information Officer.
- ☐ Issue initial public information statements, if necessary.
- ☐ Authorize activation of community notification system(s).
- ☐ Identify someone to manage expenditures/finance, if needed.
- ☐ Review the community Continuity of Operations Plan for line of succession guidance.

EOC Operations

- ☐ Log all actions taken.
- ☐ Discuss anticipated resource needs with EMD.
- ☐ Authorize activation of shelters, if needed.
- ☐ Authorize evacuation/shelter-in-place, if needed.
- ☐ Coordinate with elected officials at state and federal level.
- ☐ Prepare and coordinate public information releases.

- [ ] Discuss with EMD relocation of EOC, if necessary.

EOC Demobilization

- [ ] Authorize re-entry of evacuees.
- [ ] For evacuees who cannot return home arrange temporary housing in coordination with partner agencies.
- [ ] Coordinate with volunteer agencies involved in disaster relief operations.
- [ ] Apply for state and federal disaster relief funds, if appropriate.
- [ ] Address public health and sanitation issues.
- [ ] Establish disaster recovery centers, if needed.
- [ ] Address legal and insurance matters.
- [ ] Be prepared to provide input to After-Action Report.
- [ ] Close logs of all actions taken and submit paperwork to the EMD.

Emergency Management Director SOG

The Emergency Management Director (EMD) advises the Chief Elected Official on courses of action available for decision making during the emergency. The EMD acts as the Emergency Operations Center (EOC) manager while the EOC is activated. The EMD will periodically brief participating officials on their emergency management roles.

Initial Actions

- ☐ Receive notification of incident.
- ☐ Review emergency management plan with Chief Elected Official.
- ☐ With the Chief Elected Official determine the need to declare a local state of emergency.
- ☐ Assess the situation and make appropriate notifications to activate and staff EOC.
- ☐ Establish a communications link with response entities, mutual aid partners and MEMA Regional Office.

EOC Activation

- ☐ Activate the EOC.
- ☐ Keep a log of all decisions made and actions taken.
- ☐ Establish communication with MEMA Regional office.
- ☐ Brief EOC staff on status of emergency.
- ☐ Prepare for 24-hour operations if necessary to include staffing, food/water, and facility operation.
- ☐ Determine readiness of communications and back-up communication systems.
    - ___Telephone and radio networks, including cell phones
    - ___Fire and Police radios
    - ___800 MHz systems
    - ___Phone systems of state agencies
    - ___Community notification system
- ☐ Coordinate need for EOC security with Police Department.

EOC Operations

- ☐ Prepare an Incident Action Plan in conjunction with Incident Commander for all active resources.
- ☐ Maintain situational awareness to determine impacts.
- ☐ Implement shelter plan in coordination with partner agencies, if needed.
- ☐ Manage requests from incident scene.
- ☐ Work with Department liaisons assigned to EOC to ensure all essential emergency services are activated.
- ☐ Validate status of critical resources to support operations.
- ☐ Periodically solicit reports from EOC staff to maintain Community Status Report.

- ☐ Continue to monitor NWS alert system in coordination with MEMA.
- ☐ Review mutual aid agreements.
- ☐ Submit resource request(s) for any unmet needs to the MEMA regional office.

EOC Demobilization

- ☐ Coordinate with local, state, and federal agencies in damage assessment and cost of recovery activities.
- ☐ Inform the public of disaster recovery activities via community notification system.
- ☐ Continue to assist in the restoration of normal services and operations.
- ☐ Close shelters and coordinate re-entry of evacuees with partner agencies.
- ☐ Work with Department liaisons assigned to EOC to ensure all essential emergency services are working towards demobilization/recovery activities.
- ☐ Periodically receive reports from EOC staff regarding situation recovery status.
- ☐ Maintain records of personnel, equipment, and supplies use for possible reimbursement.
- ☐ Conduct critical incident stress management activities.
- ☐ Establish disaster recovery centers for victims in conjunction with MEMA/FEMA, if asked.
- ☐ Coordinate application for state and federal disaster relief funds with CEO, if appropriate.
- ☐ Lift local state of emergency, if declared.
- ☐ Initiate deactivation of EOC and notify Chief Elected Official and departments heads.
- ☐ Close logs of all actions taken.
- ☐ Contact MEMA regional office to notify of EOC deactivation.
- ☐ Debrief response personnel; prepare incident report, and update plan based on lessons learned.
- ☐ Conduct an after-action meeting to evaluate the overall effectiveness of the community's response and recovery actions.

Fire Department Representative SOG

The role of the Fire Department in emergency/disaster situations is primarily fire-related incident control and management of any hazardous materials, including radiological. They also may lead search and rescue operations. During emergency response activities, if Fire Department resources become exhausted, additional support will be obtained through local mutual aid and then state agencies. The Fire Chief or their designee is responsible for coordinating all Fire Department operations.

Initial Actions

- ☐ Receive notification of emergency.

- ☐ Review emergency management plan and SOG checklist.
- ☐ Keep detailed logs of all actions taken by Fire Department during the incident.
- ☐ Maintain situational awareness and how it may pertain to Fire Department operations.
- ☐ Activate staff for Fire Department operations and EOC operations.
- ☐ Determine the status of medical treatment site(s) to be used as triage areas or mass decontamination sites.
- ☐ Determine availability of EMS personnel, supplies, and equipment and if more is needed, request mutual aid support.
- ☐ Determine availability of search and rescue personnel, supplies and equipment and if more is needed, request mutual aid support.

EOC Operations

- ☐ Obtain regular status reports on the fire situation from Incident Command.
  Coordinate dispatch of EMS teams to the scene(s) as required.
- ☐ Coordinate dispatch of search and rescue teams to scene(s) as required.
- ☐ Coordinate evacuation for affected residents.
- ☐ Coordinate decontamination capabilities within the Fire Department and if insufficient notify EMD.
- ☐ Arrange for a representative of the Fire Department to team with Police and Department of Public Works representatives to identify and restrict access to all structurally unsafe buildings.
- ☐ If mass casualties have occurred work with EMD to contact mutual aid partners and establish triage site.
- ☐ Coordinate the set-up of the decontamination area for emergency responders and those affected, if needed.
- ☐ Coordinate emergency power and lighting at the incident site upon request.
- ☐ Coordinate the identification of the condition of hazardous materials where they are stored or used.
- ☐ Coordinate with hazardous materials response teams as required.
- ☐ Identify resource shortfalls and coordinate additional contractor resources to assist in hazardous materials response, informing EMD of availability.
- ☐ Coordinate with Fire Department staff to determine if all critical equipment is operational.
- ☐ Coordinate door-to-door warnings with the Police Department, if necessary.
- ☐ Route resource requests for unmet needs to the EMD.
- ☐ Periodically update EMD on incident status.

EOC Demobilization

- ☐ Support damage assessment activities, as needed.

- [ ] Coordinate clean-up as required.
- [ ] Coordinate the return of all equipment to quarters or mutual aid partners.
- [ ] Coordinate the decontamination of firefighters, gear, and equipment, as needed.
- [ ] Coordinate inventorying of equipment and assess any operational issues experienced during the incident.
- [ ] Coordinate the release of mutual aid companies.
- [ ] Be prepared to provide input to After-Action Report.
- [ ] Close logs of all actions taken and submit paperwork to the EMD.

Police Department Representative SOG

The Police Department's role in an emergency will be an expansion of its normal daily routine. The Police Chief is responsible for coordinating law enforcement emergency activities. If, during emergency operations, local law enforcement capabilities are exceeded, support will be available through existing mutual aid agreements and from state and federal law enforcement agencies. The Police Chief or their designee will integrate and manage outside law enforcement agencies which are brought in for assistance.

The Police Department is generally responsible for all traffic control and security services. In addition, during a large-scale incident, they may be asked to perform additional activities depending on the incident. If the EOC becomes activated, the Police Department will place a representative in the EOC to help coordinate activities with other community resources.

Initial Actions

- ☐ Receive notification of emergency.
- ☐ Review emergency management plan and SOG checklist.
- ☐ Keep detailed logs of actions taken by Police Department during the incident.
- ☐ Maintain situational awareness and how it may pertain to Police Department operations.
- ☐ Activate staff for Police Department operations and EOC operations.

EOC Operations

- ☐ Coordinate availability of emergency response equipment and place on standby.
- ☐ Coordinate the verification of communications capability within the affected area.
- ☐ Assign a liaison to Incident Command in the operational area.
- ☐ Coordinate the request of mutual aid from State Police as required.
- ☐ Establish security for EOC and other critical facilities and essential supplies, if requested.
- ☐ Establish security for damaged public buildings, if needed.
- ☐ Coordinate confinement and access control areas for security purposes.
- ☐ Coordinate dedicated access routes to these areas for Incident Response personnel.
- ☐ Coordinate the investigation of the cause of the incident, as appropriate.
- ☐ Coordinate the securing of the scene, rerouting of traffic, and implementing crowd control measures.
- ☐ Organize the evacuation of the public and of special facilities, if required.
- ☐ Coordinate road closures.
- ☐ Coordinate providing back-up communication, if needed.
- ☐ Periodically update EMD on emergency response status.
- ☐ Coordinate door-to-door warnings with Fire Department.
- ☐ Route resource requests for unmet needs to the EMD.

EOC Demobilization

- ☐ Support damage assessment activities, as needed.
- ☐ Coordinate with state and federal authorities to investigate the incident, if needed.
- ☐ Coordinate restricted access to suspected unsafe structures pending evaluation by Building Inspector.
- ☐ Coordinate reentry of evacuees.
- ☐ Coordinate the return of all equipment to station or mutual aid partners.
- ☐ Coordinate inventorying of equipment and assess any operational issues experienced during the incident.
- ☐ Coordinate the release of mutual aid units.
- ☐ Be prepared to provide input to After-Action Report.
- ☐ Close logs of all actions taken and submit paperwork to the EMD.

Department of Public Works (DPW) Representative SOG

In emergency situations the Department of Public Works is responsible for deploying available equipment and manpower. If local resources are exhausted, assistance may be requested from mutual aid partners or MEMA. The Department of Public Works is responsible for ensuring the community's roads and bridges are in passable condition. During a large-scale incident they may be asked to perform additional activities depending on the incident. If the EMD activates the EOC the Department of Public Works will place a representative in the EOC to help coordinate activities. This SOG can be shared with park, water, sewer or other department representatives as needed.

Initial Actions

- ☐ Receive notification of emergency.
- ☐ Review emergency management plan and checklist.
- ☐ Keep detailed logs of actions taken by the Department of Public Works during the incident.
- ☐ Maintain situational awareness and how it may pertain to the Department of Public Works operations.
- ☐ Activate staff for DPW Department operations and EOC operations.

EOC Operations

- ☐ Coordinate availability of emergency response equipment and place on standby.
- ☐ Coordinate the verification of communications capability within the affected area.
- ☐ Assign a liaison to Incident Command in the operational area.
- ☐ Coordinate the request of mutual aid from mutual aid partners and contractors as required.
- ☐ Coordinate providing essential supplies to the operational area, if requested.
- ☐ Ensure dedicated access routes to operational areas are open for Incident Response personnel.
- ☐ Coordinate assisting the Police Department with traffic control, if necessary.
- ☐ Coordinate assisting with evacuation of public and special facilities, if required.
- ☐ Coordinate road closures, if necessary.
- ☐ Periodically update EMD on emergency response status.
- ☐ Coordinate door-to-door warnings with other departments, if necessary.
- ☐ Coordinate the rectification of immediate life-threatening hazards.
- ☐ Coordinate with EMD for site decontamination assistance from regional Hazmat Team.
- ☐ Coordinate identification of and restrict access to structurally unsafe buildings with Police Department.
- ☐ Coordinate the remediation and clean-up of any hazardous materials that may have entered well water or drainage systems.
- ☐ Coordinate the clearance and removal of debris and/or snow as directed.
- ☐ Support Fire Department in search and rescue operations.
- ☐ Monitor municipal dams during emergency event.

- ☐ Provide barricades and temporary fencing as requested.
- ☐ Coordinate emergency repairs to streets and bridges as necessary to support emergency operations.
- ☐ Coordinate with representative from the Fire Department to conduct preliminary assessment of damage to structures and utilities.
- ☐ Provide other public works and engineering support for emergency operations as necessary.
- ☐ Route resource requests for unmet needs to the EMD.

EOC Demobilization

- ☐ Support damage assessment activities, as needed.
- ☐ Coordinate demolition of unsafe structures.
- ☐ Assist Public Health Services with emergency waste disposal and sanitation, as necessary.
- ☐ Assist other agencies with recovery operations.
- ☐ Coordinate with utilities to restore services.
- ☐ Coordinate the return of all equipment to garage or mutual aid partners.
- ☐ Coordinate inventorying of equipment and assess any operational issues experienced during the incident.
- ☐ Coordinate the release of mutual aid units.
- ☐ Be prepared to provide input to After-Action Report.
- ☐ Close logs of all actions taken and submit paperwork to the EMD.

Public Information Officer SOG

The Public Information Officer is responsible for managing Emergency Public Information activities within the EOC and in support of all community public information operations. They are responsible for monitoring media reports, rumor control, arranging for media interviews and developing media releases.

Initial Actions

- ☐ Receive notification of emergency.
- ☐ Review emergency management plan and checklist.
- ☐ Keep detailed logs of actions taken by Public Information Officer during the incident.
- ☐ Determine if immediate emergency alert and warnings need to be issued to the public.
- ☐ Determine the need for immediate public information release.
- ☐ Determine points of contact for media.
- ☐ Staff the EOC.

EOC Operations

- ☐ Obtain policy guidance about media releases.
- ☐ Establish contact with local and national media representatives, as appropriate.
- ☐ Keep EMD advised of all unusual requests for information and all major critical or unfavorable media comments.
- ☐ Recommend procedures or measures to improve media relations.
- ☐ Discuss public information issues and decide whether a Joint Information Center (JIC) is required.
- ☐ Identify the methods for obtaining and verifying significant information as it is developed.
- ☐ Develop and publish a media briefing schedule to include, location, format, and preparation and distribution of handout materials.
- ☐ Implement and maintain an overall information release program.
- ☐ Develop content for emergency alert and warnings.
- ☐ Interact with PIOs from other jurisdictions, agencies or the state to obtain information relevant to public information operations.
- ☐ Issue timely and consistent advisories and instructions for the public. These must be approved by the EMD.
- ☐ Prepare media briefings for agency representatives and provide assistance as necessary to facilitate their participation in media briefings and press conferences.
- ☐ Establish a rumor control system to correct false or erroneous information.
- ☐ Update community website with current new releases, as appropriate.
- ☐ Ensure that emergency information materials are translated and prepared for Access and Functional Needs populations (non-English speaking, hearing impaired, etc.).

- ☐ Monitor broadcast media, using information to develop follow-up news releases and rumor control.
- ☐ Record all interviews and copy all news releases.
- ☐ Provide copies of all media releases to the EMD.
- ☐ Periodically update EMD on emergency response status.
- ☐ Route resource requests for unmet needs to the EMD.

EOC Demobilization

- ☐ Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.
- ☐ Be prepared to provide input to After-Action Report.
- ☐ Coordinate inventorying of equipment and assess any operational issues experienced during the incident.
- ☐ Close logs of all actions taken and submit paperwork to the EMD.

Public Health Representative SOG

The Public Health representative is responsible for coordinating the needs of mass care activities during the emergency. This can include but is not limited to providing care and shelter for evacuated or displaced personnel, and for ensuring public physical and mental health.

Initial Actions

- ☐ Receive notification of emergency.
- ☐ Review emergency management plan and checklist.
- ☐ Keep detailed logs of actions taken during the incident.
- ☐ Report to the EOC.

EOC Operations

- ☐ Monitor status of and impacts to public health and healthcare facilities.
- ☐ Issue health advisories as needed.
- ☐ Determine status of water and sanitation systems.
- ☐ If systems are damaged, assess drinking water quality and potential health risks from ruptured sewer/sanitation systems.
- ☐ Obtain portable toilets and other temporary facilities for the disposal of human waste and other infected waste as needed.
- ☐ Inspect emergency supplies to be used by responders, such as food, drugs or other consumables for purity and utility.
- ☐ Ensure coordination of all mass care and shelter activities.
- ☐ Ensure animal care and sheltering activities are in effect during the emergency.
- ☐ Determine the need for disease vector control and coordinate for disease vector control services as required.
- ☐ Refer all media inquiries to the Public Information Officer.
- ☐ Coordinate safe waste disposal.
- ☐ Coordinate food and water inspection and associated laboratory testing.
- ☐ Coordinate necessary mortuary services with the Chief Medical Examiner, including operation of temporary morgues and identification and registration of victims.
- ☐ Assist in the determination and elimination of health hazards in the disaster area.
- ☐ Upon authorization from MA Dept. of Public Health, implement isolation and quarantine measures as needed.
- ☐ Coordinate provision of mental health services to the general public.
- ☐ Coordinate the activation and operation of Emergency Dispensing Sites.
- ☐ Coordinate the monitoring of food safety and general sanitation at mass care shelter facilities.

- ☐ Order testing of diseased animals.
- ☐ Distribute medications and other medical supplies to shelters or treatment areas as needed.
- ☐ Notify Health and Medical Coordinating Coalition (HMCC) of emergency conditions.
- ☐ Coordinate with PIO to advise the public on health hazards related to medical waste and other biohazards, hazardous materials and radiological materials during an emergency.
- ☐ Liaise with state and federal health and environmental agencies.
- ☐ Coordinate with EMD to facilitate the transportation of individuals with access and functional needs.
- ☐ Periodically update EMD on emergency response status.
- ☐ Route resource requests for unmet needs to the EMD.

EOC Demobilization

- ☐ Coordinate with EMD to conduct damage assessments as needed.
- ☐ Coordinate with debris removal agencies regarding any debris that may pose a public health hazard.
- ☐ Be prepared to provide input to After-Action Report.
- ☐ Coordinate inventorying of equipment and assess any operational issues experienced during the incident.
- ☐ Close logs of all actions taken and submit paperwork to the EMD.

Local Shelter Management Planning and Response Checklist

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Overview

This checklist serves as a starting point for developing a Local Shelter Management Response Plan. It also includes response procedures that can be used in the event of opening a mass care shelter. Additionally, the Western Regional Homeland Security Council and the Massachusetts Emergency Management Agency (MEMA) possess extensive shelter toolkits on their websites that can be used to expand the knowledge needed to open and maintain shelter operations. (https://www.mass.gov/doc/massachusetts-statewide-mass-care-and-shelter-coordination-plan-local-shelter-toolkit/download and https://wrhsac.org/projects-and-initiatives/shelter-evacuation).

Sheltering in Massachusetts starts at the local level and is driven by local needs. Local emergency managers need to provide a range of mass care and shelter services to residents depending on the needs of the community and the type of hazard or threat. Shelter activation considerations include:

- Type of event
- Range of impact
- Number of people impacted
- Likely duration of event
- Coordination with surrounding jurisdictions
- Available shelter locations, resources, equipment, and personnel

Shelter facilities may be activated at the direction of the Emergency Management Director (EMD) or Emergency Operations Center (EOC) Manager in conjunction with the Chief Municipal Official. The EMD will assess the situation in anticipation of/or in response to an event. Upon recognition of the type of event and the expected or actual impact, the EMD will determine the type of shelter that is required to adequately respond to anticipated or actual shelter needs and services. These can be:

- A Personal Comfort Site (cooling center, warming center, etc.)
- Local Overnight Shelter
- Local Regional Shelter (in conjunction with EMDs from neighboring communities)

This checklist should be included as an annex in the local Comprehensive Emergency Management Plan (CEMP).

Shelter Management Planning Checklist

Local Government Roles and Responsibilities

- ☐ Identify the mass care and shelter needs of the community, including the access and functional needs (AFN) of residents. Consider using the American Community Survey map on MEMA's Geospatial Resource Center website. https://memamaps.maps.arcgis.com/home/index.html
- ☐ Develop plans and procedures to provide mass care and shelter services to the community.
- ☐ Coordinate, collaborate, train and exercise with mass care and shelter partners.
- ☐ Identify and conduct assessments/walkthroughs of facilities that can be used as mass care and shelter locations.
- ☐ Establish agreements with facility owners and operators.
- ☐ When an incident occurs or is expected to impact the community, assess the numbers of individuals who may require mass care and shelter services.
- ☐ Activate mass care and shelter services when needed in accordance with approved plans and procedures.
- ☐ Provide situational updates to the MEMA Regional office about:
  - The number of mass care and shelter facilities open
  - Location of facilities
  - Number of shelter residents
  - Types of services being offered
  - Types of services needed
  - Projections on future resident numbers and needs
- ☐ Request mass care and shelter resources via the MEMA Regional office in accordance with local CEMP plan when local resources and mutual aid are exhausted.

General Shelter Management Planning

- ☐ Develop the Shelter Management Plan's purpose and objectives.
- ☐ Establish a shelter management team, including a shelter manager. To include:
  - Shelter Manager
  - Access and Functional Needs Coordinator
  - Staffing Coordinator
  - Pet Shelter Coordinator
  - Fiscal Coordinator
  - Transportation Coordinator
  - Facilities Coordinator
  - EOC Liaison
  - Public Information Officer (PIO)

- ☐ Identify shelter staff positions. To include:
  - Security Staff
  - Registration Staff
  - Client Caseworkers
  - Disaster Mental Health staff
  - Disaster Health Services staff
  - AFN Supervisor
  - Animal Services support staff
  - Information Management staff
  - Dormitory Management staff
  - Feeding staff
  - Communications staff
  - Transportation staff
  - Fiscal support staff
  - Child management staff

- ☐ Establish a Shelter Management organizational chart. https://www.mass.gov/doc/massachusetts-statewide-mass-care-and-shelter-coordination-plan-local-shelter-toolkit/download

- ☐ Determine triggering conditions to activate local shelter.

- ☐ Determine type of shelter facility to activate based on event.

- ☐ Identify shelter facilities and conduct a shelter facility assessment for each one. Shelter facility assessment forms can be found in shelter toolkit. https://www.mass.gov/doc/massachusetts-statewide-mass-care-and-shelter-coordination-plan-local-shelter-toolkit/download

- ☐ Identify equipment and other resources that could be shared among neighboring communities and develop mutual aid agreements with other communities.

- ☐ Address shelter management in local CEMP.

- ☐ Develop, adopt, and maintain a Shelter Management Plan to include a plan for sheltering pets.

- ☐ Train and exercise staff and other stakeholders in the Shelter Management Plan.

- ☐ Review and revise plan as needed.

Contracting

- ☐ Describe what types of shelter support resources will be contracted.

- ☐ Describe the process and procedure for acquiring competitively procured contract services.

- ☐ Identify at least one or more shelter support resource contractors that can conduct disaster shelter operations/support work. https://www.mass.gov/doc/prf71/download

Public Information and Outreach

- ☐ Develop a public information strategy to ensure that the public and media receive accurate and timely information about shelter operations.

- ☐ Ensure that shelter information materials are translated and prepared for Access and Functional Needs populations (non-English speaking, hearing impaired, etc.).

- ☐ Identify and outline public information channels that can be used:
  - Press releases
  - Press conferences
  - Website updates
  - Print, radio, and televised announcements
  - Social media updates
  - Local or regional public information systems such as Reverse 911 systems and web/application-based notification systems
  - Mass211

- ☐ Develop pre-scripted messages for the press.

- ☐ Provide shelter information and material for the public.

Funding and reimbursement

- ☐ Outline funding mechanisms for shelter operations and include in the Shelter Management Plan.

- ☐ Collect all shelter data, complete required forms and apply for reimbursement through FEMA Public Assistance Portal, if applicable.

Shelter Response Checklist

Preparedness

- ☐ Develop shelter operations policies, procedures, and job sheets.
- ☐ Develop Shelter Management Plan.
- ☐ Establish Memoranda of Understanding (MOUs)/Memoranda of Agreement (MOAs).
- ☐ Develop training aids.

Initial Response Actions

- ☐ Conduct initial assessment of event
  - Assess and verify scope of the event
  - Notify Shelter Management Team
  - Determine what kind of shelter is needed
  - Assess impacted population and their health needs
  - Identify any AFN needs in impacted population
- ☐ Activate EOC, if necessary.
- ☐ Establish Command and Control.
- ☐ Contact relevant response partners.
  - Board of Health/Public Health (DPH)
  - Chief Elected Official
  - Municipal Department Heads
  - Schools
  - Mutual Aid Partners
  - MEMA Regional Office
  - Department of Environment Protection (DEP)
- ☐ Conduct shelter walk-through/assessment.
- ☐ Initiate public information outreach.
  - Work with Incident Command and PIO to develop initial public messages
  - Work with PIO to establish situational awareness with neighboring communities
- ☐ Establish a media staging and briefing area away from shelter facility for press briefings.
- ☐ Review financial procedures and protocols. Start documentation of all shelter operations costs.
- ☐ Review shelter policies and procedures.
- ☐ Establish volunteer management system.

- ☐ Determine shelter logistical needs and resources.
  - General shelter supplies
  - Medical supplies
  - Access and Functional needs supplies
  - Staffing needs/credentialing requirements

- ☐ Conduct a resource gap analysis to identify shortfalls in personnel and/or equipment and request additional mass care/emergency resources or support as needed to operate effectively.

Shelter Activation

- ☐ Notify shelter agencies/shelter management team to activate identified local shelter.

- ☐ Notify shelter staff of shelter activation.

- ☐ Mobilize staff and equipment.

- ☐ Post relevant signage directing evacuees to identified shelter areas.

- ☐ Support transportation to local shelter, if needed:
  - Identify pickup points
  - Provide local transport
  - Establish restrictions on transport
  - Establish medical transport policies (para-transit and emergency)
  - Notify and activate transportation resources
  - Arrange for transportation for transportation-assisted shelter residents
  - Coordinate with law enforcement concerning any road closures and traffic issues

- ☐ Notify public of local shelter activation.
  - Location of shelter
  - Time when shelter will be available to the public
  - Transportation services available to assist public to the shelter
  - Services available at the shelter

Mass Care and Shelter Operations

- ☐ Post Shelter Staffing Chart and Shelter Operating Policies.

- ☐ Post Shelter Emergency Evacuation Plan.

- ☐ Identify shelter areas:
  - Manager/Security/Communications
  - Registration/Case Management
  - Logistics and Supplies/Donations Management
  - Food Prep/Service
  - Dormitory

- Childcare Assistance/Recreational
- Medical Care/Quiet Area
- Staff/Break
- Service Animal Care
- Isolation and Quarantine

☐ Initiate shelter registration:
- Set up and implement shelter registration and intake area
- Receive and process shelter residents at the shelter location
- Triage any medical, functional support, animal/pet, and/or other identified needs
- Identify any law enforcement service needs
- Ensure that shelter residents are kept informed about the current emergency and the services available at the shelter location by providing them with access to media and public information.

☐ Assess and support Access and Functional Needs support services.
- Durable medical equipment
- Translation assistance
- Support care
- Service animal support
- Accessible transportation services

☐ Facilitate shelter resident reunification.

☐ Provide dormitory housing services.

☐ Provide food and beverage services.

☐ Provide social and community program services.
- Community information such as laundry facilities, pharmacies, schools, social services, banking, support groups, etc.
- Direct shelter residents to agencies for replacement of pre-existing benefits and services (Social Security, food stamps, driver's licenses, etc.)

☐ Provide health and medical support services.

☐ Provide crisis counseling and referral services.

☐ Provide pet shelter support services.

☐ Provide safety and security services.

☐ Provide transportation support services.

☐ Provide public information, including situational updates to affected populations.

☐ Conduct Environmental Health and Safety monitoring.
- Monitor facility safety (exits/entrances, parking lots, security, etc.)
- Monitor staff and client health
- Conduct disease surveillance

- ☐ Manage, request, and acquire shelter resources.
- ☐ Develop demobilization plan for shelter.

Demobilization

- ☐ Determine trigger point to initiate shelter demobilization.
- ☐ Notify partner agencies of demobilization plan.
- ☐ Inform shelter residents of plan to demobilize shelter.
  - Time deactivation will begin and conclude
  - Which services will continue beyond demobilization
  - Help with transitional assistance
- ☐ Direct shelter staff to begin demobilization process.
- ☐ Identify long-term shelter facilities.
- ☐ Clean and restore shelter facility to normal operations.
- ☐ Collect all shelter data, complete required forms, and apply for reimbursement through FEMA Public Assistance Portal, if applicable.
- ☐ Conduct After-Action Review (AAR) meeting to develop After-Action Report and Improvement Plan.
- ☐ Update plans, policies, and procedures based on lessons learned/best practices and AARs.

Shelter Layout Recommendations

- ☐ In allocating space, consider the following needs:
  - Reception and registration
  - Emergency medical care
  - Sleeping
  - Counseling/interviewing space
  - Feeding
  - Shelter Manager's office
  - Storage for food and supplies
  - Childcare
  - Pet shelter
  - Storage for personal belongings
  - Rest room for staff (in larger shelters)
  - Recreation

- ☐ Coordinate with relevant response partners to make sure sanitary and building code regulations are followed.

- ☐ Shelter residents should first proceed to the registration desk before going to dormitory area.

- ☐ Set up a bulletin board near the registration table for messages received for shelter residents, shelter rules and relief information.

- ☐ Set up dormitory area so each person (cot) has 40 square feet of space (5'x8'). Space cots to allow access for people with mobility needs.

- ☐ Ensure clear paths to all fire exits.

- ☐ Provide adequate space for the shelter manager and shelter staff to function 24 hours per day. Include space for staff meetings, administrative functions, communications, and volunteer coordination.

- ☐ Organize space to provide for adequate ventilation

- ☐ Locate health and medical services in a well-lighted room or area that is away from public view. Keep medications and medical equipment in a lockable storage cabinet.

- ☐ Create an additional quiet area for counseling services.

- ☐ Ensure food storage areas are secure and accessible by truck.

- ☐ Ensure that garbage is stored away from food storage and occupied shelter areas.

- ☐ Designate an outdoor smoking area away from air intake vents and flammable materials. If using a public-school site, state law states that there be no smoking on school grounds.

- ☐ Create an area outside for the handling of pets.

- Ensure that the shelter address is clearly visible from the street; post a sign that clearly marks the building as a shelter.

Local Disaster Debris Management Planning and Response Checklist

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Overview

This checklist is designed to be used to start the process for developing a local Disaster Debris Management Plan. The Western Regional Homeland Security Advisory Council (WRHSAC) maintains a Disaster Debris Management Plan template on their website which can be used to complete the plan.

https://wrhsac.org/projects-and-initiatives/disaster-debris-management/. This checklist also contains response procedures that can be used during an emergency or disaster that generates debris.

Key steps in the municipal planning process for developing a local Disaster Debris Management Plan are listed below:

1. Form a local planning group to develop a Disaster Debris Management Plan. The planning group should compose of local agency representatives and elected officials (especially those with operational roles and responsibilities under the Plan). The planning group should consider the following:
2. Assess the hazards that could generate disaster debris, focusing on local business/industry base, land use, size of the region, topography, economics, etc.
3. Develop estimates of the types and quantities of debris to be managed.
4. Assess possible/available debris management sites (DMS) for each type of debris.
5. Submit site assessments and plans for each identified DMS to the Massachusetts Department of Environmental Protection (MassDEP) Regional Office's Solid Waste Management Section Chief for pre-certification.
6. Hold focused planning meetings, to draft the Disaster Debris Management Plan.
7. Submit a copy of the final draft Disaster Debris Management Plan to the jurisdiction's Chief Elected Official for review/approval.
8. Adopt the final/approved Plan, as an annex to the jurisdiction's CEMP, and socialize it/make it accessible to key local and regional agencies for formal endorsement.

This checklist should be included as an annex in the local Debris Management Plan. In addition, the Plan should be consistent with the State Disaster Debris Management Plan https://www.mass.gov/service-details/debris-management-plan.

Planning Checklist

Local Government Roles and Responsibilities

- ☐ Establish a debris management planning group including a group leader. To include:
  - Chief Elected Official (CEO)
  - Emergency Management Director (EMD)
  - Fire Chief
  - Police Chief
  - Department of Public Works Director (DPW)
  - Board of Health
  - Building Inspector
  - Conservation Commission
- ☐ Create a planning group point of contact list and share with planning group members.
- ☐ As a planning group, determine the purpose and objectives of the Debris Management Plan.

General Debris Management Planning

- ☐ Coordinate with MassDEP and the Massachusetts Emergency Management Agency's (MEMA) Regional office on the development of the local Debris Management Plan.
- ☐ Identify all debris operations that will trigger compliance with environmental and historic preservation laws and how compliance will be obtained.
- ☐ Identify local ordinances that may apply to debris management activities.
- ☐ Conduct a debris collection and management site hazard analysis (See Disaster Debris Management Site Selection Worksheet.)
- ☐ Develop a site map with property lines for all debris management sites.
- ☐ Identify equipment and other resources that could be shared among neighboring municipalities and develop mutual aid agreements with other communities.
- ☐ Address debris management in the local CEMP.
- ☐ Develop, adopt, and maintain a Debris Management Plan.
- ☐ Include a schedule to train and exercise staff and others in the Maintenance section of the Debris Management Plan. Review and revise the plan as needed.

Debris Quantities and Types

Forecast the type and quantity of debris to better determine the required response and recovery resources, number and size of storage and reduction sites and the final disposition of the disaster-related debris. The US Army Corps of Engineers has developed a debris estimation model. The Army Corps model can be found at: www.usace.army.mil/missions/emergencyoperations/disasterimpactmodels.aspx

- ☐ Consider the different types of debris:
  - Clean vegetative debris
  - Soils and sediments
  - Stumps
  - Leaning trees/hanging limbs
  - Building and construction material (non-asbestos)
  - Asbestos containing materials
  - Mixed vegetative and building debris
  - Vehicles/vessels
  - White goods/electronics
  - Household bulk waste
  - Infectious/medical waste
  - Animal carcasses
  - Hazardous household and commercial products
  - Commercial hazardous waste

Debris Clearance and Collection Plan

- ☐ Include priorities for the clearance of debris and outline a response operation, including mapping critical facilities and the anticipated concentration of debris.

- ☐ Include priorities for collection of debris including collection options:
  - Curbside collection through existing solid waste and recycling contractors
  - Additional clearance and collection routes for certain types of debris (appliances, electronic, vehicles, etc.)
  - Collecting materials at existing or temporary additional drop-of centers
  - Residents self-hauling material directly to debris management sites

- Relying on the state disaster debris management contract

☐ Identify contracting needs/operations to be outsourced.

☐ Identify a process for the collection of any materials that require separation (hazardous waste, infectious waste, vehicles, etc.).

☐ Develop methods for monitoring debris removal contractors at pickup sites.

☐ Develop monitoring report procedures using FEMA's Public Assistance: Debris Management Guide. https://www.fema.gov/sites/default/files/2020-07/fema_325_public-assistance-debris-mgmt-plan_Guide_6-1-2007.pdf

Debris Destinations and Debris Management Sites

☐ Include an estimate of the number of acres of DMS needed to handle the given quantities of debris.

☐ Include priorities for clearance, collection, and disposal of debris.

☐ Design the necessary environmental controls for hazardous waste collection centers, such as liners and berms.

☐ Identify a Point of Contact (POC) for each identified Debris Management Site.

☐ List selected DMS that meet the preferred selection criteria set by MassDEP. If it is not possible to meet all the criteria, sites that meet the criteria as closely as possible should be selected. Refer to the State Debris Management Plan for additional guidance. https://www.mass.gov/doc/state-debris-management-plan-appendices/download

☐ Address notification and pre-certification by MassDEP Solid Waste Division of the proposed DMS locations.

☐ Address local, state, and federal DMS environmental requirements.

☐ List DMS in local CEMP (See Disaster Debris Site Selection Worksheet.)

Contracting

☐ Describe the types of debris operations that will be contracted.

☐ Describe the process and procedure for acquiring competitively procured contract services.

☐ Identify at least one or more debris contractors that have been prequalified to conduct disaster debris management work. https://www.commbuys.com/bso/

Public Information and Outreach

- ☐ Develop a public information strategy to ensure that the public and media receive accurate and timely information about debris operations.

- ☐ Identify and outline alternative public information channels that can be used:
    - Press releases
    - Press conferences
    - Website updates
    - Print, radio, or televised announcements
    - Social media updates
    - Local or regional public information systems such as Reverse 911 systems and web/application-based notification systems

- ☐ Develop pre-scripted/pre-approved messages for the purposes of public information/press releases. These messages can be used to inform the press and public on response activities, actions to take etc. In addition, provide debris management information and materials for the public (i.e., fliers, a link to the local plan on the community's website).

Funding and Reimbursement

- ☐ Outline funding mechanisms for debris management and include in the Debris Management Plan.

- ☐ Maintain all records for reimbursement.

Response Checklist

Response

Initial Response Actions (Ongoing until event is no longer likely to occur)

- ☐ Assess the situation.
- ☐ Activate the Emergency Operations Center (EOC) to support Debris Management Operations; notify MEMA Regional Office.
- ☐ Consider the following representatives to support the EOC:
    - Emergency Management Director (EMD)
    - Chief Elected Official (CEO)/Town Administrator
    - Department of Public Works (DPW)
    - Police
    - Fire/Emergency Medical Services (EMS)
    - Public Information Officer (PIO)
    - Finance
    - Board of Health
    - Historical Commission
    - Conservation/Environmental Commission
    - Building Inspector
- ☐ In coordination with local stakeholders, assess the need to activate a DMS(s).
- ☐ Notify DMS Point of Contact (POC) that activation is likely.
- ☐ **If this is an active emergency with no approved/proposed DM site-begin the identification process immediately:**
    - Site accessibility: easily accessible with controlled ingress/egress; electricity, water, no overhead power lines, cell service, away from wetlands/watersheds/residences/historic areas/Areas of Environmental Concern[1] available immediately (preferably municipally owned)
    - Site size: large enough to separate/manage most debris (vegetative, recycling, composting, white goods, building materials, hazardous materials).

[1] Areas of Environmental Concern highlight areas where special management attention is needed to protect important historical, cultural, and scenic values, or fish and wildlife or other natural resources.

- Site analysis: conduct site hazard analysis
- Site permits: Call MassDEP/MEMA/Board of Health to obtain emergency permission/permits to operate; must declare Local State of Emergency.

☐ Issue Public Information messages about the emergency or disaster as it relates to:
- Debris management
- Debris collection sites/strategies

☐ Notify MEMA PIO, Mass 2-1-1 and other information outlets.

☐ Monitor media for rumors.

☐ Begin tracking time and resources of municipal staff, contractors, mutual aid partners, volunteers, and donations.

☐ Estimate likely damage and develop potential debris collection strategies. Take photos/collect GPS data.

Ongoing Response Actions (First 70 working hours[2] following the disaster)

☐ Declare a Local State of Emergency.

☐ Complete Incident Command organizational chart with names and contact numbers.

☐ Continue to collect data on resources and time used for operations.

☐ Conduct Damage Assessments, estimate amounts, take photos/collect GPS data.

☐ Prioritize critical route clearance using "cut and clear" method.

☐ As needed, continue to issue press releases and messages to the public regarding debris management activities.

☐ Prioritize access to critical infrastructure and clean up needs.

☐ Identify additional resources needed. Contact MEMA Regional office for guidance and assistance.

☐ Maintain health, environmental and safety standards at DMS site.

☐ Notify/activate current waste contractors or select new contractors (must follow State/local procurement process).

☐ Appoint a DMS Manager.

[2] Per FEMA, Time-and-Material contracts should be limited to a maximum of 70 hours of actual emergency debris clearance work and should be used only after all available local, tribal and State government equipment has been committed.

☐ Begin setting up a DMS with a Site Layout Plan. Consider the following when developing a plan:
- Controlled access
- Security/fencing
- Lighting
- Mud/dust control: gravel, water, chips
- Runoff control: silt fences, liners
- Fire control equipment
- Monitoring towers
- Administration office
- Portable toilets
- Signage: hours, rules
- Citizen entrance
- Contractor entrance

☐ Label Debris Types/Areas at DMS site:
- Trees, vegetative debris needing to be chipped
- Compostables
- White Goods; Electronics
- Recyclables; Bulky Plastics
- Hazardous/Banned materials
- Construction Debris/Building Materials
- Vehicles/Vessels
- Dirt/Sludge

☐ Assign Debris Monitors to watch, count and certify debris loads and load tickets.

☐ Train Debris staff on NOT acceptable items, safety procedures, data collection, load tickets, truck rules.

- ☐ DMS Manager will inform Incident Command and EOC when Debris Management Site is ready to open.
- ☐ EOC will notify MEMA Regional office of location, hours, and debris types.
- ☐ Monitor Debris Pick-up Sites for compliance: separation/recycling standards; hazardous/banned material.
- ☐ Work with FEMA's Damage Assessment Team/MEMA Public Assistance to manage reimbursement claims.

Recovery

Recovery Operations (90 days; if longer obtain MassDEP approval to continue to operate)

- ☐ Continue to track all resources used: force account labor, contractors, volunteer time, and materials.
    - Obtain approval from FEMA before clearing private property.
- ☐ Clear tree/brush/leaners/hangers on rights of way, town properties and culverts. Keep records. **TAKE PHOTOS.**
- ☐ Follow legal process for condemnation and removal on private property; usually when public is threatened.
- ☐ Determine/select waste diversion/disposal sites. MassDEP/Local Fire approval is required for burning.
- ☐ Continue to monitor all waste collection sites.
- ☐ Continue to notify and educate public on debris removal and disposal rules/locations.

Demobilization

DMS Closing Operations

- ☐ Remove all debris, cleanup site, test soil and groundwater as needed, restore to original condition.
- ☐ Obtain written MassDEP approval before site is considered closed, otherwise subject to DEP enforcement.
- ☐ Alert public to DMS closing and next steps.
- ☐ Close DMS and return property to owner.
- ☐ Collect all DMS data, complete required forms, and apply for reimbursement through FEMA Public Assistance Portal, if applicable.
    - Conduct After-Action Review (AAR) meeting to develop After-Action Report and Improvement Plan.
- ☐ Update plans, policies, and procedures based on lessons learned/best practices and AARs.

Monitoring

Debris monitoring is the responsibility of the community. Communities must monitor debris removal operations to document eligible quantities and reasonable expenses to ensure work is eligible for Public Assistance grant funding. To ensure that debris monitoring is completed adequately, MEMA has established a statewide contract for disaster debris monitoring and management services that may be accessed by all municipalities. https://www.commbuys.com/bso/

Debris Monitoring Checklist

- ☐ Evaluate and identify staff that will lead the monitoring operations (force account labor/contractors).
- ☐ Identify how staff will be trained for the monitoring operations.
- ☐ If contractors are used, the contract must be awarded to a contractor who has no vested interest in the debris removal contract or contractor.
- ☐ Establish a record management system to be implemented for monitoring during the disaster event to include: see FEMA Debris Management Guide https:/www.fema.gov/sites/default/files/2020-07/fema_325_public-assistance-debris-mgmt-plan_Guide_6-1-2007.pdf
    - Labor, benefit and equipment rates
    - Personnel pay policy
    - Invoices
    - Load tickets and load ticket summaries
    - All other field documentation that may be required for eligibility considerations
    - Staff to organize labor and equipment timesheets
- ☐ Position debris monitors at each point of the operations so the eligible scope of work can be properly documented (collection, DMS, final disposition).
- ☐ Establish a load ticket system to track the debris from the original collection point to the DMS/final disposition https://www.mass.gov/doc/sample-load-ticket/download
- ☐ Certify trucks using the following list of requirements:
    - Size of hauling bed in cubic yards
    - License plate number
    - Truck identification number assigned by the owner

- Short physical description of the truck

☐ Require debris monitors to submit the following reports:

- Debris collected from curbside and/or collection centers
- Debris accepted at the DMS and/or final disposition
- Debris recycled/reduced at the DMS and taken to final disposition
- Any operational or safety issues

Debris Monitoring Duties and Responsibilities

☐ Be familiar with and maintain/implement all safety requirements.

☐ Measure and certify truck capacities (recertify on a regular basis)

☐ Take photographs of all trucks and trailers used in the debris operation to establish a baseline inventory of equipment.

☐ Make unannounced visits to all loading and disposal sites within an assigned area.

☐ Complete and physically control load tickets (in monitoring towers and in the field).

☐ Validate hazardous trees, including hangers, leaners and stumps.

☐ Ensure that trucks are accurately credited for their load.

☐ Ensure that trucks are not artificially loaded to maximize reimbursement (e.g., debris is wetted, debris is not compacted).

☐ Ensure that hazardous waste is not mixed in with loads.

☐ Ensure that all debris is removed from trucks at the DMS.

☐ Oversee debris reduction (burning, chipping).

☐ Report to the project manager:

- If improper equipment is mobilized and used.
- If contractor personnel safety standards are not followed.
- If general public safety standards are not followed.
- If completion schedules are not on target.

☐ Ensure that only debris specified in the scope of work is collected and identify work as potentially eligible or ineligible.

- [ ] Ensure daily loads meet permit requirements.
- [ ] Ensure that work stops immediately in an area where human remains, or potential archeological deposits are discovered.
- [ ] Monitor site development and restoration of the DMS.
- [ ] Report to DMS Manager if debris removal work does not comply with all local ordinances as well as State and Federal regulations.

Disaster Debris Site Selection Worksheet

Site Name:

Site Address:

GPS Coordinates:

Estimated Size in Acres:

Estimated Volume of Debris Able to Hold (cubic yards):

(Note: Assume up to 16,000 cubic yards/acre and only 40% of site available for debris storage.)

Primary Local Government Point of Contact:

Name: Phone: Email:

Secondary Local Government Point of Contact:

Name: Phone: Email:

Preferred Disaster Debris Management Site Criteria

The site is owned or controlled by municipal or state government.

The site has easy access, including being near the area of debris generation, easy to enter and exit and near transportation arteries.

The site is ready to use as a debris management site without extensive site modifications.

The debris storage and handling areas would be at least 100 feet from property lines.

To the maximum extent possible, the site location minimizes potential environmental and public health impacts, including considering setbacks from public water supplies, surface water bodies and residential dwellings and avoiding areas such as flood plains, drinking water Zone IIs and Areas of Critical Environmental Concern.

If any of these criteria are not met, please explain why not and how any concerns regarding that criterion would be addressed:

Anticipated Site Activities

(Intended for use only in declared disasters, NOT for routine operations.)

A Debris Management Site Plan and layout has been prepared that considers the management and operating practices recommended in this guidance.

What types of disaster debris do you expect to manage at this site? (e.g., vegetative waste, building materials, hazardous household products, etc.):

What debris processing or other handling activities do you expect to conduct at this site? (e.g. sorting and transfer for recycling, chipping vegetative waste, transfer of trash for disposal.):

Please summarize any other benefits or concerns with using this site as a debris management site.

Submit to applicable MassDEP Regional Office Solid Waste Chief.

Standard Operating Procedures

SEMA NOTE - FOR THIS SECTION, REFER TO:

- ❒ ****** Southborough EOC Operation Manual ******
- ❒ ****** Southborough EOC Liaison Guidance Manual ******
- ❒ *Other Southborough EOC (etc.) manuals, guides, references, aid, etc. located in the EOC documents cabinet & on the EOC external hard drive & Southborough specific attachments/references in Southborough's' WebEOC CEMP File*

Attachment 5: Town Administrator SOP

SEMA NOTE - FOR THIS SECTION, REFER TO:

- ❒ *** Southborough EOC Operation Manual ***
- ❒ *** Southborough EOC Liaison Guidance Manual ***

The ultimate responsibility for all emergency management activities is vested in the Town Administrator. He or she is responsible for all emergency management policies, and during emergency operations will have final responsibility for decision making concerning emergency management actions.

It is the responsibility of the Town Administrator to ensure an approved line of succession exists in case some individuals are unable to perform their duties during an emergency. It is ultimately incumbent upon the Town Administrator to ensure vital records are maintained.

All required reports and records of emergency operations activities should be submitted to the Town Administrator as well as the Emergency Management Director (EMD).

Initial Actions

_____Receive notification of emergency

_____Discuss with EMD the need to activate the Emergency Operations Center (EOC)

_____Review emergency management plan with EMD (consider developing ICS 202 Incident Objectives)

_____Maintain situational awareness and determine if there is an imminent threat

_____Report to the EOC if activated

EOC Activation

_____Report to the EOC

_____Make sure all actions under Initial Actions are complete

_____Keep a log of all decisions made and actions taken (consider using form EOC Chronological Log)

_____Assign Public Information Officer

_____Issue initial public information statements if necessary

_____Authorize activation of community notifications system(s)

_____Identify someone to manage expenditures/finance if needed

_____Review the community Continuity of Operations Plan for line of succession guidance

EOC Operations

_____Log all actions taken (EOC Chronological Log)

_____Discuss with EMD the need to declare a local state of emergency and declare if needed

_____Discuss anticipated resource needs with EMD

_____Authorize activation of shelters if needed

_____Prepare and coordinate public information releases

_____Authorize inspection of all damaged buildings for structural integrity

_____Inspect all arterial roads for damage, assess and address repair as needed

_____Conduct regularly scheduled briefings for EOC staff (form ICS 201 Incident Briefing)

_____Discuss with EMD relocation of EOC if necessary

_____Coordinate or delegate actions re: donated resources and volunteer resource activities

EOC Demobilization

_____Authorize re-entry of evacuees

_____For evacuees who cannot return home arrange temporary housing in coordination with partner agencies

_____Coordinate with volunteer agencies involved in disaster relief operations

_____Maintain records of personnel, equipment, and supplies use for possible reimbursement

_____Apply for state and federal disaster relief funds if appropriate

_____Address public health and sanitation issues

_____Establish disaster recovery centers if needed

_____Address legal and insurance matters

Attachment 6: Emergency Management Director SOP

SEMA NOTE - FOR THIS SECTION, REFER TO:

- ❒ *** Southborough EOC Operation Manual ***
- ❒ *** Southborough EOC Liaison Guidance Manual ***

The Emergency Management Director (EMD) advises the Chief Elected Official on courses of action available for decision making during the emergency. The EMD acts as the Emergency Operations Center (EOC) manager while the EOC is activated. They oversee those responsible, for the implementation of the plan, and ensure all are well-versed in their roles and responsibilities.

The EMD will periodically brief participating officials on their emergency management roles. The EMD will conduct mock exercises of in

idents to provide practical and controlled experience in simulated conditions. He or she will call for an annual review with all involved officials and update the plan from lessons learned.

Initial Actions

_____Receive notification of incident

_____Review emergency management plan with CEO (consider developing ICS 202 Incident Objectives)

_____Assess the situation and make appropriate notifications to activate and staff EOC

_____Establish a communications link with affected jurisdictions and volunteer agencies

EOC Activation

_____Activate the EOC (attachment EOC Activation Team Checklist)

_____With the Chief Elected Official determine the need to declare a local state of emergency

_____Make sure all actions under Initial Actions are complete

_____Keep a log of all decisions made and actions taken (consider using form EOC Chronological Log)

_____Contact MEMA regional office to notify of EOC activation

_____Brief EOC staff on status of emergency (form ICS 201 Incident Briefing)

_____Prepare for 24-hour operations if necessary to include staffing, food/water, and facility operation

_____Determine readiness of communications and back-up communication systems

___Telephone and radio networks, including cell phones

___Fire and Police radios

___800 MHz systems

___Phone systems of state agencies

___Community notification system

EOC Operations

_____Prepare an Incident Action Plan in conjunction with Incident Commander for all active resources

_____Maintain situational awareness to determine impact if any

_____Coordinate need for EOC security with Police Department

_____Implement shelter plan in coordination with partner agencies if needed

_____Manage requests from incident scene

_____Have Fire Department/Police form and dispatch search and rescue teams as required

_____Have Fire Department coordinate EMS teams as required

_____Work with Medical Examiner's Officer on matters pertaining to the disposition, handling, and identification of the deceased

_____Conduct needs assessment and provide assistance to individuals with access and functional needs

_____Determine the condition/capacity of hospitals and other healthcare facilities serving the community

_____Acquire status of utilities within the affected area

_____Validate status of critical resources to support operations

_____Periodically solicit reports from EOC staff to maintain Local Government Situation Report

_____Establish traffic control plan with Police Department if needed

_____Coordinate debris removal from main routes with Department of Public Works if necessary

_____Continue to monitor NWS alert system in coordination with MEMA

_____Identify transportation-related needs and contact transportation support partners if needed

_____Review mutual aid agreements

_____Submit resource request(s) for any unmet needs to the MEMA regional office

_____Coordinate with Police Department for security patrols of impacted area

EOC Demobilization

_____Coordinate with local, state, and federal agencies in damage assessment and cost of recovery activities

_____Inform the public of disaster recovery activities via community notification system

_____Continue to assist in the restoration of normal services and operations

_____Close shelters and coordinate re-entry of evacuees with partner agencies

_____Coordinate with Department of Public Works to ensure all streets are accessible

_____Periodically receive reports from EOC staff regarding situation recovery status

_____Coordinate with Police and Department of Public works to establish a traffic control plan

_____Maintain records of personnel, equipment, and supplies use for possible reimbursement

_____Conduct critical incident stress management activities

_____Establish disaster recovery centers for victims in conjunction with MEMA/FEMA if asked

_____Coordinate application for state and federal disaster relief funds with CEO, if appropriate

_____Lift local state of emergency if declared

_____Initiate deactivation of EOC and notify Chief Elected Official and departments –

_____Close logs of all actions taken (EOC Chronological Log)

_____Contact MEMA regional office to notify of EOC deactivation

_____Debrief response personnel; prepare incident report, and update plan on the basis of lessons learned

_____Conduct an evaluation on the overall effectiveness of the community's response and recovery actions

Attachment 7: Fire Department/EMS Representative SOP

SEMA NOTE - FOR THIS SECTION, REFER TO:

- ❒ *** Southborough EOC Operation Manual ***
- ❒ *** Southborough EOC Liaison Guidance Manual ***

The role of the Fire Department in emergency/disaster situations is primarily fire-related incident control and management of any hazardous materials, including radiological. They also may lead search and rescue operations. During emergency response activities, if Fire Department resources become exhausted, additional support will be obtained through local mutual aid and then state agencies. The Fire Chief or his designee is responsible for coordinating all Fire Department operations.

Initial Actions

_____Receive notification of emergency

_____Review emergency management plan and checklist

_____Keep detailed logs of all actions taken by Fire Department during the incident (EOC Chronological Log)

_____Maintain situational awareness and how it may pertain to Fire Department operations

_____Determine the status of medical treatment site(s) to be used as triage areas or mass decontamination sites

_____Determine availability of EMS personnel, supplies, and equipment and if more is needed request mutual aid support

_____Determine availability of search and rescue personnel, supplies and equipment and if more is needed, request mutual aid support

EOC Operations

_____Coordinate dispatch of EMS teams to the scene(s) as required

_____Coordinate dispatch of search and rescue teams to scene(s) as required

_____Coordinate evacuation for affected residents

_____Coordinate decontamination capabilities within the Fire Department and if insufficient notify EMD

_____Arrange for a representative of the Fire Department to team with Police and Department of Public Works representatives to identify and restrict access to all structurally unsafe buildings

_____If mass casualties have occurred work with EMD to contact mutual aid partners and establish triage site

_____Coordinate the set-up of the decontamination area for emergency responders and those affected if needed

_____Coordinate emergency power and lighting at the incident site upon request

_____Coordinate the identification of the condition of hazardous materials where they are stored or used

_____Identify resource shortfalls and coordinate additional contractor resources to assist in hazardous materials response, informing EMD of availability

_____Coordinate with Fire Department staff to determine if all critical equipment is operational

_____Coordinate door-to-door warnings with the Police Department if necessary

_____Route resource requests for unmet needs to the EMD

_____Periodically update EMD on incident status

EOC Demobilization

_____Support damage assessment activities as needed

_____Coordinate clean-up as required

_____Coordinate the return of all equipment to quarters or mutual aid partners

_____Coordinate the decontamination of firefighters, gear and equipment as needed

_____Coordinate inventorying of equipment and assess any operational issues experienced during the incident

_____Coordinate the release of mutual aid companies as they become available

_____Close logs of all actions taken (EOC Chronological Log) and submit paperwork to the EMD

Attachment 8: Police Department Representative SOP

SEMA NOTE - FOR THIS SECTION, REFER TO:

- ❒ *** Southborough EOC Operation Manual ***
- ❒ *** Southborough EOC Liaison Guidance Manual ***

The Police Department's role in an emergency will be an expansion of its normal daily routine. The Police Chief is responsible for coordinating law enforcement emergency activities. If, during emergency operations, local law enforcement capabilities are exceeded, support will be available through existing mutual aid agreements and from state and federal law enforcement agencies. The Police Chief or his designee will integrate and manage outside law enforcement agencies which are brought in for assistanc

.

The Police Department is generally responsible for all traffic control and security services. In addition, during a large-scale incident, they may be asked to perform additional activities depending on the incident. If the EOC becomes activated, the Police Department will place a representative in the EOC to help coordinate activities with other community resources.

Initial Actions

_____Receive notification of emergency

_____Review emergency management plan and checklist

_____Keep detailed logs of actions taken by Police Department during the incident (EOC Chronological Log)

_____Maintain situational awareness and how it may pertain to Police Department operations

EOC Operations

_____Coordinate availability of emergency response equipment and place on standby

_____Coordinate the verification of communications capability within the affected area

_____Assign a liaison to Incident Command in the operational area

_____Coordinate the request of mutual aid from State Police as required

_____Establish security for EOC and other critical facilities and essential supplies if requested

_____Establish security for damaged public buildings if needed

_____Coordinate confinement and access control areas for security purposes

_____Coordinate dedicated access routes to these areas for Incident Response personnel

_____Coordinate the investigation of the cause of the incident as appropriate

_____Coordinate the securing of the scene, rerouting of traffic, and implementing crowd control measures

_____Organize the evacuation of the public and of special facilities if required

_____Coordinate road closures

_____Coordinate providing back-up communication if needed

_____Periodically update EMD on emergency response status

_____Coordinate door-to-door warnings with Fire Department

_____Route resource requests for unmet needs to the EMD

EOC Demobilization

_____Support damage assessment activities as needed

_____Coordinate with state and federal authorities to investigate the incident if needed

_____Coordinate restricted access to suspected unsafe structures pending evaluation by Building Inspector

_____Coordinate reentry of evacuees

_____Coordinate the return of all equipment to station or mutual aid partners

_____Coordinate inventorying of equipment and assess any operational issues experienced during the incident

_____Coordinate the release of mutual aid units as they become available

_____Close logs of all actions taken (EOC Chronological Log) and submit paperwork to the EMD

Attachment 9: DPW Representative SOP

SEMA NOTE - FOR THIS SECTION, REFER TO:

- ❒ *** Southborough EOC Operation Manual ***
- ❒ *** Southborough EOC Liaison Guidance Manual ***

In emergency situations the Department of Public Works is responsible for deploying available equipment and manpower. In the event that local resources are exhausted assistance may be requested from mutual aid partners or MEMA. The Department of Public Works is responsible for ensuring the community's roads and bridges are in passable condition. During a large-scale incident they may be asked to perform additional activities depending on the incident. If the EMD activates the EOC the Department of Publ

c Works will place a representative in the EOC to help coordinate activities.

Initial Actions

_____Receive notification of emergency

_____Review emergency management plan and checklist

_____Keep detailed logs of actions taken by the Department of Public Works during the incident (EOC Chronological Log)

_____Maintain situational awareness and how it may pertain to the Department of Public Works operations

EOC Operations

_____Coordinate availability of emergency response equipment and place on standby

_____Coordinate the verification of communications capability within the affected area

_____Assign a liaison to Incident Command in the operational area

_____Coordinate the request of mutual aid from mutual aid partners and contractors as required

_____Coordinate providing essential supplies to the operational area if requested

_____Ensure dedicated access routes to operational areas are open for Incident Response personnel

_____Coordinate assisting the Police Department with traffic control if necessary

_____Coordinate assisting with evacuation of public and special facilities if required

_____Coordinate road closures if necessary

_____Periodically update EMD on emergency response status

_____Coordinate door-to-door warnings with other departments if necessary

_____Coordinate the rectification of immediate life-threatening hazards

_____Coordinate with EMD for site decontamination assistance from regional Hazmat Team

_____Coordinate identification of and restrict access to structurally unsafe buildings with Police Department

_____Coordinate the remediation and clean-up of any hazardous materials that may have entered well water or drainage systems

_____Coordinate the clearance and removal of debris as directed

_____Support Fire Department in search and rescue operations

_____Provide barricades and temporary fencing as requested

_____Coordinate emergency repairs to streets and bridges as necessary to support emergency operations

_____Coordinate with representative from the Fire Department to conduct preliminary assessment of damage to structures and utilities

_____Provide other public works and engineering support for emergency operations as necessary

_____Route resource requests for unmet needs to the EMD

EOC Demobilization

_____Support damage assessment activities as needed

_____Coordinate demolition of unsafe structures

_____Assist Public Health Services with emergency waste disposal and sanitation, as necessary

_____Assist other agencies with recovery operations and damage assessment activities

_____Coordinate with utilities to restore services

_____Coordinate the return of all equipment to garage or mutual aid partners

_____Coordinate inventorying of equipment and assess any operational issues experienced during the incident

_____Coordinate the release of mutual aid units as they become available

_____Close logs of all actions taken (EOC Chronological Log) and submit paperwork to the EMD

Critical Infrastructure Spreadsheet to Influence ArcGIS Data

SEMA NOTE - REFER TO:
Separate Attachment Sheets and ArcGIS maps for Southborough Critical Infrastructure

The attached Microsoft Excel Spreadsheets contain listings of all Critical Infrastructure in the Community. These Spreadsheets not only support this plan and its contents, but are used to populate ArcGIS maps and create visual planning, response and recovery. The Spreadsheets will be updated as new infrastructure is added to the Community's inventory, or as changes to existing infrastructure are made.

The table on the next page shows where various Critical Infrastructure should be added in the Spreadsheet. This will help the organization of the document be consistent, both in this plan and on the mapping products it creates.

SEMA NOTE - REFER TO:

Separate Attachment Sheets and ArcGIS maps for Southborough Critical Infrastructure

DATA LAYER	PUBLIC SAFETY INFRASTRUCTURE	TOWN BUILDINGS	ROUTES	MEDICAL FACILITIES	HAZARDOUS MATERIALS	SPECIAL FACILITIES	TRANSPORTATION	PUBLIC VENUES	HAZARDOUS COMMUNITY LOCATIONS	CRITICAL INFRASTRUCTURE	COMMUNITY SERVICES	COMMERCIAL INFRASTRUCTURE	AGRICULTURAL INFRASTRUCTURE
DATA TYPE OPTIONS	EMS Providers	City Hall/Town Hall	Evacuation Routes	Assisted Living Facilities	Facilities	Apartments/Condos	Airports	Amusement Parks	High Hazard Flood Zones	Communications Towers - Private	Animal Shelters	Auto Repair Shop	Farm w/crops
	EOC Locations	DPW Yards/Offices	Railways - Hazardous Material Transport Routes	Doctor's Office	Fuel Transfer Stations	Campgrounds	Alternate Transportation	Athletic Fields		Communications Towers - Public	Cemetery	Bank	Farm w/Livestock
	Fire Stations	Electric Department	Trucking - Hazardous Material Transport Route	Drug Store/Pharmacy		Colleges/Universities	Bridges	Beach/Public Parks		Electric Substations	Church	Factory	Multi-Use Farm
	Local POD Sites	Health Department		Elderly Housing		Daycares	Bus Stations	Civic Centers		High Hazard Dams	Historical Museum	Food Service	
	Police Stations	Schools		Hospitals/Clinics		Federal Facilities	Large Waterfront Docks/Marinas	Meeting Hall		Power Plants	Historical Site	Gas Station	
	Traffic Control Points	Town Offices		Long Term Care Facilities		Group Homes	Light Houses	Museum		Public Water Supply	Library	Grocery/Supermarket	
				Rehab Hospitals		Hotels/Motels	Overpass	Park		Reservoirs	Post Office	Hardware Store	
				Urgent Care		Mobile Home Parks	Pier	Playground		Water Dept/WTPs/ Pump Stations	Cultural Resources	Hotel	
						Mortuary Facilities	Train Stations	Stadiums		Water Storage Tank	Historical Society	Mall - Indoor	
						Prisons	Transportation Hubs			Well		Manufacturing Facility	
						Shelters/Mass Care Shelters	Tunnels					Office Complex	
						Special Needs						Restaurant	
												Strip Mall	
												Warehouse	

- END -

21 Highland Future Use Committee

Background:

The South Union School is currently being used to house the Recreation Department and Youth and Family Services. The building is in fair condition, and is energy inefficient. It is likely that in 4-5 years the building will become surplus to the anticipated needs of the municipal side of Town Government, provided that a different building becomes available to the town in the form of either a school or other building.

The Select Board would like to develop alternative uses of the building to, if practical, preserve it.

Charge:

There shall be an Ad Hoc Committee established to make recommendations related to the future use of the South Union School. The committee's charge shall expire on June 30, 2025. The committee shall be guided as follows:

1. The committee may make recommendations related to the town-owned property at the site provided that:
    a. The playground must be maintained. If necessary, it may be moved.
    b. The sledding hill must be maintained.
2. Parking for the playground and any future use must be provided.
3. The committee may consider uses that would require faster conversion than the 4-5 year timeframe envisions. If considered a plan should be developed for the rehousing of the existing occupants.
4. Any future use of the building that requires regular occupancy must bring the building up to modern energy efficiency standards and building codes.
5. The committee may make use of the technical resources of the town in its deliberations provided that the provision of said resources are approved by either the Town Administrator or the Select Board.
6. The committee should attempt to find alternative sources of funding for any proposed use. The committee should be mindful that any request for taxpayer funding must be judged against other competing priorities. The committee is reminded that other neighborhoods in our town have far fewer public amenities (playgrounds, parks, open space) than exist in this neighborhood.

The committee shall make a final report to the Select Board no later than December 31, 2024, and an interim recommendation no later than November 30, 2024. Said reports shall cover alternative uses that will enjoy broad community support. The committee shall hold at least one public forum related to its recommendations.

Composition:

The Committee shall be appointed by the Select Board it shall have 7 members as follows:

- The Open Space Preservation Commission shall nominate 1 member
- The Historical Commission shall nominate 1 member.

Approved by Select Board: October 24, 2023; Amended: March 19, 2024

- The Planning Board shall nominate 1 member.
- The Recreation Commission shall nominate 1 member.
- There shall be 2 members who live within ½ mile of the property.
- There shall be 1 at-large member.

From: Kathy Cook <kcook@southboroughma.com>
Sent: Saturday, November 16, 2024 6:26 PM
To: Kevin Miller <kmiller@southboroughma.com>; Mark Purple <mpurple@southboroughma.com>
Cc: Michele Hokinson <mhokinson@southboroughma.com>
Subject: Re: New Historical Commission representative to the Tricentennial Committee

Kevin,

We will have Michele's appointment on our 11/19 agenda.

Kathy

From: Kevin Miller <kmiller@southboroughma.com>
Sent: Friday, November 15, 2024 8:28 PM
To: Mark Purple <mpurple@southboroughma.com>; Kathy Cook <kcook@southboroughma.com>
Cc: Michele Hokinson <mhokinson@southboroughma.com>
Subject: New Historical Commission representative to the Tricentennial Committee

Mark and Kathy,
Jim Blaschke is stepping down from Historical and, consequently, from his role as our rep on the Tricentennial Committee.
He submitted the appropriate resignation forms for both groups to Jim Hegarty earlier this evening.
At the Historical Commission's most recent meeting, we voted to nominate HC member Michele Hokinson to replace Jim as our rep on Tricentennial. If you could get Michele onto your consent agenda for the Select Board's next meeting, it would be much appreciated, as I'd like to be as supportive as possible of Tricentennial's efforts and avoid a gap in coverage. I'm sure Michele will do a terrific job in the role, not least because of 30+ year history as a resident in town.
Best regards,
Kevin

_____
Kevin Miller, Chair
Southborough Historical Commission

TOWN OF SOUTHBOROUGH

FINANCE DIVISION: TREASURER AND COLLECTOR

TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 x3010 · bballantine@southboroughma.com

DATE: November 14, 2024

TO: Honorable Select Board

Cc: Andrew Pfaff, Advisory Chair

FROM: Brian Ballantine, Finance Director

RE: DOR Policy Review

As you are aware during the Summer the Town finalized working with the Department of Revenue in having two deliverables to the Town – a financial management review and a financial policy review. For this meeting we are bringing forward the policy review for action. As you know this was requested by the Town since it had been approaching 5 years since the last revision of the Town's financial policies. Additionally, we were aware DOR had several additional policies brought forward that the Town has never had in place but might be of value to add.

Please see the attached list of DOR policies which we have categorized in specific sections. To streamline the process, it would be our recommendation to assign one member of the Select Board and one from the Advisory Committee to work with the finance team to make suggested edits and return to the Board later to request formal adoption of these.

If the Board wishes we can also draft up a categorized list for the financial management review and offer comments in this area. The items in the FMR vary from smaller individual items to much larger comprehensive suggestions.

Thanks for the assistance, and should you have any further concerns or suggestions please advise.

TOWN OF SOUTHBOROUGH
POLICY STATUS - DOR RECOMMENDATIONS
FALL 2024

HAVE POLICY

3 Debt Management
12 Grants Management
16 Revenue Turnover

NO POLICY

5 Forecasting
6 Indirect Cost Allocation
8 Other Postemployment Benefits Liability
9 Special Purpose Appropriations
11 Antifraud
15 Reconciliations
17 Senior Tax Work-Off
18 Tailings

DISCUSSION NEEDED

1	Annual Budget Process	
2	Capital Planning	*Capital Committee input
4	Financial Reserves	
10	Ambulance Receivables	*Fire Chief
13	Procurement - Conflict of Interest	
14	Purchasing	

POSSIBLE ATM ACTION - MAY HOLD

7 Investments

MEMORANDUM

DATE: November 4, 2024

TO: Select Board

FROM: Melanie Otsuka, Executive Assistant

SUBJECT: PROPOSED SELECT BOARD MEETING DATES

Below are the proposed dates for Select Board meetings for the remainder of FY25 (January 1 - June 30):

- January 6
- January 11 (Budget Summit)
- January 20
- February 4
- February 25
- March 4
- March 18
- April 1
- April 7 (Annual Town Meeting)
- April 15
- May 6
- May 10 (Special Town Meeting)
- May 20
- June 3
- June 17

This schedule maintains the typical 1st and 3rd Tuesday meeting schedule, except February 25 so as not to conflict with school vacation dates; special or workshop meetings, in addition to regular meetings, can be added as needed.

Amended and Restated Agreement for a MetroWest Regional Emergency Communications Center District

This **Amended and Restated** District Agreement ("Agreement") is entered into as of this _____ day of _____ 2024, in accordance with the provisions of G.L. c.6A, §§18P to 18V, inclusive, and G.L. c.40, §4A, by and between the Towns of Grafton, Southborough and Westborough, acting by and through their respective Select Boards ("Grafton, Southborough and Westborough" or, collectively, the "Towns" or "Participating Communities"). The Agreement, entered into by the Towns of Grafton and Westborough on June 20, 2023 as amended by certain Amendments dates May 28, 2024, represents the complete understanding between the Participating Communities with respect to the cooperative operation of a consolidated Regional 911 Emergency Communication Center (RECC).

PREAMBLE

In order to establish, operate and maintain a consolidated emergency services communication and dispatch system for Grafton, Southborough, and Westborough, in accordance with Massachusetts General Laws, Chapter 6A, Sections 18P to 18V, inclusive (the "Enabling Legislation"), the Participating Communities agree to jointly exercise their common powers in the manner set forth in this Agreement to establish a District for the purpose of operating a RECC.

WITNESSETH

WHEREAS, the Towns of Grafton and Westborough, through their Select Boards, entered into an Agreement for a Metrowest Regional Emergency Communications Center District dated June 20, 2023, as amended by amendments dated May 28, 2024 (the "Original Agreement");

WHEREAS, on November 12, 2024 the Towns of Grafton and Westborough, through their Select Boards and, in accordance with Section 24 hereof, voted to include the Town of Southborough as a Participating Community in this agreement for a Metrowest Regional Emergency Communications Center District and the parties wish to enter to amend and restate the Original Agreement to include the Town of Southborough as of the date hereof;

WHEREAS the Participating Communities are each empowered by law to staff, maintain, and operate a public safety communications and dispatch facility, which is a proper governmental function and service;

WHEREAS the Participating Communities desire to form a district to operate and maintain a consolidated regional 911 emergency communication facility and to provide an orderly method for the accomplishment thereof;

WHEREAS, the Participating Communities have agreed to share the costs, responsibilities, and obligations of constructing, operating, and maintaining a regional municipal 911 emergency communication facility;

WHEREAS, certain Participating Communities have and maintain existing municipal 911 emergency communication facilities that provide high levels of service;

WHEREAS, the Participating Communities are committed to providing and maintaining high levels of service for the emergency and 911 dispatch services to be provided for under this Agreement;

WHEREAS, it is a goal of this Agreement that emergency response times from any Town's Fire/Police Departments will not be increased solely as a result of this Agreement;

WHEREAS, the Fire/Police Departments of the Participating Communities have, and will maintain, the technological capabilities and trained personnel to accomplish the objectives of this Agreement;

WHEREAS, the Participating Communities have established this inter-municipal relationship for the purpose of combining their resources to maximize effective emergency and 911 dispatch services, as well as to provide regional interoperability for their public safety agencies from a single primary location, initially to be located in Westborough, Massachusetts; and

WHEREAS, the Participating Communities, pursuant to G.L. c.40 §§4A, 4A ½, and the Enabling Legislation, may enter into this Agreement to perform joint activities or undertakings which the municipalities are authorized by law to perform.

NOW THEREFORE, the Participating Communities, in consideration of the mutual benefits, promises and agreements set forth herein, agree to the following:

AGREEMENT

1. Purpose

This Agreement is intended to set forth the responsibilities and obligations of the Participating Communities for cost-efficient, shared, and effective municipal emergency dispatch and communications services. The purpose of this Agreement is to provide for the establishment, operation, and maintenance of the RECC by constructing, equipping, staffing, maintaining and operating a facility or facilities, including computers, radios and other equipment for use by the RECC, and providing call receiving and dispatching services to all Participating Communities.

2. Name

The Participating Communities shall operate under the name "MetroWest Regional Emergency Communication Center District" (hereinafter, the "MetroWest RECC District" or "District"). Operating under the District, the services provided, and the center facility will be known as the "MetroWest Regional Emergency Communication Center" (hereinafter, the "MetroWest RECC").

3. Term

The initial term of this Agreement commenced on June 20, 2023, the date when Town of Westborough and Grafton entered into the Original Agreement, and will expire on June 19, 2033. Thereafter, this Agreement shall automatically renew for three (3) additional five (5) year terms, for a total term not to exceed twenty-five (25) years, unless sooner terminated in accordance with this Agreement.

4. Implementation

Recognizing that the Agreement will require approvals of the Select Boards of each of the Participating Communities, the Participating Communities agree to the following implementation schedule and process:

A. Process

1. Intentionally Omitted.

B. Creation

1. The Towns have established the District as their agent to exercise the common powers provided for herein and to administer and manage or otherwise execute the stated functions and purposes of the Agreement.

2. The Board of Directors authorized by Section 7 was created on June 20, 2023.

3. The date (hereinafter, referred to as the "Commencement Date") on which the District commenced operations was June 20, 2023.

C. Transition:

Recognizing the vital nature of the Agreement, the Participating Communities hereby agree to develop a mutually acceptable transition plan in which the details of implementing the Agreement shall be specifically set forth, in accordance with applicable law. Said transition plan shall become incorporated into the Agreement upon its acceptance by all of the Participating Communities' Select Boards. The transition plan shall include at least the following key components:

1. The Participating Communities recognize that the MetroWest RECC will be renovated and outfitted with new equipment by the District in accordance herewith. Notwithstanding the same, in the event any Participating Community or the District determines that assets, including personal property, under the care, custody,

management and control or general use of each of the Participating Communities currently used for their respective dispatch operations are suitable for use by the District, those assets may be transferred to the District subject to any statutory authority governing such disposition. The transition plan shall include a complete inventory of any such assets to be transferred and any new assets to be acquired.

5. MetroWest RECC Operations

A. The MetroWest RECC shall be located at 20 Phillips Street in Westborough, Massachusetts, pursuant to a lease agreement to be entered into by the parties (as set forth in Section 8A), and shall provide suitable and necessary components for a modern and adequate dispatch center. The MetroWest RECC will be the primary recipient of all emergency Fire/Police and EMS calls originating from each of the Participating Communities.

B. The policies and procedures regarding the operation and administration of the MetroWest RECC shall be promulgated by a Board of Directors, as established hereunder, in consultation with the Operations Committee, as established hereunder, and in consultation with the Participating Communities.

C. All 911 calls for the Participating Communities will be answered by the Primary Public Safety Answering Point located at the MetroWest RECC. Additionally, the RECC shall also have the ability to receive and process emergency calls on pre-identified phone numbers other than 911 lines, e.g., alarm calls; hotline calls; animal control; etc.

D. The Secondary Answering Point and Radio dispatch system operated by the District and the Alternate Public Safety Answering Point (PSAP) will be determined by the Operations Committee prior to commencing operations, subject to approval by the Board of Directors.

E. Specific Operations are as follows:

(1) Fire/Police/EMS calls for service are to be answered at the MetroWest RECC.

(2) Non-emergency or business calls, other than the 911 emergency line, will be answered at each Participating Community's Fire/Police Headquarters or such other place as the individual Participating Communities may designate.

6. RECC Duties and Responsibilities

A. The duties and responsibilities of the MetroWest RECC shall include the following:

(1) Receipt of Fire/Police/EMS related Emergency 911 calls and the Radio dispatch of same. When it is necessary to provide EMD instructions to a caller, in compliance with M.G.L. c. 6A, §18H, the RECC shall provide Emergency Medical Dispatch support in accordance with standards developed by the State 911 Department. Telecommunicator staffing will be structured to accommodate EMD calls that may take additional processing time.

(2) Processing of Fire/Police Department radio traffic to emergency responses by the Participating Communities' Fire/Police Departments.

(3) The "Toning Out" or radio tone transmitted to alert the *on and off* duty firefighters to respond to an incident is the responsibility of MetroWest RECC staff for recall and notification paging.

(4) Receipt of non-emergency Fire/Police department traffic on a regular business line as determined by the Operations Committee.

(5) Monitoring the activity of all Fire/Police department vehicles.

(6) Maintaining a log of all Fire/Police department activities.

(7) Monitoring and acting upon Mutual Aid requests and automatic aid.

(8) Providing the daily radio test as determined by the Operations Committee.

(9) Notifying other Public Safety service agencies, utilities (gas, electric, telephone, etc.), upon request of the Participating Communities' Fire/Police Departments.

(10) Monitoring and dispatching all Fire/Police alarms received for properties located in the Participating Communities; this applies to the testing of all Fire/Police alarms. All testing will be performed with the approval of the Participating Communities' Fire/Police Departments.

(11) Staffing policies, daily operating procedures and administrative management of the MetroWest RECC shall be the responsibility of the Executive Director of the Regional Communication Center and/or that person's designee.

(12) Coordinate all Emergency Responder Radio Coverage / Bi-Directional Amplifier testing with Participating Community's fire prevention division and the vendor

7. Governance

A Board of Directors ("Board of Directors") has been established for the District to oversee the construction or siting, administration, operation and financing of the center, and said Board shall have the powers, duties and liabilities of a regional 911 emergency communication district as set forth in G.L. c.6A, §§18P – 18V. Members of the Board of Directors shall serve without compensation.

A. The Chief Administrative Officer, or their designee, of all Participating Communities shall serve as each Town's respective representative on the Board of Directors. The Participating Communities shall each have one (1) vote on the Board of Directors to act upon matters before the Board. Votes shall only be cast in accordance with Paragraph 7(I) below.

B. A Finance Advisory Subcommittee comprised of the Chief Administrative Officer, or designee, and each Town's chief financial officer as designated by said Chief Administrative Officer in each Participating Community, shall be formed for the purpose of formulating, approving and submitting an annual budget to the Board of Directors for review and approval. The Participating Communities shall each have two (2) votes, one per each member present, on the Finance Advisory Subcommittee.

C. The Board of Directors shall provide and maintain accurate and comprehensive records of services performed, costs incurred and reimbursements and contributions. The Board of Directors shall issue quarterly and annual financial statements to all Participating Communities and to the Finance Advisory Subcommittee in accordance with G.L. c.6A §18T.

D. An Operations Committee comprised of the Police Chief and Fire Chief, or their designees, from each Participating Community shall be established to provide general oversight of the performance of the District, including operational protocols and procedures.

The Police Chief and Fire Chief for each Participating Community shall also appoint an alternate representative to serve in their absence who shall have the authority to vote in their stead. The Participating Communities shall each have two (2) votes, one per each member present, on the Operations Committee to act upon matters before said Committee. Votes shall only be cast in accordance with Paragraph 7(I) below.

E. The Board of Directors shall appoint an Executive Director and such other employees as it considers necessary to operate the District and shall establish the duties, compensation, benefits and other terms and conditions of employment of the Executive Director and any additional personnel. The Executive Director and such other employees shall be employees of the District. The Executive Director shall report directly to the Board of Directors and shall be responsible for the day-to-day operation and maintenance of the District, subject to the specific authority retained herein by the Board of Directors. The

Operations Committee shall recommend specific job qualifications, duties, and responsibilities for employees to the Board of Directors' consideration in approval of such duties, responsibilities, and qualifications.

F. The Executive Director shall report no less than once per quarter to each Participating Community's Select Board concerning the District's operations.

G. The Board of Directors shall have responsibility for all matters relating to the overall administration of the District, including approval of the annual operating and capital budgets, and all human resources matters. Notwithstanding the above, the Board of Directors may, by a majority vote of its members, delegate to the Operations Committee such administrative and operational matters as it may deem appropriate. The Board of Directors shall hire an independent auditor annually to audit the financial records of the District.

H. The Operations Committee shall have responsibility for the effective and orderly operation of the District, including, without limitation, standardized operational protocols, procedures, and standards for levels of service, communications equipment and systems, maintenance, operations, protocols, policies and procedures, facilities, personnel, training, billing, and making budget recommendations to the Finance Advisory Subcommittee. The Operations Committee shall coordinate with each of the Participating Communities regarding all local protocols and standard operating procedures required to implement regional dispatch services for each of the Participating Communities, and shall ensure compliance with all applicable, local, state and federal protocol, rules, regulations, directives and laws.

Notwithstanding the above, the Operations Committee may, with notice to the Board of Directors and by a majority vote of all of the Operations Committee's members, delegate to the Executive Director such operational matters as it may deem appropriate, subject to the approval of the Board of Directors.

I. Board of Directors/Committee Action All actions by either the Board of Directors, the Operations Committee, or the Finance Advisory Subcommittee shall require the presence of a quorum as defined herein and an affirmative vote of a simple majority of members present (except as is otherwise set forth herein, including future financial obligations and the hiring of the Executive Director). A quorum is defined as a super majority of voting members (3 of 3 members, 3 of 4 members, 4 of 5 members, etc.). A quorum of voting members must be present for a vote of the Board of Directors to be valid and binding upon the Participating Communities.

J. Designation of Officers. The Board of Directors, the Operations Committee, and Finance Advisory Subcommittee shall each have a Chair and a Vice Chair selected by vote of its membership. The Chair and Vice Chair of the Board of Directors, the Operations Committee and the Finance Advisory Subcommittee shall be rotated among the Participating Communities. The Chair and Vice Chair shall be from different communities. The person serving as Vice Chair shall serve as the Chair in the following year.

The Chair of the Board of Directors, the Chair of the Operations Committee and the Chair of the Finance Advisory Subcommittee shall be responsible for giving proper notification of their respective meetings (as required by applicable provisions of the Open Meeting Laws (G.L. c.30A, §§18-25), setting agendas and performing administrative activities. The Executive Director will be designated by the Board of Directors, Operations Committee and Finance Advisory Subcommittee to ensure proper meeting minutes are taken. The Chairs of the Board of Directors, Operations Committee, and the Finance Advisory Subcommittee or their designees shall notify all their respective members, and the Town Clerk of each of the Participating Communities of all meetings. In the event that the Chair is unable to fulfill these duties, the Vice Chair shall act as Chair for so long as the Chair is unable to do so.

K. Board of Directors/Committee Meetings

The Board of Directors and the Operations Committee shall each conduct regular meetings, and shall hold at least two regular meetings each fiscal year. Each fiscal year, the Board of Directors, Operations Committee and Finance Advisory Subcommittee shall convene an Annual Meeting. The date and hour of any regular meeting shall be scheduled by order of the Chair of the Board of Directors and/or Operations Committee and/or the Finance Advisory Subcommittee. The Board of Directors, Operations Committee and Finance Advisory Subcommittee shall schedule additional individual meetings as may be deemed necessary.

The Board of Directors, Operations Committee and Finance Advisory Subcommittee may each adopt rules for conducting their respective meetings and other business, as they deem necessary and appropriate. In the absence of rules to the contrary, common law principles for the operation of meetings shall govern. The failure, however, to comply with such rules shall not affect the validity of any action.

All meetings of the Board of Directors and Committees are subject to and shall comply with all applicable provisions of the Open Meeting Law (M.G.L. c.30A, §§18-25). The District is also subject to the Public Records Laws (G.L. c. 66) and applicable regulations, as they may be amended from time to time.

L. Provision of Services to Other Entities; Additional Members

The District may provide dispatch or other communication services to other public or private entities, which provide a critical public health or safety service and/or public agencies not a party to this Agreement, but only upon the written approval of and subject to such terms and conditions as the Board of Directors may establish. Such services may be evidenced by contract, inter-municipal agreement, or other form of written agreement and are subject to appropriation or payment of fees.

The District shall establish the amount of charge for the service being provided to other non-member entities. Charges will be set with the intent of recovering all capital, operational and maintenance costs expended in providing the services to a particular entity, both annually and for prorated periods thereof, as well as sums as may be needed for future improvements, repairs, upgrades, or expansions.

Any municipality, which is not a party to this Agreement as of the Effective Date, may seek membership in the District. Admission of additional municipalities to the District shall be considered an amendment to the Agreement and is subject to an affirmative vote by a super majority of the Select Boards of the Participating Communities.

8. RECC Property and Equipment

A. The District shall procure in its own name all equipment, systems, fixtures, goods, or other personal property, as it may deem necessary or appropriate from time to time. All equipment, systems, fixtures, goods, and materials within the facility will be supported and maintained through an annual operational budget. The MetroWest RECC District shall, in its own name, by purchase, written lease or written license, procure the facility in which the dispatch center will operate, as well as an area whereby a tower or other structure for the installation of antennae shall be constructed and/or rehabilitated. The terms and time of payment and assessment shall be established in an amendment to the Agreement. The term of a lease or license shall not exceed 25 years and may contain provisions for the extension of the lease or license for an additional term not to exceed 25 years at the option of the Board of Directors pursuant to M.G.L. c.6A §18V. All equipment or materials used as part of the dispatch system will be owned as set forth herein.

B. In the event any Participating Community and the Board of Directors determine that assets, including personal property, currently under the care, custody, management and control of any of the Participating Communities for their respective dispatch operations would be appropriate for installation and use in the MetroWest RECC, the Participating Community may sell, lease or donate such property for use in the

MetroWest RECC, subject to the approval of the Board of Directors of the terms of the sale, lease and/or acceptance of the donated equipment. If the equipment is donated and the donating community withdraws or terminates its membership in the District, any such donated capital assets or equipment shall remain the property of the District, unless the remaining members of the Board of Directors by a majority vote authorize a return or partial return of such assets to the donating community. Leased equipment shall revert to the use of the lessor community or otherwise be disposed of pursuant to terms of the lease.

Upon termination or dissolution of the District, all equipment fixtures, goods, or other personal property installed or otherwise used at the MetroWest RECC (other than that which has been constructed or installed and is permanently affixed to the facility premises, or affixed in a manner so that it cannot be removed without defacing or damaging the premises) and which has been procured by or on behalf of the District with funds provided by the Participating Communities shall remain the property of the District, excepting any provisions under an agreement for lease, grant, donation or sale, that include a reversion of such equipment to the entity that provided the same to the District. Upon the dissolution of the District, diligent efforts shall be made to sell the property of the District (excluding property purchased with grant funds) and the proceeds therefrom shall be equitably distributed to the then Participating Communities.

Any funds, equipment, property, or services procured or received by the Town of Westborough as the Procurement Agent/Applicant/Grantee shall be for the benefit of the District, and to the extent practicable, ownership of any funds, equipment, property or services procured or received shall be assigned or otherwise transferred to the District. The Town of Westborough shall act as the Procurement Agent until such time as one is hired by the District.

C. The Operations Committee shall be responsible for recommending to the Board of Directors what communications equipment is necessary to operate and maintain the dispatch system. In carrying out its responsibilities, the Operations Committee shall be subject to the following standards:

1) MetroWest RECC is intended to provide consolidated regional public safety communications and dispatch services facility to the Participating Communities.
2) All dispatch facility components shall be compatible with each other.
3) The choice of dispatch facility components and the operation and maintenance of the system shall be based upon best fiscal practices and shall at all times provide professional and

timely response for the emergency dispatch and communications services to the citizens of the District.

4) The Participating Communities acknowledge that system quality is subject to cost efficiency and budget constraints and that various sections of this Agreement impose requirements related to budget approval by the Board of Directors.

5) Each of the Participating Communities shall provide and maintain all necessary telephone circuits., All telecommunications costs, maintenance costs, and expenses for equipment located within the District shall be the responsibility of the MetroWest RECC District.

D. The MetroWest RECC District may engage in any other public service, public safety operation or support mission or role that is authorized by the Executive Director and the Board of Directors and funded through the annual budget approved by the Participating Communities or other funding sources.

9. Fiscal Year of the District

The fiscal year for the District shall be July 1st to and including June 30th of each year, except if the Effective Date of this Agreement is other than July 1st, in which case, the first fiscal year shall commence on the Effective Date and end the following June 30th.

10. Annual Budget

With the assistance of the Executive Director, the Operations Committee shall develop and recommend to the Finance Advisory Subcommittee an annual budget for the following fiscal year by October 15 of each year, with a copy of such budget to be sent to the Select Board of each Participating Community. The Finance Advisory Subcommittee shall recommend any amended annual budget to the Board of Directors on or before December 1st of each year, with a copy of such budget to be sent to the Select Board of each Participating Community. The annual budget shall set forth all anticipated expenses and revenues for the following fiscal year and contingency funds for unanticipated operating and capital expenses, along with the proposed assessment to each Participating Community. The annual budget shall include: (1) the operating budget and (2) the capital budget. The budget shall include any planned or future capital expenses and the salaries and benefits for all persons employed by the District, which shall be subject to the budget approval process set forth herein. Upon approval of the budget by the Board of Directors, the Board of Directors shall apportion the amount so determined among the Participating Communities under the terms of this Agreement. The amounts apportioned for each Participating Community shall be certified and transmitted by the District Treasurer to the Select Board, Board of Assessors and Treasurers of the Participating Communities not later than February 1, annually, and the amounts so certified shall be appropriated at the Spring Annual Town Meeting for each Participating Community and paid to the District Treasurer at the times specified in this Agreement. If any of the Participating Communities fails to

include any apportioned amount so certified in its appropriations for the fiscal year, the Board of Assessors shall raise the amount in the tax levy for that year under G.L. c.59, §23 in accordance with G.L. c.6A, §18S.

The useful life of equipment and other assets shall be considered when formulating the annual budget. Any unspent portion of a reserve budget shall be carried forward to the next fiscal year in addition to the reserve allocation for each such fiscal year.

The total budget, upon which the assessment for each of the Participating Communities is based, may be reduced by revenue from entities not a party hereto, by unexpected or unencumbered funds available at the end of each fiscal year prior to the year for which the budget is applicable, or by other revenues available to the District.

In the event that emergency expenditures are required to maintain system integrity in excess of the amount budgeted, the District is authorized to incur the same amount, first from the reserve fund and second from any other available funds. Any debt incurred by the District shall not be subject to the limit of indebtedness prescribed in Section 10, Chapter 44 pursuant to G.L. c.6A §18U. "The District may incur debt for the purposes and in accordance with the procedures set forth in G.L. c.6A, §18R.

11. Allocation of Costs of Dispatch Facility

The Board of Directors shall annually determine the necessary amounts to maintain and operate the District and the amounts required to pay any debt and interest incurred by the District, as aforesaid. Each Participating Community shall be charged according to an equal ratio based upon population (50%) and 911 calls (50%) received. The ratio shall be determined based on the prior year's population and call volume for each Participating Community. Each Participating Community agrees to assume a proportional share of all costs and expenses for equipment, facilities, (including maintenance thereof), personnel and operations of the District and to promptly remit payment upon proper request in the manner set forth herein. The amounts apportioned, appropriated and assessed are due and payable each year without further notice as follows:

July 1st: 25% of total assessment
October 1st: 25% of total assessment
January 1st: 25% of total assessment
April 1st: 25% of total assessment

12. Appointment of Secretary and Treasurer; Revolving Fund.

A. The Board of Directors shall appoint a Secretary and Treasurer (who may be the same person), who may be a treasurer of one of the Participating Communities in the District. The Treasurer, subject to the direction and approval of the Board of Directors, shall be authorized to receive, invest, and disburse all funds of the District without further appropriation. The Treasurer shall give bond for the faithful performance of that person's

duties in a form and amount as fixed by the Board of Directors. The Treasurer shall be entitled to charge the District reasonable fees and collect that person's reasonable expenses for services, as approved by the Board of Directors. The Treasurer shall also be subject to Sections 35, 52 and 109A of Chapter 41 of the Massachusetts General Laws.

B. In order to finance the operation and administration of the District, there shall be established and maintained a segregated revolving fund account (the "Revolving Fund") for funds received from sources other than appropriation by the Participating Communities, and such other accounts, as may be appropriate. The District shall have its own taxpayer identification number. All payments received by the District and all expenses paid by the District shall be deposited into or paid from the Revolving Fund.

C. The Treasurer shall maintain accurate and comprehensive records, on the basis of generally accepted accounting principles consistently applied, of all funds deposited into and paid from the Revolving Fund and other accounts, as well as records of all services procured, costs incurred, liabilities and reimbursements.

D. Financial statements shall be issued to all Participating Communities quarterly and annually. These statements shall also be provided to the Finance Advisory Subcommittee. There shall be an audit of the books and records of the District performed by an independent third-party certified public accountant following the end of each fiscal year. Copies of the audit shall be provided to the Chairs of the Select Boards for each Participating Community, the Finance Advisory Subcommittee, the State Auditor, the State 911 Department and the Division of Local Services of the Executive Office for Administration and Finance ("A&F"). In addition, the Board of Directors shall have the right to audit or otherwise examine the books and records of the District to verify the accuracy of the financial statements. The costs of performing any audit shall be an expense of the District. The Board of Directors shall be entitled to request and receive copies of the information described above upon reasonable notice.

E. For the initial term of this Agreement, the Treasurer of the District shall ensure that the accounting system for the District includes the following:

- General ledger;
- Accounts payable-invoice processing and payments as directed by the Executive Director;
- Accounts receivable-invoice and cash receipt processing as directed by the
- Executive Director;
- Payroll processing and associated human resources services;

- Bank account maintenance and reconciliations;
- Billing the District for administrative support provided by the designated Treasurer's Participating Community;
- Financial statement preparation, as required;
- Audit preparation, as required;
- Preparation of year-end 1099 s and W-2s; and
- Grant management and administration functions, as required and appropriate.

For all subsequent terms of this Agreement, the Treasurer shall provide the Board of Directors with a list of the services the Treasurer's office will provide to the District and the rates charged. Such services and rates shall be approved in advance by the Board of Directors.

13. Reconciliation of Revolving Fund Account

Not less frequently than annually, the Executive Director shall reconcile cumulative payments made by the Participating Communities into the Revolving Fund against cumulative amounts owed. Participating Communities shall be credited for over payments or billed for shortfalls, as appropriate. Positive balances will be carried over to the following fiscal year.

14. Procurement

All goods and services procured by the District shall be procured pursuant to applicable procurement laws, rules, and regulations.

15. Termination or Withdrawal

A. A Participating Community may, by majority vote of its Select Board, elect to withdraw and terminate its membership in the District by providing written notice to the Board of Directors and each Participating Community not less than six (6) months prior to the end of the then current fiscal year. Termination of membership shall be effective thirty (30) days following the payment of all obligations incurred but no sooner than the end of the current fiscal year. In the event a Town chooses to withdraw from the Agreement prior to the end of a Term, the withdrawing Town shall pay to the District an amount not to exceed that Town's annual assessment to compensate the District for any damages as a result of said withdrawal. The Participating Communities hereto recognize and acknowledge the District is unique and the damages are difficult to calculate, and further that the dispatch system is configured and expenditures are committed based upon the understanding that all Participating Municipalities will remain members of the District at least until the end of the current term. No Participating Community shall be entitled to retain or be reimbursed for any costs or liabilities incurred prior to the effective date of termination of membership, including without limitation, any fees, costs, or expenses attributable to this Agreement.

Following receipt of notice of termination, the remaining Participating Communities shall address the impacts caused by termination by either encouraging other parties to join the District or by reducing expenses of the District, but until any mitigation actually occurs, the terminated party shall remain liable for its assessment in full until the end of the current fiscal year. The type of activities to be taken in mitigation shall be determined at the sole discretion of the remaining Participating Communities. In the event that the District shall be comprised of fewer than two communities, the District shall be dissolved pursuant to applicable law.

B. If any Participating Community defaults on payment of any assessment or otherwise breaches this Agreement, such Participating Community shall be notified in writing stating therein the nature of the alleged default or breach and directing such Participating Community to cure such default or breach within thirty (30) days. If the Participating Community in default or breach fails to cure said default or breach within sixty (60) days, that Participating Community shall be subject to termination as a party to this Agreement upon the vote of a super-majority of the Board of Directors representing those communities not in default. The Participating Community in default or breach shall not be entitled to vote on its own termination or be counted to calculate the quorum or in determining the vote. The terminated Town shall remain liable for any defaulted payment and late charges accruing through the end of the current fiscal year.

16. District Personnel

The Executive Director and all other District personnel shall be employees of the District. The District shall employ supervisory and operations staff, as approved in each annual budget. Salaries and benefits of all such personnel shall be approved by the Board of Directors. The District may also retain its own counsel.

Preference in hiring shall be extended to those persons previously employed by the 911 dispatch centers in any of the Participating Communities such that preference shall be given to such a qualified prior employee over other qualified applicants. The aggregate staffing level of the District and RECC may be set at a number of employees that is no more than cumulative total of those persons employed by the Participating Communities existing 911 dispatch centers as of the Effective Date of this Agreement. The Participating Communities shall use best efforts and will work cooperatively to assist each other in placement services for current public safety employees who may not become employees of the District.

For purposes of implementing the provisions of this paragraph 16, each Participating Community shall prepare a complete roster of all such public safety employees and identify, with respect to each employee, whether the employee is full or part time.

17. District Personnel Retirement Plans

Eligible employees of the District shall be entitled to participate in the Commonwealth of Massachusetts' retirement system established under Chapter 32 of the Massachusetts General Laws. The District's employees' retirement plans shall be administered by the Worcester Regional Retirement System.

18. Severability, Compliance with Applicable Law

Should any part, term, portion or provision of this Agreement or the application thereof to any person or circumstances be in conflict with any local, state or federal law or otherwise be rendered unenforceable or ineffectual, the validity of the remaining parts terms, portions or provisions or the application thereof to other persons or circumstances shall be deemed severable and shall not be affected thereby. The Participating Communities further intend for this Agreement to be modified to comply with any applicable local, state, or federal law, should it be determined not to be in compliance and to remain binding between them as so modified. In particular, but without limiting the generality of the foregoing, the Participating Communities intend for this Agreement to remain binding against each of them notwithstanding any legal requirement that would alter the term hereof or change the way in which any party is required to pay its share of assessments. The Participating Communities will remain bound hereunder subject to such modified terms.

19. Release

To the extent permitted by law, each of the Participating Communities shall release and hold harmless each other and their successors and assigns, and all of their officers, directors, lenders, agents, contractors, volunteers, and employees (collectively the "Indemnitees") from and against any and all claims, suits, actions, judgments, demands, losses, costs, attorney's fees, expenses, damages and liability to the extent caused by, resulting from, or arising out of the intentional acts, negligent acts, errors, omissions, or allegations thereof, of their employees, agents, volunteers, or representatives in the performance of the terms of this Agreement.

By entering into this Agreement, none of the Participating Communities has waived any governmental immunity or limitation of damages which may be extended to them by operation of law. This Agreement is by and between the Participating Communities which have executed it, and each state that it is intended for their mutual benefit alone and is not intended to confer any express or implied benefits on any other person or entity. This Agreement is not intended to confer third party beneficiary status on any person. It is expressly understood that the services provided hereunder are deemed for public and governmental purposes and all privileges and immunities from liability enjoyed by municipalities shall extend to their participation hereunder and to the activities so undertaken to the fullest extent provided by law.

20. Performance Bond

In accordance with the provisions of G.L. c.40, §4A, the District shall provide a nominal bond in the amount of one dollar ($1.00) for the performance of its duties and obligations under this Agreement.

GENERAL PROVISIONS

21. This Agreement shall not affect any pre-existing, independent relationship(s), or obligations between the Towns on any other subject or between the Towns and any other third party or parties, including without limitation, "mutual aid" agreements.

22. None of the Participating Communities hereto shall be responsible for delays or failures in performance from acts beyond the reasonable control of such party (e.g., riot or institutional disturbance, natural or man-made disaster).

23. Notices

All correspondence or other notice related to this Agreement shall be in writing and delivered to each Participating Community to the address and contact person provided from time to time by each Participating Community. Each Participating Community hereto authorizes the others to rely in connection with their respective rights and obligations under this Agreement upon approval by the party so designated or any person designated in substitution or addition hereto by notice, in writing, to the party so relying.

24. Amendments

Amendments to this Agreement shall require that a super majority of the Participating Communities have a majority vote of each Select Board of the Participating Communities. All amendments shall be in writing and shall be executed by the Chief Administrative Officer of each Participating Community. The addition of any other community as a participating member of the District shall require an amendment to the Agreement.

25. Execution in Counterparts

This Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

26. Binding Effect

This Agreement shall be binding upon and shall inure to the benefit of each party and its successors and permitted assigns.

27. Governing Law

This Agreement has been executed and delivered in, and shall be construed and enforced in accordance with the laws of the Commonwealth of Massachusetts, and the parties hereto submit to the jurisdiction of any of its appropriate courts for the adjudication of disputes arising out of this Agreement.

28. Choice of Forum

Any legal proceeding brought by an employee of the District or any party hereto may be brought in a court with proper jurisdiction in Worcester County.

29. Relationship of Parties

None of the provisions of this Agreement are intended to create any relationship between the parties other than that of independent parties contracting with each other for the purpose of effecting the provisions of this Agreement. The parties are not, and shall not be construed to be, in a relationship of joint venture partnership or employer-employee.

30. Waiver

No delay or failure to require performance of any provisions of this Agreement shall constitute a waiver of the provision as to that or any other instance. Any waiver granted by a party must be in writing.

31. Entire Agreement

This Agreement represents the entire agreement of the parties and supersedes any previous agreements between the parties relating to the same subject matter.

IN WITNESS WHEREOF, the Towns have hereto intending to be legally bound have caused their duly authorized representatives to set their hands and seals on the set forth below.

TOWN OF GRAFTON

_____

_____

_____

_____

_____

_____
Date

TOWN OF WESTBOROUGH

_____

_____

_____

_____

_____

_____
Date

TOWN OF SOUTHBOROUGH

_____

_____

_____

_____

_____

_____
Date

RECEIVED
By Town Clerk/amb at 4:19 pm, Dec 19, 2024

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Tuesday, December 3, 2024 6:30 PM
Location: McAuliffe Hearing Room, Town House, 17 Common Street, Southborough, MA
Present: Kathryn Cook, Andrew Dennington, Sam Stivers, Marguerite Landry and Al Hamilton. Also present: Town Administrator Mark Purple and Assistant Town Administrator Vanessa Hale

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Chair Kathy Cook called the meeting to order at 6:30 PM.

II. Public Comment

There was no public comment.

III. Scheduled Appointments *(Board may vote)*

a. Diana Wainrib – Resources for immigrant families

Ms. Diana Wainrib, 35 Pinehill Road, appeared before the Board to discuss recent efforts to assist immigrant families through the Westborough Southborough Neighborhood Support Team. Ms. Wainrib shared a presentation of the group's efforts over the last year. Ms. Wainrib asked the Board to assist in finding approximately 1,000 square feet of space in Southborough, either first floor or elevator accessible, for storing clothing and other items to help immigrant families. She also asked that the Board consider the Senior Center and Southborough Youth and Family Services as resources for efforts to assist immigrant families. Ms. Cook asked Ms. Wainrib to detail her request in a letter to Mr. Purple for consideration by the Town. Mr. Stivers suggested Ms. Wainrib contact local storage facility businesses as a potential option for storage.

b. DPW – Proposed Mailbox Damage Reimbursement Policy

DPW Superintendent Bill Cundiff appeared before the Board on the matter. He shared the proposed Mailbox Damage Reimbursement Policy with the Board. He stated that the policy is intended to provide guidelines for this shared responsibility between the public and the Town and that the goal is to protect the Town while also protecting the homeowner's investment. He also stated that many surrounding communities have adopted this type of policy. Ms. Cook suggested and DPW Superintendent Cundiff agreed that Section 3(c) be changed to reflect that, if damage occurs by a business under contract by the Town, the DPW would assist the homeowner in making a claim to the contractor. The Board discussed the W-9 included in the proposed policy. Ms. Cook agreed to further investigate the W-9 matter. Ms. Landry asked how contractors view the policy. DPW Superintendent Cundiff stated that contractors support this policy, as it limits their exposure. Mr. Hamilton moved to accept the policy, with Ms. Cook's amendment stated above. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

Ms. Cook moved to Other Matters (b) at this time.

IV. Reports

a. Chair's Report

Ms. Cook requested that the December 17th Board meeting begin at 6:00 PM, due to the number of items on the agenda, and the Board agreed. She reviewed the agenda items for the December 17th meeting. She also noted that on January 25, 2025, the Board and the Advisory Committee would hold their yearly budget summit, as part of the budgeting process.

i. Neary School Building Committee update

Ms. Cook reported that the Neary School Building Committee would make a comprehensive presentation on the Neary School project at the December 17th Board meeting.

b. Members' Reports

i. Wastewater treatment

Mr. Hamilton reported that he, along and Mr. Stivers, DPW Superintendent Cundiff and Brian Shea, met with Weston and Sampson to understand the issues related to wastewater treatment and explored potential options for the Town to consider. He stated they discussed surface discharge versus ground discharge and discussed needed facilities. Mr. Hamilton stated next steps would include: 1) meeting with the Massachusetts Department of Environmental Protection (DEP) to discuss their perspective and requirements in building a wastewater treatment facility for the Route 9 corridor; and 2) meeting with affected stakeholders along the Route 9 corridor to obtain their feedback. He stated the group would continue to meet to explore options and issues relative to wastewater treatment along Route 9.

ii. Old Burial Ground care

Ms. Landry stated that a structure/process needs to be created to address work orders, general caretaking and occasional restoration in the Old Burial Ground. She stated that, on December 17th, she would meet with Sally Waters, Historical Commission Chair Kevin Miller, Chris Leroy and DPW Superintendent Cundiff to discuss a structure/process. DPW Superintendent Cundiff stated that routine maintenance could be paid for through the DPW's operating budget. Mr. Stivers stated that the Board of Commissioners of Trust Funds had recently approved up to $5,000 in tree work in the Old Burial Ground and may have some additional funds available.

c. Town Administrator's Report

Mr. Purple reported that the draft Sidewalk Accessibility Report, developed by BETA Group, is available for review on the DPW's webpage. He stated that the Town would publicize the report and request public feedback. DPW Superintendent Cundiff stated he hopes to receive public feedback within the next two weeks. Mr. Stivers stated that this report is an important step in data collection for the Town for planning and investment purposes.

Mr. Purple reported that final numbers for the year's golf season have been received. He reported that the Golf Course generated $782,171 in total revenue and that $112,434.20 has been returned to the Golf Revolving Fund. He also reported that there was an increase of 2,000 rounds of golf over last year. Mr. Purple provided an update on the golf irrigation project and stated that the project would likely be completed in the late April/early May timeframe. Ms. Cook suggested the Golf Committee provide an update to the Board on their work in early 2025.

i. RECC update

Mr. Purple stated that this matter would be on each Board agenda going forward. He also stated that, as of this evening, the IMA would be executed by all parties. Mr. Purple reported that the governing board's priorities include executing a lease, hiring an executive director and obtaining recognition by Worcester County Retirement for employment matters, including benefits. He stated that the Owner's Project Manager (OPM) would provide a draft for the next round of grant funding from State 911, which will include IT services, at the governing board's next meeting. He also reported a community update would be provided by the OPM and sub-contractors later this month. Mr. Purple reported that the towns of Millbury, Northborough, Upton and Hopedale have been approached about joining the MetroWest RECC. The Board asked questions about and discussed the status of the building.

Ms. Cook reported that she received a text today from Atlantic Management Corporation, based in Framingham, informing her that they had acquired the property at 32 Coslin Drive and she noted that this is the property where the Town's tower is located. She stated Atlantic Management Corporation is excited about the prospect of developing the area.

V. Consent Agenda

a. Approve Open Session Meeting Minutes: November 19, 2024

b. Appoint Alternate Building Inspector(s)

Mr. Lund stated that the individuals proposed for approval tonight are alternate members and would be called upon in the event Building Commissioner Lund and Inspector Novak are unavailable. Mr. Stivers moved to appoint Michael Giampietro and Peter Tartakoff as Alternate Building Inspectors. Mr. Hamilton seconded the motion. The motion was unanimously approved (5-0-0).

Ms. Cook moved to Reports at this time.

c. Calendar 2025 License Approvals (Wine & Malt; All Alcohol; Common Victualer; Class I, II and II Auto)

Mr. Stivers requested to hold Consent Agenda item "c." Mr. Stivers asked if all paperwork and payments were in order for the licenses. Mr. Purple reported that inspections are ongoing and should be concluded in the near future. He also stated that licenses would not be released until all matters are in order. Mr. Purple acknowledged Ms. Melanie Otsuka for her efforts in managing the license approval process.

d. Award contract for On-Call Engineering Services

e. Approve 2025 Winter Parking Ban

f. Appoint Program Coordinator to Youth and Family Services

g. Accept $4000.00 donation from the Southborough Community Foundation; $2,000 to Summer Concert Series; $2,000 to fund pottery wheels

Ms. Cook moved to approve Consent Agenda items "a", "c", "d", "e", "f" and "g." Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

VI. Other Matters *(Board may vote)*

a. Review ARPA funding and allocations

Ms. Cook moved to remove $1,247.69 from the Southborough Trail Enhancements category and $5,197.47 from the Peninsula Trail category and place $6,445.14 in the General Tax Relief ARPA category. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Ms. Cook moved to allocate $6,445.14 from the General Tax Relief category to the Fire Department Equipment category. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

b. Approve Intermunicipal Agreement (IMA) for Utility Pipe Camera

DPW Superintendent Cundiff stated that the Town was awarded a Commonwealth Community Compact grant in the amount of $110,000 dollars for a utility pipe camera system, which would assist in all aspects of road repairs. He stated he worked with Town Counsel to create a shared equipment agreement for use of the camera system with Hopkinton and Westborough. He noted that Westborough has signed the IMA and that he expects Hopkinton to do so this evening. He stated that the cost of the camera system under review is approximately $143,000 dollars. He stated that the IMA defines the terms of use and shares the additional cost of the system under review. Ms. Cook asked where the Town's portion of additional cost (approximately $11,000) would come from. DPW Superintendent stated that the funds would come out of the DPW's FY25 budget. The Board discussed the regional approach to this matter and other State grants. Mr. Dennington stated that there are discussions with Westborough and the Planning Board to apply for a One Stop grant for a regional Route 9 corridor study, noting that regional grants are generally received favorably by the

State. Mr. Stivers moved to approve the proposed IMA. Mr. Dennington seconded the motion. The motion was unanimously approved (5-0-0).

c. Delegation of Tree Warden authority to Tree Warden designee

Ms. Cook stated that Town Counsel has opined that the Board can delegate the Tree Warden authority to Mr. Chris Leroy, who is currently the Tree Warden designee. She stated that, going forward, Mr. Leroy would conduct tree hearings with the Planning Board. She clarified that, when the State House of Representatives and Senate approves the Special Act passed at the 2024 Town Meeting, the Board would vote to appoint Mr. Leroy as Tree Warden. Mr. Stivers moved to approve the delegation of Tree Warden authority to Mr. Chris Leroy, the Tree Warden designee. Mr. Dennington seconded the motion. The motion was unanimously approved (5-0-0).

Ms. Cook moved to Consent Agenda items "b" and "d." Building Commissioner Chris Lund appeared before the Board to answer questions on Consent Agenda items "b" and "d."

d. Assign members to negotiate successor Police Chief contract

Mr. Stivers moved to appoint Mr. Dennington to negotiate the draft Police Chief contract on behalf of the Board. Ms. Landry seconded the motion. The motion was unanimously approved (5-0-0).

VI. Public Comment

There was no public comment.

VIII. Adjournment

Mr. Hamilton moved to adjourn the meeting at 7:44 PM. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

Upcoming Meetings	
December 3, 2024	*December 17, 2024*

Respectfully submitted,

Bridgid Rubin, Recording Secretary

List of Documents referred to at the December 3, 2024 SB Meeting:

- Notice of Public Hearing for the proposed Mailbox Damage Reimbursement Policy
- Proposed draft Mailbox Damage Reimbursement Policy, with attachments
- Open Session Meeting Minutes, dated November 19, 2024
- Letter from Christopher Lund, dated November 26, 2024, RE: Appointment of Alternate Building Commissioners, with attachments
- List of 2025 Annual License Renewals
- Email Communication from Melanie Otsuka, dated December 3, 2024, RE: On-Call Engineering Services, with attachments
- Email Communication from William Cundiff, dated December 1, 2024, RE: Winter Parking Ban 2024/2025, with attachment
- Memorandum from Sarah Cassell, dated November 25, 2024, RE: Emily Brideau-Program Coordinator Position, with attachment
- Memorandum from Travis Farley, dated November 25, 2024, RE: Donation Acceptance
- Town of Southborough Use of ARPA Funds, dated November 30, 2024

- Letter from William Cundiff, dated November 15, 2024, RE: Commonwealth Community Compact Regionalization Grant Shared Use Equipment Inter-Municipal Agreement, with attachments

Town of Southborough, MA
Meeting of the Select Board
December 3, 2024 6:30 PM
McAuliffe Hearing Room
Town House, 17 Common Street, Southborough, MA

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://ma-southborough.civicplus.com/674/Virtual-Meetings

I. **Call Meeting to Order**

II. **Public Comment**

III. **Scheduled Appointments** ***(Board may vote)***
   a. Diana Wainrib – Resources for immigrant families
   b. DPW – Proposed Mailbox Damage Reimbursement Policy

IV. **Reports**
   a. Chair's Report
      i. Neary School Building Committee update
   b. Members' Reports
      i. Wastewater treatment
      ii. Old Burial Ground care
   c. Town Administrator Report
      i. RECC update

V. **Consent Agenda**
   a. Approve Open Session Meeting Minutes: November 19, 2024
   b. Appoint Alternate Building Inspector(s)
   c. Calendar 2025 License Approvals (Wine & Malt; All Alcohol; Common Victualer; Class I, II, and II Auto)
   d. Award contract for On-Call Engineering Services
   e. Approve 2025 Winter Parking Ban
   f. Appoint Program Coordinator to Youth and Family Services
   g. Accept $4000.00 donation from the Southborough Community Foundation: $2,000 to Summer Concert Series; $2,000 to fund pottery wheels

VI. **Other Matters** ***(Board may vote)***
   a. Review ARPA funding and allocations
   b. Approve Intermunicipal Agreement for Utility Pipe Camera

VII. **Public Comment**

VIII. **Adjournment**

Kathryn M. Cook Chair

UPCOMING MEETINGS

December 17, 2024 *January 6, 2024*

TOWN OF SOUTHBOROUGH

OFFICE OF THE SELECT BOARD
TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 · FAX (508) 983-7752 · selectboard@southboroughma.com

Notice of
PUBLIC HEARING
Town of Southborough

The Southborough Select Board shall hold a public hearing on Tuesday, December 3, 2024 at 6:45 p.m. in the Hearing Room of the Southborough Town House, 17 Common Street, Southborough, MA to consider adopting the proposed DPW Mailbox Damage Reimbursement Policy. Online participation is also permitted and can be found by visiting the "Virtual Meeting" page on the Town website: https://www.southboroughtown.com/674/Virtual-Meetings.

Enclosure: Proposed Mailbox Damage Reimbursement Policy

Select Board
Town of Southborough

TOWN OF SOUTHBOROUGH

DEPARTMENT OF PUBLIC WORKS

147 CORDAVILLE ROAD · SOUTHBOROUGH, MASSACHUSETTS 01772-1802 · (508) 485-1210 · FAX (508) 983-7754

Mailbox Damage Reimbursement Policy

Purpose:

This policy establishes a consistent approach for reimbursing citizens for mailbox damage caused by snow removal operations conducted by the Town of Southborough Department of Public Works (DPW). The DPW is committed to ensuring roadways remain free of snow and ice during the "Snow and Ice Season." Given that most mailboxes are located within the public right-of-way, damage to them during snow removal operations may be unavoidable. This policy recognizes the shared responsibility between the town and homeowners for mailbox damage during such operations.

Policy:

1. **Customer Responsibility for Mailbox Location and Maintenance**

   a. The U.S. Postal Service (USPS) has guidelines on mailbox installation, please refer to the guidance on the USPS website: https://www.usps.com/manage/mailboxes.htm.

   b. The U.S. Postal Service (USPS) also requires customers to maintain mailboxes to ensure mail delivery and collection. Customers must keep the area around mailboxes clear of snow. This responsibility does not fall to the DPW or its subcontractors.

2. **Mailbox Damage and Reimbursement Eligibility**

   a. While the DPW strives to avoid hitting mailboxes during snow removal, poor visibility and other factors can result in accidental damage to the mailbox by plow trucks.

   b. Reimbursement for mailbox damage will only apply if a Town or Town-contracted plow directly strikes the mailbox. Damage caused by the weight of snow from the plow (plow windrow) will not be covered. Homeowners are responsible for repair or replacement in such cases. The Town recommends installing a protective snow guard shield that will protect your mailbox from snow casting. See examples attached to this policy.

   c. Decorative, elaborate or expensive mailboxes and/or posts installed and unprotected within the right-of-way are installed at the homeowner's risk.

3. **Filing a Reimbursement Claim**

   a. Homeowners must notify the DPW and submit a **Mailbox Reimbursement Request Form** within **48 hours** of the alleged damage. Requests submitted after this period will be reviewed at the DPW's discretion.

   b. All damaged mailboxes and posts must remain available for inspection.

   c. If the damage is determined to be caused by a private contractor under contract with the Town, homeowners must file the claim directly with the contractor using the contact information provided by the DPW.

   d. Approved claims may qualify for reimbursement of up to **$50.00** to cover mailbox, post, and bracket damages. No additional reimbursement will be granted regardless of mailbox cost, location, or design.

4. **Claim Submission Requirements**

   a. Claims must include a receipt for repairs and be sent to:

      Town of Southborough Department of Public Works – Mailbox Claim
      147 Cordaville Road
      Southborough, MA 01772.

5. **Preventative Maintenance**

   a. Property owners are encouraged to inspect mailboxes and posts annually, replacing any rotted or unstable components.

   b. To minimize damage risks, posts should be placed to the left of driveway openings or further from the roadway edge, following USPS guidelines for mailbox placement.

6. **Claim Limitations**

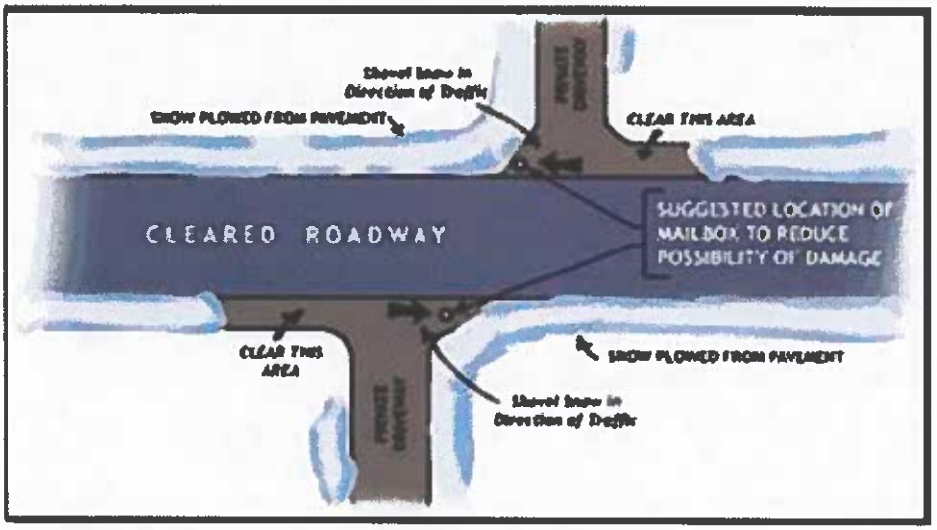
   a. Only **one claim per household per year** will be accepted by the DPW.

7. **Policy Authorization**

   a. This policy **was** approved by the **Select Board** on _____. It will remain in effect until modified or rescinded by a subsequent vote of the Select Board.

The Southborough Public Works Department offers these tips to help reduce the risk of mailbox damage:

- Place a 6- to 8-inch piece of reflective tape on the mailbox to help snowfighters see it at night.
- Remove snow from around your mailbox, but avoid throwing the snow back onto the roadway. This video shows how to minimize snow being thrown onto your mailbox and driveway: https://youtu.be/8Bm7mJxJOSU
- Inspect your mailbox. Make sure it is firmly supported in the ground and check for deteriorated wooden posts and rusted metal posts. Also, make sure your mailbox is securely mounted to the post. Check the mounts for rust and wear as well.
- If possible, avoid plastic mailboxes. Some plastic mailboxes have a tendency to shatter in cold weather.
- If your mailbox continues to get knocked down, you may want to consider changing the location of the mailbox. Sometimes moving the mailbox a few feet in either direction can help.



The Southborough DPW is not able to repair damaged mailboxes. Homeowners who have followed these tips in the past and have still experienced mailbox damage should consider installing protective mailbox snow guard shields (as shown in the attached photos) for your mailbox or install a swinging mailbox support that will swing the mailbox out of harm's way.

EXAMPLES OF MAILBOX PROTECTIVE SNOW GUARD SHIELDS









MAILBOX REIMBURSEMENT REQUEST

I_____ of_____ (address),
(Owner Name) *(Property Address)*
Southborough request reimbursement for damages caused to my mailbox and related fixtures caused by snow removal operations on _____ (date).

Describe damages:

_____
_____
_____
_____
_____
_____

I understand the Town of Southborough has a right to review this claim and may reimburse me up to $50.00 for damages to the mailbox, post and brackets. No reimbursement shall exceed $50.00 regardless of the location, size, original cost or elaborateness of the mailbox, post and brackets. Claims must include a receipt for the repairs. The Town of Southborough is tax exempt and will not cover sales tax. This claim must be submitted within forty-eight (48) hours of the date of the alleged damage. Any claim presented after the 48-hour period will not be accepted by the DPW.

Submit to: *Town of Southborough*
Department of Public Works
147 Cordaville Road
Southborough, MA 01772

I affirm the above statement is true to the best of my knowledge and belief.

_____ (Signature) _____ (Date)

_____ (Printed Name)

For Town Use Only

Date Received:_____

Reviewed By: _____

Recommended Action: _____

cc: DPW Superintendent, Department of Public Works

Form **W-9**
(Massachusetts Substitute W-9 Form) Rev. March 2020

Request for Taxpayer Identification Number and Certification

Completed form should be given to the requesting department or the department you are currently doing business with.

Name (as shown on your income tax return). Name is required on this line, do not leave this line blank.

Business name/disregarded entity name, if different from above.

Check the appropriate box: ☐ Individual/Sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/ Estate ☐ Other ►----------

Legal Address: number, street, and apt. or suite no.	**Remittance Address**: if different from legal address number, street, apt. or suite no
City, state and ZIP code	**City, state and ZIP code**

Phone: Fax: Email address:

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). **However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instruction on page 2.** For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 2.
Note: *If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.*

Vendors:
Dunn and Bradstreet Universal Numbering System (DUNS)

Social security number

☐☐☐-☐☐-☐☐☐☐

OR Employer identification number

☐☐-☐☐☐☐☐☐☐

DUNS ☐☐☐☐☐☐☐☐☐

Part II Certification

Under penalties of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
2. I am not subject to backup withholding because: **(a)** I am exempt from backup withholding, or **(b)** I have not been notified by the Internal Revenue Services (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or **(c)** the IRS has notified me that I am no longer subject to backup withholding, **and**
3. I am an U.S. person (including an U.S. resident alien).
4. I am currently a Commonwealth of Massachusetts's state employee: (check one): No____ Yes _____ If yes, <u>in compliance with</u> the State Ethics Commission <u>requirements.</u>

Certification instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply.

Sign Here **Authorized Signature ►** **Date ►**

Purpose of Form

A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to give your correct TIN to the person requesting it (the requester) and , when applicable, to:
1. Certify the TIN you are giving is correct (or you are waiting for a number to be issued).
2. Certify you are not subject to backup withholding

If you are a foreign person, use the appropriate Form W-8. See Pub 515, Withholding of Tax on Nonresident Aliens and Foreign Corporations.

What is backup withholding? Persons making certain payments to you must withhold a designated percentage, currently 28% and pay to the IRS of such payments under certain conditions. This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

If you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return, payments you receive will not be subject to backup withholding. **Payments you receive will be subject to backup withholding if:**
1. You do not furnish your TIN to the requester, or
2. You do not certify your TIN when required (see the Part II instructions on page 2 for details), or
3. The IRS tells the requester that you furnished an incorrect TIN, or
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the Part II instructions on page 2.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name. If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first and then circle the name of the person or entity whose number you enter in Part I of the form.

Sole proprietor. Enter your **individual** name as shown on your social security card on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, **enter the owner's name on the "Name" line.** Enter the LLC's name on the "Business name" line.

Caution: *A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.*

Other entities. Enter your business name as shown on required Federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

Part I - Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box.

If you are a **resident alien** and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see **How to get a TIN** below.

If you are a **sole proprietor** and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are an LLC that is **disregarded as an entity** separate from its owner (see ***Limited liability company (LLC)*** above), and are owned by an individual, enter your SSN (or "pre-LLC" EIN, if desired). If the owner of a disregarded LLC is a corporation, partnership, etc., enter the owner's EIN.

Note: *See the chart on this page for further clarification of name and TIN combinations.*

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get **Form SS-5**, Application for a Social Security Card, from your local Social Security Administration office. Get **Form W-7**, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN or **Form SS-4**, Application for Employer Identification Number, to apply for an EIN. You can get Forms W-7 and SS-4 from the IRS by calling 1-800-TAX-FORM (1-800-829-3676) or from the IRS's Internet Web Site www.irs.gov.

If you do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments.

The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: *Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.*

Part II - Certification

To establish to the paying agent that your TIN is correct or you are a U.S. person, or resident alien, sign Form W-9.

For a joint account, only the person whole TIN is shown in Part I should sign (when required).

Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to give your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA or MSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia to carry out their tax laws

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold a designated percentage, currently 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

What Name and Number to Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account [1]
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor [2]
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee [1]
b. So-called trust account that is not a legal or valid trust under state law	The actual owner [1]
5. Sole proprietorship	The owner [3]
For this type of account:	**Give name and EIN of:**
6. Sole proprietorship	The owner [3]
7. A valid trust, estate, or pension trust	Legal entity [4]
8. Corporate	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

[1] List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

[2] Circle the minor's name and furnish the minor's SSN.

[3] You must show your individual name, but you may also enter your business or "DBA" name. You may use either your SSN or EIN (if you have one).

[4] List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

If you have questions on completing this form, please contact the Office of the State Comptroller. (617) 973-2468.

Upon completion of this form, please send it to the Commonwealth of Massachusetts Department you are doing business with.

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Architectural Mailboxes

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(609) Questions & Answers (44)





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TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Tuesday, November 19, 2024 6:30 PM
Location: McAuliffe Hearing Room, Town House, 17 Common Street, Southborough, MA
Present: Kathryn Cook, Andrew Dennington, Sam Stivers, Marguerite Landry and Al Hamilton. Town Administrator Mark Purple. Absent: Assistant Town Administrator Vanessa Hale

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Chair Kathy Cook called the meeting to order at 6:30 PM.

II. Public Comment

There was no public comment.

III. Scheduled Appointments *(Board may vote)*

a. David Ferris – MGL Chapter 44, Section 53G appeal for Beehive project at 250 Turnpike Road

Ms. Cook stated that Mr. Ferris is appearing before the Board to appeal against an outstanding bill for services provided by Fuss and O'Neill, the Planning Board's peer reviewer, and she read the two conditions under which the Board can hear an appeal. Mr. David Ferris, Principal of Ferris Development Group, appeared before the Board on the matter. He stated he believes that because Fuss & O'Neill is the only peer reviewer of Planning Board projects, they alone benefit financially from projects done in Southborough. He stated he is appealing the bill for a review of the release of bond monies. Mr. Ferris read his remarks and rescinded the appeal. The Board discussed the appeal. Mr. Dennington and Mr. Hamilton suggested that a periodic review of fees charged by consultants is in the best interest of the Town and they suggested placing this matter on a future Board agenda. Mr. Stivers moved to deny the appeal. Ms. Cook seconded the motion. The motion to deny was approved (4-1-0). Ms. Landry voted against the motion to deny.

b. Mark Davis – 40R Development at the MBTA Station

Mr. Mark Davis, 13 Skylar Drive, appeared before the Board on the matter. He shared his presentation for a smart growth, transit-oriented development (TOD) zoning district around the commuter rail station with the Board and public. He proposed that the Town approach the State to request a "pause" on any next steps with the MBTA legislation and zoning while the Town votes to zone the area around the commuter rail station as 40R. He stated that 40R zoning would allow the Town to receive zoning incentives for capital items, including approximately $800,000 dollars for the Neary School Building project, payments per unit built, and a reimbursement for each student added to the school system as a result of 40R development. Mr. Davis described the process the Town would need to utilize in preparing for a 40R project. He informed the Board that additional funds were available to the Town through the 40R process, including a planning grant from the Catalyst Fund. He stated that the process would result in a Memorandum of Understand (MOU) with the MBTA and any proposed project would be put out to bid. The Board discussed the logistics for obtaining approval from Town Meeting for 40R zoning. Mr. Hamilton asked what the neighbors think of 40R zoning. Mr. John Cage, 6 Parker Street, stated that he believes 40R zoning should be investigated, although it is late in the process, and that the neighborhood does not support four or five story buildings. He also wondered whether the potential wastewater costs justify the potential

$800,000 dollar payment for the Neary School project. Mr. Stivers asked if local permitting processes apply to 40R projects. Mr. Davis stated that while local departments would review any project, the MBTA and 40R regulations apply. Mr. Stivers and Mr. Dennington stated that the 40R process is complex and they are concerned about the amount of work necessary before a Town Meeting vote in April. Mr. John Palmer, 131 Parkerville Road, stated that he is supportive of the 40R zoning concept, as it maintains local control by the Town. There were technical issues at this time for anyone wishing to speak remotely. Those wishing to speak called Ms. Cook's cell phone and were heard by the Board and public in this manner. Mr. James Nichols-Worley, 94 Main Street and speaking remotely, stated he is supportive of 40R zoning and TOD in Southborough and he stated that this zoning would provide important financial relief for the Town. He also stated that the Town Meeting approval threshold for 40R zoning is a simple majority. Mr. Paul Carter, 6 Hillside Drive and speaking remotely, stated that 40R development has been successful in cities where the decision-making process is from the top down. He stated that he does not believe that the 40R process is practical where the Town Meeting model is the decision-making body. Ms. Marnie Hoolahan, 26 Clifford Road, speaking as a Planning Board member and speaking remotely, stated she is interested in the 40R development concept and she would like to investigate development issues surrounding the MBTA station. She stated she does not believe the State would approve swapping MBTA zoning for 40R zoning. Ms. Hoolahan offered to spearhead an effort of investigating potential 40R development issues around the MBTA station with Mr. Davis. The Board agreed with Ms. Hoolahan's offer to work with Mr. Davis on the 40R matter. Mr. Davis stated he would provide links to documents on 40R development and Ms. Hoolahan stated she would create a drop box on the Town's website for anyone interested in viewing that information.

The Board recessed at 7:57 PM and resumed meeting at 8:03 PM.

IV. Reports

a. Chair's Report

i. Neary School project update

Ms. Cook reported that the Neary School Building Committee Communications Subcommittee has been holding events to inform the public of the status of the project. She stated outreach efforts included two tours, an informational coffee at Finn School and a presentation at the Senior Center. Ms. Cook stated that the schematic design phase has started. She also stated that the Neary School Building Committee (NSBC) would meet next week to vote on the type of contract to use. Ms. Cook stated that Jason Malinowski from the NSBC would appear at the Board's December 17th to provide an update on the matter.

ii. Veterans Day update

Ms. Cook reported that the Veteran's Day events were successful and she thanked Mr. Steven Whynot for his assistance with the events.

b. Members' Reports

i. Wastewater treatment

Mr. Hamilton reported that he and Mr. Stivers have met with DPW Superintendent Bill Cundiff to review various wastewater reports. He also reported that they met with the Framingham DPW to explore connecting to Framingham's sewer system along Route 9 but have learned that the Massachusetts Water Resource Authority (MWRA) does not look favorably on this concept. He also reported that they have met with Westborough's Select Board Chair to discuss Westborough's expansion of its wastewater treatment system. He also stated that they would meet with Weston and Sampson to review the recommendations provided in their most recent report. Mr. Hamilton

and Mr. Stivers stated the goal is to formulate a plan to address the issue and examine potential options and costs.

c. Town Administrator's Report

There was no Town Administrator's report.

V. Consent Agenda

a. Approve Open Session Meeting Minutes: October 22, 2024

Mr. Stivers requested to hold Consent Agenda item "a." Mr. Stivers and Ms. Landry had scrivener's changes to the minutes.

Mr. Dennington moved to approve Consent Agenda items "a", as amended, "b", "c" and "e." Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

b. Appoint Part-time Senior Center Volunteer Coordinator

c. Approve updates to Comprehensive Emergency Management Plan (CEMP) plan

d. Extend charge of the 21 Highland Future Use Committee to 6/30/2025

Ms. Cook requested to hold Consent Agenda item "d." Ms. Cook stated that the Committee has elected a chair, vice chair and clerk but is just beginning their work. She requested that the dates in the charge be moved as follow: interim report due on February 28, 2025 and final report due on June 30, 2025. Mr. Stivers moved to approve Consent Agenda item "d" with the above-listed date changes. Mr. Dennington seconded the motion. The motion was unanimously approved (5-0-0). Ms. Kristin LaVault, 12 Southwood Drive, speaking as a member of the 21 Highland Future Use Committee and speaking remotely, thanked the Board for extending the dates in the charge. She stated that the Committee's chair did not act incorrectly and said their discussion revolved around a potential survey. She stated the Committee is aligned on its path forward and she expects they will provide updates prior to the February 28, 2025 interim report date. Ms. Cook announced that there is a vacancy for the citizen-at-large position on the Committee and urged the public to consider the position.

e. Appoint Michelle Hokinson as the Historical Commission rep. to the Tricentennial Committee; term to expire 6/30/2025

VI. Other Matters *(Board may vote)*

a. DOR Policy review and plan for implementation

Ms. Cook reported that DOR had provided recommendations on the Town on management policies and financial policies. Ms. Cook stated that the Town would first address recommendations of financial policies. Ms. Cook stated that Mr. Ballantine suggested that the Finance team (Mr. Ballantine, Ms. McAuliffe and Mr. Cibelli) work with Mr. Purple and one member each from the Board and from the Advisory Committee to provide recommendations for implementation. The Board discussed and agreed to the plan. Mr. Dennington moved to appoint Mr. Hamilton as the Board's liaison to work with the Advisory Committee and the Finance team on the recommendations for implementing the DOR policy review. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

b. Set Select Board meeting schedule for the remainder of FY25

Mr. Dennington moved to adopt the Select Board meeting schedule for the remainder of FY25. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

c. Review and approve Intermunicipal Agreement for the inclusion in Metrowest Regional Emergency Communication Center (RECC)

Ms. Cook stated that the amended and restated Intermunicipal Agreement (IMA) between Grafton, Westborough and Southborough for the Metrowest Regional Emergency Communication Center (RECC) is before the Board for consideration. The Board discussed the IMA. Mr. Hamilton stated he

is not in favor of the funding mechanism but is in favor of moving forward. Ms. Cook stated she has some issues with the language in the agreement but believes those can be resolved. She stated it is important to move forward so that Southborough can be appropriately represented in the process. Mr. Hamilton moved to approve the amended IMA included in the packet. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Mr. Hamilton moved to appoint Mark Purple as the Board's representative to the Metrowest RECC Board of Directors. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). The Board discussed that Mr. Purple would appoint Mr. Ballantine to the RECC's Finance Board. The Board discussed next steps in the RECC process, which will be negotiating the lease, moving forward with the grant process and hiring an Executive Director. Ms. Cook asked how long the process would take until full implementation. Mr. Hamilton stated he estimates that it will take approximately two years. The Board acknowledged the work by all parties involved in bringing this matter to fruition, including Mr. Stivers, Mr. Hamilton, past Board members and former Fire Chief Achilles.

d. Discussion of filling vacancy in Select Board position on the Metropolitan Area Planning Council (MAPC)

The Board agreed to table the matter to a later date. Mr. Stivers will follow up with Mr. Purple to confirm Debbie DeMuria's appointment and will speak with Ms. DeMuria to confirm she is the representative attending meetings on the Town's behalf.

e. Discussion of One Stop grant application for zoning on Route 9

Mr. Dennington stated that at the Board's office hours last week, an informal discussion took place with Economic Development Committee (EDC) Coordinator Leah Emerson, EDC chair Michael Nordstrom, EDC member Karen Anglim and Claire Reynolds. They discussed efforts to make zoning changes that favor business development along Route 9 and in Southborough overall. The Board discussed the various ongoing efforts to support positive zoning changes. They agreed to support the work of Ms. Landry, Mr. Hamilton, Building Commissioner Lund and the Planning Board to propose smaller zoning changes for presentation at Annual Town Meeting 2025. The Board agreed to consider the Corridor Study grant and Ms. Cook suggested the Board contact Mr. Rob Anderson regarding the grant. Mr. Dennington stated that he would meet on Friday, November 22nd, with Assistant Town Administrator Vanessa Hale and EDC Coordinator Emerson to discuss a plan to apply for the One Stop Grant Expression of Interest, which is due on February 1, 2025, and an MAPC technical assistance grant for zoning, which is due on December 13, 2025. He stated he would work with Mr. Alan Belniak on the application for the MAPC grant.

VI. Public Comment

There was no public comment.

VIII. Adjournment

Mr. Dennington moved to adjourn the meeting at 8:12 PM. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

Upcoming Meetings	
December 3, 2024	*December 17, 2024*

Respectfully submitted,

Bridgid Rubin, Recording Secretary

List of Documents referred to at the November 19, 2024 SB Meeting:

- 40R/40S MBTA TOD Station Development by Mark Davis, dated November 19, 2024
- Open Session Meeting Minutes, dated October 22, 2024
- Memorandum from Vanessa Hale and Pam LaFrancois, dated November 7, 2024, RE: Volunteer Coordinator
- Memorandum from Southborough Emergency Management, dated November 12, 2024, RE: Updated Comprehensive Emergency Management Plan (CEMP), with attachment
- Charge for 21 Highland Future Use Committee
- Email from Kathy Cook, dated November 16, 2024, RE: New Historical Commission representative to the Tricentennial Committee
- Memorandum from Brian Ballantine, dated November 14, 2024, RE: DOR Policy Review
- Memorandum from Melanie Otsuka, dated November 4, 2024, RE: Proposed Select Board Meeting Dates
- Amended and Restated Agreement for a Metrowest Regional Emergency Communications Center District

DRAFT

TOWN OF SOUTHBOROUGH
BUILDING DEPARTMENT
9 CORDAVILLE ROAD
SOUTHBOROUGH, MASSACHUSETTS 01772-1662
Main: (508) 485-0710

Ms. Kathy Cook
Chair, Select Board
17 Common Street
Southborough, MA 01772

11/26/2024

Subject: Appointment of Alternate Building Commissioners

Dear Board Members,

Need: Our department has identified the necessity of appointing Alternate Building Commissioners who can step in on an emergency basis should Gene Novak or I be unavailable. In collaboration with the Town Administrator, we initiated efforts to identify suitable candidates who could provide on-call support, ensuring continuity of service and departmental representation during such times.

Recruitment Process: The position of Alternate Building Commissioner was posted in September. Following this, Vanessa Hale, Assistant Town Administrator, and I conducted interviews earlier this month. The candidates underwent comprehensive background and reference checks, which yielded highly favorable results.

Recommendation: After a thorough and diligent recruitment process, the Town Administrator and I are pleased to recommend the appointment of Michael Giampietro and Peter Tartakoff as Alternate Building Commissioners.

- **Michael Giampietro** has 26 years of experience as a Building Commissioner and recently retired from the Town of Millis.
- **Peter Tartakoff**, who retired in 2018, has continued to provide alternate building inspection services for several local communities, demonstrating his ongoing commitment and expertise in the field.

Funding: The proposed inspectors will be compensated per event through the revolving fund. Compensation will follow the same schedule utilized for our plumbing and wiring inspectors in off-hours emergencies. This rate will apply for any responses requiring them to travel to town for emergency situations.

Thank you for your time and consideration of this recommendation. We believe the addition of Mr. Giampietro and Mr. Tartakoff will strengthen our department's readiness and ensure consistent support for the community during critical situations.

Very Respectfully,

Christopher E. Lund, CBO
Town of Southborough
Building Commissioner
(508) 485-0710 x3022
clund@southboroughma.com

CC: Mark Purple, Town Administrator
Via email

Peter N Tartakoff



Objectives:

To utilize my knowledge, experience and certifications to assist in maintaining the integrity of Municipalities on an as needed basis, as well as within the building industry, through maintaining compliance with the State and National Codes, as well as the local ordinances, general by-laws, and Zoning Regulations.

Work and Construction Experience:

Retired Nov. 2018 and currently acting as an alternate for municipalities on an as needed basis. I have been doing this while previously employed for approximately the last 10 years in Southborough and Natick during inspector absences. I have continued to perform these services in the Town of Natick, Ashland, Medfield as well as the City of Framingham.

Town of Holliston: ***Building Commissioner and Zoning Enforcement Officer*** ***1993 – 2018***

Responsible for the interpretation, processing and enforcement of the State Building Code, Electrical Code, Plumbing Code, Gas Code, State Sanitary Code, Zoning By-Laws, Architectural Access Board Regulations, and Historic District Regulations.

- Inclusive of comprehensive plan review of all construction plans, specifications, for new construction, reconstruction, alterations, repairs, and additions, as well as permit issuance and all related inspections and follow through on all permitted projects.
- Interpret and enforce all applicable laws and codes for contractors, developers, architects, engineers, and property owners.
- Issue all necessary notices and orders to correct illegal and unsafe conditions, negotiate resolutions of non-compliance, and institute court action if necessary.
- Handle all customer services questions and issues, either by phone or in writing. Maintain records and documents of all issues and resolutions.
- Review of all new businesses for compliance with all general By-laws as well as Zoning regulations and perform periodic inspections to ensure maintenance with these regulations.
- Responsible to provide and oversee staff(5) including Plumbing, Wiring, Gas, and other staff as needed to provide an efficient and smooth operating department providing all the services to the community. Supervisory activities include performance reviews, providing feedback, scheduling hours and time off, training and professional development, reviewing work, establishing work procedures and standards.

- Responsible for making sure we coordinate our services with all other Land Use departments as well as the Assessors, DPW operations, and other Governmental bodies.
- Preparing annual budgets, track and report expenses and income periodically during the fiscal year for annual reports, the census bureau, and other agencies for growth reports and other aspects of governmental needs.
- Identify and respond to the community and the Board of Selectman issues and concerns.

Town of Brookline: ***Building Inspector and Zoning Enforcement*** ***1990-1993***

- Responsible for all aspects of permit issuance as well as review of potential businesses and follow up on licensure and periodic or annual inspections of all businesses within my district. This included everything from restaurants, service stations, health care facilities, educational facilities, and others that are regulated by the Local jurisdiction or those of the Commonwealth.

Town of Framingham: ***Code Enforcement / Building Inspector*** ***1987 - 1990***

- This position included review of applications for businesses as well as signage to ensure compliance with all By-laws.
- Responsible for field inspections for projects under construction and existing facilities to ensure continued compliance with prior permit conditions and regulations.

Tartakoff Home Improvements: ***Owner*** ***1979 – 1987***

- Focused on small additions, decks, roofing, siding and interior remodeling and renovations.
- Responsible for all aspects of the business operation including bidding, permit acquisition, advertising, and management.
- In 1984 I added plan development and home building as well as site management and contract fulfillment and agreements with home buyers and banks.

Domestic Services, Inc: ***Laborer*** ***1976 – 1984***

- Entry position, site preparation in construction related activities
- Advanced into framing, frame layout, plan reading and finish work.
- Later worked collaboratively with this company on many projects while managing my own business.

Education :

Natick High School - diploma
Cape Cod Community College – AA Degree
University of Lowell – Mechanical Engineering

Certifications:

Commonwealth Of Massachusetts, Board of Building Regulations and Standards, Inspector of Building/Building Commissioner 1995

Council of American Building Officials, National Certification as Building Official 1994 Certification by

The Commonwealth of Massachusetts – Local Inspector 1992

FEMA – Emergency Management Institute 2005

IS-00700 National Incident Management System

IS-00100 Incident Command System

Massachusetts Interlocal Insurance Association 2011

Success Strategies for the Public Sector Employee

Commonwealth of Massachusetts – Division of Standards 1999

STS Course 400, Handbook 44 Codes for Retail Scales, Retail Fuel Inspections and Vehicle Tank Meters

New England Building Officials Seminars – University of Massachusetts 1987, 1988, 1989, 1995, and 2001.

Mass Bay Community College – Course SBC 101 – State Building Code – Fall 1988

National Fire Protection Assoc. 1990 - 1991

Courses in Life Safety and Automatic Fire Protection systems Licensed Construction Supervisor, Local Building Inspector, Municipal Civil Service Exam – 1989

Michael A. Giampietro
[redacted]

Professional Experience:

2003-Nov. 1, 2024 **Town of Millis, Building Commissioner/Zoning Enforcement Officer**
Town department head; Responsible for the day to day operations of the department, oversee the electrical, plumbing, gas inspector and office secretary, enforce the Massachusetts building code, state and local zoning laws, issue enforcement orders, appear in court proceedings, conduct field inspections, review building permit applications, perform all plan review, issue fees, compose daily and yearly reports, prepare yearly budget for acceptance, interact with the public, prepare court cases and appear in district & superior court as required work closely with town council, attend state educational seminars, interact with local & state agency's and various other duties.

2009 – Current **Massachusetts State Approved Continuing Education Provider, Mass Nail It, LLC**
Provide continuing education to construction supervisor licensees and building officials throughout the commonwealth via online and classroom. Professional code consulting on Massachusetts State Building codes.

2004- 5/2012 **Town of Millville, Building Commissioner/Zoning Enforcement Officer (Part Time)**
Part time office for a small community, perform all duties associated as building commissioner/zoning enforcement including enforcement of violations through district & superior court.

2002-2003 **Town of Milford, Local Building Inspector/Inspector of Wires**
Perform field inspections, interpret zoning laws, issue citations, enforce CMR 780 & CMR 527, act under the direction of the building commissioner.

2001-2003
Clerk of the Works, Town of Milford Senior Center
Oversee the construction of a new 3.5 million dollar senior center, perform all duties associated as clerk of the works, submit daily and monthly reports, conduct update meetings and budget targets with senior center building committee by-monthly.

1999-2002 **Town of Boxborough, Building Commissioner, Conservation Agent**
Department Head, interpret and enforce building codes, zoning by-laws, plan review, building permit approval & inspection process and collect permit fees, oversee plumbing, gas, and electrical inspectors, develop procedures and supervise staff, enforce all regulations associated with the duties of building commissioner. Interact with all other town departments, attend hearings and meetings as requested, prepare and disperse budgets for departments, enforce the Wetland Protection Act, wetland by-law, act on requests by the commission, perform site visits for compliance, review applications for certificate of compliance, issue recommendations to the commission.

1989-2000 **M&C Realty Trust, Owner President**
Build single family and two family homes, additions, decks, etc.
Construction of small commercial buildings with all aspects of the construction process.

1984-1989 **Electrical Contractor, Electrical Man Company**
Commercial and residential electrical contracting and service all aspects of the Contracting. Employ up to three employees

Certifications & Licenses:

International Code Council, Certified Building Official, C.B.O. # 4386
Commonwealth of Mass. Inspector of Buildings / Building Commissioner Cert. #03-03-1269.
Commonwealth of Mass., Local Inspector Certification #99-11-1118
International Code Council, Certified Commercial Building Inspector # 5172131-B2
International Code Council, Certified Building Inspector # 5172131-B5
Massachusetts Construction Supervisor License Unrestricted #068033.
Massachusetts Hoisting Engineers License #HE-168032
Massachusetts Master Electrical License #A12659.
Massachusetts Journeyman Electrical License #E26472
Vermont Master Electrical License #EM-3202
New Hampshire Master Electrical License # 10096

Education:

Milford School System
Blackstone Valley Regional Vocational Technical High School
ICC Code Council
Commonwealth of Mass. Education for Building Official's

Boards, Committees and Organizations:

Millis, Planning Board Member
Milford, Chairman of Conservation Commission, Member/Chairman from 1996 to 2021
Board of Directors, Mass Federation of Building Officials
Millis, Master Plan Task Force Member
ICC Member, Metro West Building Officials Member, SEMBOA Member
State Board, BOCC member at large/chairman
Millis, Zoning Board of Appeals member

2025 Annual License Renewals

License Type	Business Name	D/B/A	Address	FEE	Date Received
Liquor- Rest. - All Alcohol	150 Southborough LLC	d/b/a Hola!	154 Turnpike Road, Suite 150	1600	11/18/2024
Liquor- Rest. - All Alcohol	New Rose Garden Inc.	d/b/a New Rose Garden	1 Southville Rd	1600	11/6/2024
Liquor- Rest. - All Alcohol	Yama Restaurant Corp.	d/b/a Yama Fuji	162 Cordaville Rd., Suite 155	1600	11/1/2024
Liquor- Rest. - All Alcohol	Cork's Inc.	d/b/a Owen O'Leary's Restaurant	50 Turnpike Rd	1600	11/25/2024
Liquor- Rest. - Wine and Malt	Gawargios Inc.	Southborough House of Pizza	5 Main Street	800	11/18/2024
Liquor- Rest. - Wine and Malt	St. Mark's Golf Club Inc.	d/b/a Southborough Golf Club	36 Cordaville Road	800	10/28/2024
Liquor- Retail - All Alcohol	Belladora Corp.	d/b/a The Vin Bin	154 Turnpike Rd, Suite 110	1600	11/13/2024
Liquor- Retail - All Alcohol	Southborough Variety Corp.	d/b/a Stony Brook Market	162 Cordaville Rd., Suite 100	1600	11/14/2024
Liquor- Retail - All Alcohol	Kishna Corp.	d/b/a Sperry's Liquors and Market	205 Turnpike Rd	1600	10/28/2024
Liquor- Retail - All Alcohol	Pramukh Mahant Inc.	d/b/a Southborough Liquor & More	4 Main Street	1600	11/12/2024
Liquor- Retail - All Alcohol	Super Bill's Liquors Inc.	d/b/a Bill's Liquors	7 Turnpike Road	1600	10/24/2024
Liquor- Retail - All Alcohol	Virgin Mary Mother of Light, Inc.	d/b/a Turnpike Food & Liquor	65 Turnpike Rd	1600	11/22/2024
Liquor- Retail - Wine and Malt	Kapish, Inc.	d/b/a Cordaville's Market	110 Southville Road	800	10/24/2024
Liquor- Club All Alcohol	Fayville Athletic Assoc., Inc.		6 Grove Street	400	11/15/2024
Automatic Amusement Device	Cork's Inc.	d/b/a Owen O'Leary's Restaurant	50 Turnpike Rd	100/machine	11/25/2024
Entertainment	Cork's Inc.	d/b/a Owen O'Leary's Restaurant	50 Turnpike Rd	100	11/25/2024
Class I Auto Dealer	The Eagle Leasing Company		258 Turnpike Road	100	10/24/2024
Class I Auto Dealer	R.H. Long Motor Sales, Inc	Long Cadillac	218 Turnpike Road	100	10/24/2024
Class II Auto Dealer (PROOF OF BO	Bottom Line Exchange Co., Inc.		10 Turnpike Road	100	11/15/2024
Class II Auto Dealer (PROOF OF BO	Ted's of Fayville Inc.		300 Turnpike Road	100	11/19/2024
Class II Auto Dealer (PROOF OF BO	M&M Vehicles, Inc.	d/b/a Central Motors	349 Turnpike Road	100	11/15/2024
Class II Auto Dealer (PROOF OF BO	T&L Auto Care Inc.		6 Turnpike Road	100	11/8/2024
Class II Auto Dealer (PROOF OF BO	Carnova LLC		251 Turnpike Road	100	11/7/2024
Class II Auto Dealer (PROOF OF BO	EJ Automotive LLC		145 Boston Road	100	11/15/2024

2025 Annual License Renewals

License Type	Business Name	D/B/A	Address	FEE	Date Received
Common Victualer	St. Mark's Golf Club Inc.	d/b/a Southborough Golf Club	36 Cordaville Road	50	10/28/2024
Common Victualer	Gawargios, Inc.	Southboro House of Pizza	5 Main Street	50	11/18/2024
Common Victualer	Belladora Corp.	d/b/a The Vin Bin	154 Turnpike Rd, Suite 110	50	11/13/2024
Common Victualer	Yama Restaurant Corp.	d/b/a Yama Fuji	162 Cordaville Rd., Suite 155	50	11/1/2024
Common Victualer	NY Bagel Factory Location 3, LLC	d/b/a NY Bagel Factory	205 Turnpike Rd	50	11/14/2024
Common Victualer	Mauro's Village Café Inc.		2 Main Street	50	11/7/2024
Common Victualer	Southborough Pie Inc.	d/b/a Domino's Pizza	21-C Turnpike Road	50	10/31/2024
Common Victualer	Starbucks Corporation	d/b/a Starbucks Coffee #2950	154 Turnpike Road	50	10/30/2024
Common Victualer	Cumberland Farms, Inc.		365 Turnpike Road	50	
Common Victualer	South-OP, LLC	d/b/a Dunkin Donuts	162 Cordaville Road Suite 120	50	11/14/2024
Common Victualer	O'Happy Foods Corp.	d/b/a Cold Stone Creamery	154 Turnpike Road, Suite 120	50	11/15/2024
Common Victualer	Rohini Inc.	d/b/a Subway	21A Turnpike Road	50	10/31/2024
Common Victualer	150 Southborough LLC	d/b/a Hola!	154 Turnpike Road	50	11/18/2024
Common Victualer	Kishna Corp.	d/b/a Sperry's Liquors	205 Turnpike Rd	50	10/30/2024
Common Victualer	Cork's Inc.	d/b/a Owen O'Leary's Restaurant	50 Turnpike Rd	50	11/25/2024
Common Victualer	Southborough Variety Corp.	d/b/a Stony Brook Market	162 Cordaville Rd., Suite 100	50	11/14/2024
Common Victualer	New Rose Garden Inc.	d/b/a New Rose Garden	1 Southville Rd	50	11/6/2024
Common Victualer	Fayville Athletic Assoc., Inc.		6 Grove Street	50	11/15/2024
Common Victualer	AV & ST, Inc.	d/b/a Pizzaville	90 Southville Road	50	11/15/2024
Common Victualer	29 Culinary LLC	Nans Market South LLC	359 Turnpike Road	50	10/25/2024
Common Victualer	Gawargios, Inc.	Southborough House of Pizza	5 Main Street	50	10/24/2024
Common Victualer	Eros Gourmet Pizza		162 Cordaville Road	50	11/18/2024
Common Victualer	Braza Pizzeria & Wings LLC		5 Turnpike Road	50	11/19/2024
Common Victualer	Kapish, Inc.	d/b/a Cordaville's Market	110 Southville Road	50	10/24/2024

MEMORANDUM

DATE: December 3, 2024

TO: Honorable Select Board

FROM: Melanie Otsuka, Executive Assistant

SUBJECT: On-Call Engineering Services

Since 2004, Fuss & O'Neill has provided on-call engineering services to the Town of Southborough. It was decided that it was in the best interest of the Town to explore other options for those services. A Request for Proposals was sent to the following engineering firms:

- Haley Ward
- Fuss & O'Neill
- Howard Stein Hudson
- Nitsch Engineering

On October 15, Haley Ward presented their proposal to a review panel consisting of me, Conservation Agent Melissa Danza, DPW Superintendent Bill Cundiff, Town Planner Karina Quinn, and Planning Board Chair Meme Luttrell. On October 17, Howard Stein Hudson and Nitsch Engineering presented their proposals to the panel. Fuss & O'Neill informed the Town that their firm would no longer provide municipal engineering services.

Based on those presentations and follow-up reference checks, the panel recommends awarding the contract to Nitsch Engineering for on-call engineering services for an initial contract term of one year.

Thank you.

Civil Engineering

Land Surveying

Transportation Engineering

Structural Engineering

Green Infrastructure

Planning

Building better communities with you

Nitsch Engineering

Proposal to Provide On-Call Engineering Consultant/ Peer Review Services

Submitted to the
Town of Southborough
September 23, 2024
Nitsch #16061P

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Nitsch Engineering
Celebrating 35 Years!

2 Center Plaza, Suite 430
Boston, MA 02108-1928
T: 617-338-0063
F: 617-338-6472
www.nitscheng.com

September 23, 2024

Ms. Melissa Danza
Conservation Agent
Town of Southborough
9 Cordaville Road
Southborough, MA 01772

RE: Nitsch Proposal #16061.P
Qualifications for On-Call
Engineering Consultant/
Peer Review Services
Southborough, MA

Dear Ms. Danza:

The Town of Southborough is a residential community that embraces its pastoral charm. To continue to allow your community to flourish, the Town seeks an engineering and peer review consultant to provide technical review and planning for Town projects, working directly with various boards, committees, and departments. Nitsch Engineering is enthusiastic about this opportunity to provide these services as needed in a responsive and professional manner. Nitsch is a 120-plus person firm that specializes in providing civil, transportation, and structural engineering; land surveying; green infrastructure and resilience; planning; and geographic information systems (GIS) services. We are flexible, committed to schedules, and have an established reputation for integrity and fairness. We hope the Town of Southborough continues to rely on our responsive and professional services, as we have been providing you with a variety of civil engineering, traffic engineering, and land surveying services ***since 1999***.

Meeting Your Needs

To support the Town of Southborough as it works to meet the demands of current infrastructure and future growth, the Nitsch Team is prepared to assist the Town by providing a range of engineering and review services to meet your needs. For 35 years, Nitsch has been building better communities with our municipal clients, including Carlisle, Concord, Dracut, Groton, Weston, Waltham, Boston, Buckland, and Medford. We help clients make infrastructure improvements that ***improve safety, accessibility, resilience, and sustainability for communities – while maintaining the community's character***. We thoroughly understand local, State, and Federal policies and procedures, and are well-versed in the latest design standards. This knowledge and experience will provide the Town of Southborough with confidence in our ability to provide responsive and comprehensive review services while adhering to deadlines to help you achieve your goals for your community.

Nitsch is dedicated to meeting – and often exceeding! – our clients' expectations. To better understand the experience our clients have with us, we recently had a third-party ask them, "What three words best describe Nitsch Engineering?" The words that came up time and again were ***knowledgeable***, ***responsive***, and ***reliable***. As the direct result of this dedication to meeting client needs, we have earned their respect and confidence – a fact that is clearly demonstrated by the ***97% of our work that comes from repeat business***.

We have reviewed your Request for Proposals and have developed our submission as requested, including our Statement of Qualifications, Proposed Billing Rates Fee Sheet & Structure, Sample Peer Review Letter, and Evidence of Compliance with Insurance Requirements. If selected, we look forward to negotiating contract terms with you. Should any questions arise as you review our submittal, please feel free to contact Project Manager Chris Hodney, PE at 857-206-8673 or chodney@nitscheng.com; he will respond promptly.

Very truly yours,

Nitsch Engineering, Inc.

Lisa A. Brothers, PE, ENV SP, LEED AP BD+C
President & CEO

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Cover Letter

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- Approach to Services & Project Delivery

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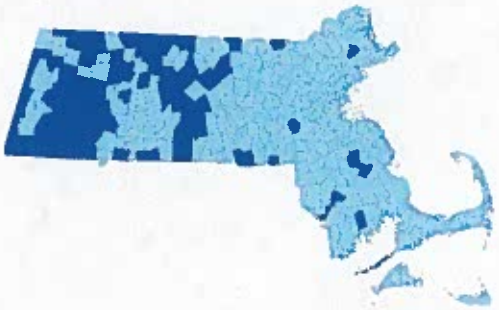
Statement of Qualifications

Background & Qualifications of the Nitsch Team

The Nitsch Team will be led by Nitsch Engineering, providing civil, transportation, and structural engineering review services. We will supplement our services as needed with our subconsultants: **GROUND Inc.** will provide landscape architecture services as needed; **LEC Environmental Consultants, Inc.** will provide environmental review services as needed; and **Vincent A. Dilorio, Inc.** will provide electrical engineering review services as needed. Our team has years of experience working together in communities across the Commonwealth and you can be confident in our ability to provide comprehensive review services to the Town of Southborough.

Nitsch Engineering

Since 1989, Nitsch Engineering has been supporting municipalities by providing a range of civil engineering, traffic and transportation engineering, and land surveying services. Over our 35-year history, we have worked on projects in over 260 cities and towns across Massachusetts, as shown in light blue on the map, providing peer reviews, design, traffic analysis, permitting, land surveying, and stormwater/drainage analysis. With offices located in ***Boston, Lawrence, and Worcester***, we are well-positioned to work on projects across the state, providing our clients responsive and efficient professional services.



Nitsch is very passionate about providing municipal consulting services, and helping our clients achieve design solutions that meet their needs while balancing cost and budget constraints. The size of our firm offers our clients the comfort of knowing we are large enough to handle multiple projects at a time, yet small enough to offer you personalized service. Our past experience in providing municipal consulting services has allowed us to develop an established management approach that will save you time and money. Furthermore, we are flexible, committed to schedules, and provide consistent personnel; and we have an established reputation for integrity and fairness.

Company Knowledge

Helping municipalities shape their future is something Nitsch has been doing since 1989. We fully support the intentions of Conservation Commissions, Planning Boards, Boards of Health, Zoning Boards, Public Works Departments, Select Boards, and Development Commissions in conducting development reviews and providing design services as expeditiously and comprehensively as possible. ***Nitsch has provided engineering consulting services to a multitude of Massachusetts communities,*** either on a project-specific basis or through an on-call contract. Specifically, our review experience has allowed Nitsch to develop a proven method for performing reviews that helps expedite the review process.

In addition to our experience in performing reviews, Nitsch has extensive experience in engineering and permitting projects ranging from utility and roadway projects to large mixed-use developments. ***Having been on both the reviewer's side and the developer's side of a project, we fully understand the need for clear, implementable regulations and development submission standards.*** Nitsch understands both the design and regulatory processes, and has established a reputation for integrity and fairness, which results in a better project for the community.

Ground Inc.

Ground Inc., a certified Women Business Enterprise, is an award-winning landscape architecture practice with a depth of experience in providing consultant and peer review services for public realm projects. Their practice is committed to offering expert analysis and guidance, ensuring that each project aligns with best practices, regulatory standards, and innovative design principles. The firm was established with the specific pursuit of creating landscapes that unite aesthetics, ecology and practicality, conceived and executed at the highest technical level. Ground's project experience is wide-based, ranging from public plazas, housing, mixed use, active streetscapes, civic buildings, to public parks. Past clients of their team of landscape professionals include cities, public institutions, architects, private developers, and individuals. Whether across time zones or across the table, they believe the keys to success in any collaboration are mutual respect and clarity of communication.

Amidst a growing awareness of the world's limited resources, design is an optimistic profession. They understand a truly sustainable approach to be multi-tiered and thus strive to create landscapes that add ecological, social, financial and aesthetic value to the projects they undertake.

LEC Environmental Consultants, Inc.

Founded in 1987, LEC Environmental Consultants, Inc. (LEC) is a woman-owned ecology-based, environmental consulting firm dedicated to managing the interface between the natural sciences and land use planning. Successfully integrating these two disciplines requires an understanding of the underlying science and ability to accurately interpret and articulate local, state, and federal regulations.

LEC staff are skilled and experienced in conducting inland and coastal wetland delineations and characterizations, function and value assessments, and wetland restoration/creation, wildlife habitat evaluations, and wildlife inventories and surveys including rare plants and animals. They maintain three offices in Massachusetts (Plymouth, Wakefield, and Worcester), one Rhode Island office (East Providence), and a satellite office in Rindge, New Hampshire. LEC is a certified WBE/DBE in Massachusetts.

Since their inception, LEC has been committed to assisting public agencies, municipalities, land owners, developers, and conservation organizations to maximize land use values and achieve project goals by finding creative solutions to protecting natural resources that bring added value to land development, management, and protection. They routinely work on teams that include engineers, landscape architects, surveyors, architects, and attorneys, and regularly collaborate with local, state, and federal regulatory personnel—facilitating an integrated approach to environmental permitting and land use planning.

Vincent A. Dilorio, Inc.

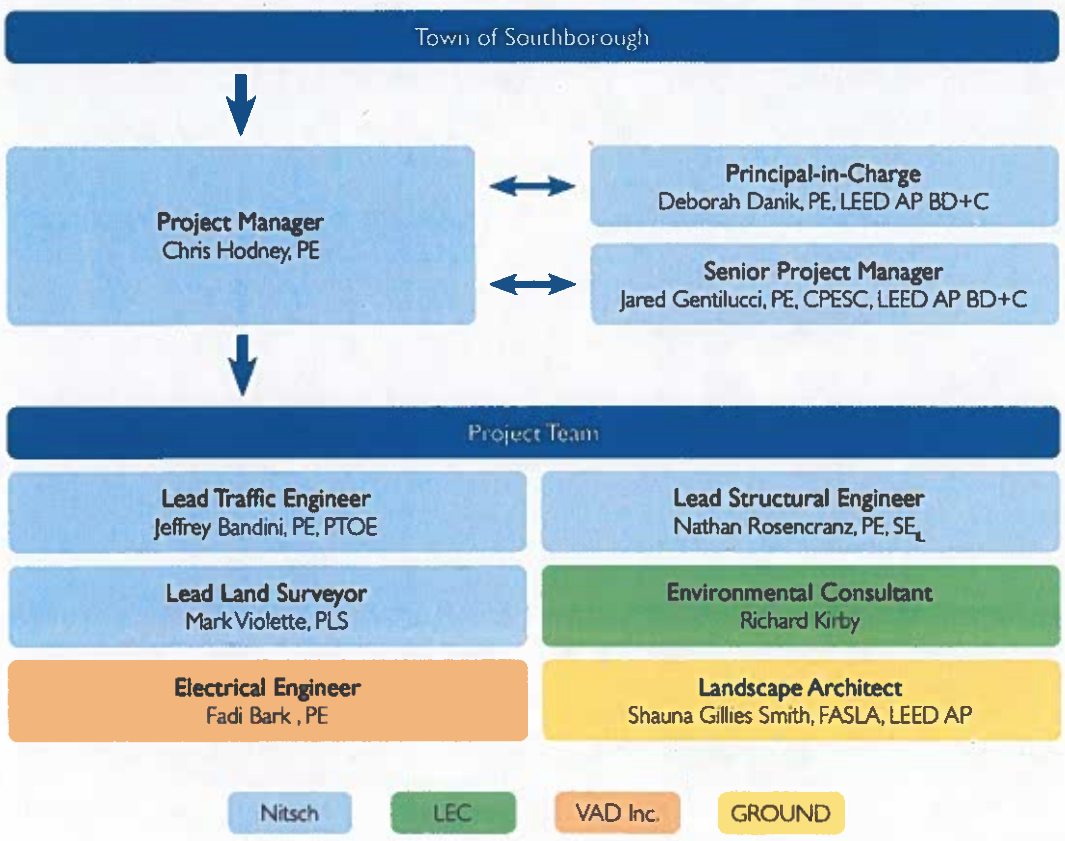
Established in 1972, Vincent A. Dilorio, Incorporated (VAD, Inc.) is an engineering consulting firm with a talented staff of engineers and technicians. Capabilities include all facets of electrical engineering including site lighting, sports field lighting, landscape lighting, exterior building lighting, lighting calculations, and controls. All work completed is in accordance with the most up-to-date applicable standards and codes to include: Illuminating Engineering Society of North America (IESNA) and Dark Skies of America, State and Local Codes.

VAD, Inc. has earned a strong reputation in the New England area and beyond for quality and efficiency in electrical design. They have a track record for excellence and a broad scope of capabilities as demonstrated by a varied array of successful projects and satisfied clients. VAD, Inc. is committed to dependability, accuracy, and promptness.

Project Staffing & Team Qualifications

The Nitsch Team will be led by ***Project Manager Chris Hodney, PE***, who will be the Town of Southborough's main point of contact and responsible for overseeing the Nitsch Team's review process to make sure that we provide adequate and timely attention to each peer review. As the ***Principal-in-Charge, Deborah Danik, PE, LEED AP BD+C*** will oversee committing the Nitsch Team's resources to complete our scope of services. She will also provide quality assurance and control. ***Senior Project Manager Jared Gentilucci, PE, CPESC, LEED AP BD+C*** will provide Chris additional management support as needed.

The Nitsch Team staff have the capacity to prioritize peer reviews assigned under this contract. They will provide responsive services to meet your needs. The organization chart below identifies the roles of our key team members and how the Nitsch Team will coordinate with the Town of Southborough. **Resumes for these key team members, including their qualifications, and professional registration and licensure have been provided on the following pages.**



Chris Hodney, PE
Project Manager



Years of Experience
- *13 in industry*
- *13 at Nitsch Engineering*

Registration
- *Massachusetts: Professional Engineer (Civil) #52650, 2016*
- *Massachusetts: Certified Soil Evaluator #SE13687, 2013*
- *OSHA (10-hour) Certified*

Education
- *B.S., Civil Engineering, Northeastern University, 2011*

In his 13-year career as a civil engineer, Chris has focused on providing site design services for commercial and residential projects in the City of Boston, as well as large academic projects throughout eastern Massachusetts. His primary role in these projects is providing drafting, roadway grading, and construction administration services. As the result of his experience in the City of Boston, Chris has developed an understanding of how to work through the Boston Water and Sewer Commission and Public Improvement Commission permitting processes.

Chris is skilled in providing AutoCAD Civil3D drafting and design; using Civil3D features such as Pipe Networks, Corridors, and Surfaces to increase plan accuracy and design speed. He is also experienced in using Autodesk Storm and Sanitary Analysis to analyze pipe networks.

Relevant Projects

Wheaton College Hebe Court
Norton, MA
Project Manager for a peer review of storm drainage improvements to a portion of the Wheaton College campus in Norton, Massachusetts. Reviewed plans for conformance with standard engineering practices, the Massachusetts Department of Environmental Protection (MassDEP) Stormwater Standards, and the Town of Norton's Stormwater Bylaw.

Upton Community Center
Upton, MA
Project Manager for civil engineering construction phase services associated with the Upton Community Center in Upton, Massachusetts. Worked with the Upton Department of Public Works and Town Manager to reconfigure parking and design accessibility improvements to the site. Performed site visits and responded to contractor Requests for Information (RFIs) to observe conformance with the design and with MassDEP regulations associated with the Order of Conditions from the Upton Conservation Commission.

Faneuil Branch Library
Boston, MA
Senior Project Engineer for civil engineering services for the Boston Public Library, Faneuil Branch, in the Brighton neighborhood of Boston, Massachusetts. Designed stormwater management improvements and site utility improvements for the project. Assisted with permitting through the Boston Water and Sewer Commission (BWSC) and Boston Public Works Department (BPWD).

Westford Road Culvert Replacement
Carlisle, MA
Resident Engineer onsite for the reconstruction of a culvert under Westford Road in Carlisle, Massachusetts. Worked with the contractor and the Superintendent of Public Works during construction to coordinate the location and design of the culvert to minimize the amount of time the roadway was closed. Worked with the Carlisle

Chris Hodney, PE
Project Manager

Relevant Projects – continued

Conservation Commission to address wetland impacts during the emergency repair.

Essex North Shore Regional High School
Danvers, MA
Project Designer responsible for drafting plans for the expansion of a regional high school. Used Civil3D and Storm and Sanitary Analysis to model the proposed pipe network and create roadway grading and profiles.

Carter School
Boston, MA
Project Manager for civil engineering services for with the Carter School. Designed site utilities including domestic water and fire protection and sanitary sewer. Designed stormwater management systems to meet BWSC standards. Assisted with permitting through the Boston Planning and Development Agency (BPDA), BWSC, Public Improvement Commission (PIC), and US Environmental Protection Agency (EPA).

Fire Alarm Building, Fence and Vehicle Deterrent System
Boston, MA
Project Designer for civil engineering services associated with the design and construction of a new fence and vehicle deterrent system in front of the City of Boston Fire Alarm Building located at 59 Fenway. Supported preparation of a site preparation/ demolition plan and wall layout plan, design of the site wall and fence, and preparation of a quantity/cost estimate. Coordinated with the structural engineer, electrical engineer, sub-surface utility engineer, and graphic designer.

Clippership Wharf
East Boston, MA
Project Designer for civil engineering services for the new mixed-used development along Boston Harbor. The development consists of four buildings including 478 residences and 30,200 square feet of retail and public space, as well as a 300-space underground parking garage. Assisted with design of the site utilities, site circulation, groundwater recharge system, public and private street improvements, and the BWSC 48-inch storm drain that traverses the site. Permitting included the BPDA Large Project Review, Chapter 91, Boston Conservation Commission, BWSC, PIC, and EPA National Pollutant Discharge Elimination System (NPDES) registration.

28 Austin Street
Newton, MA
Senior Project Engineer for civil engineering services for the redevelopment of a parking lot into a four-story mixed-income rental residential building, with below-grade and at surface public parking and first floor retail. Designed the site layout, utilities, and grading, as well as improvements to the Private Way abutting the site. Approval of the project required the Newton Zoning Board of Appeals, included obtaining approval from the Newton Planning and Development Department, Newton Department of Public Works, Newton Engineering and Utilities Divisions, and Newton Fire Department.


Clippership Wharf, East Boston, MA


28 Austin Street, Newton, MA

Jared Gentilucci, PE, CPESC, LEED AP BD+C
Deputy Director of Civil Engineering



Years of Experience
- *20 in industry*
- *20 at Nitsch Engineering*

Registration
- *Massachusetts: Professional Engineer (Civil) #48079, 2009*
- *Massachusetts: Soil Evaluator #13143, 2009*
- *Certified Professional Soil Erosion & Sediment Control Specialist, 2018*
- *LEED Accredited Professional BD+C, 2008*
- *OSHA (10-hour) Certified*

Education
- *BS, Civil Engineering, University of Massachusetts Lowell, 2004*

Professional Affiliations
- *Rutland Conservation Commission, Chair, 2019*
  - *Secretary, 2023*
- *Environmental Business Council of New England*
- *US Green Building Council (USGBC) MA Chapter*
  - *Co-Chair, Central Massachusetts Committee*

Jared has over 20 years of experience as a Civil Engineer, all at Nitsch Engineering. He has worked on and managed various site development and building projects throughout Massachusetts. His areas of expertise include design of stormwater management systems, site utility systems, site layout and grading, erosion and sediment control, construction administration services, and permitting through various local, State, and Federal agencies. He is also an experienced user of AutoCAD Civil 3D, HydroCAD, Storm and Sanitary Analysis, Bluebeam, and Microsoft Office software.

Relevant Projects

788 Boston Road
Groton, MA
Project Manager for a peer review of a commercial and retail project at the intersection of Boston Road (Route 119) and Sandy Pond Road in Groton. Reviewed the site plans and drainage calculations for conformance with local, state, and federal regulations, prepared review letters, attended review meetings with the Town of Groton and Applicant, and attended Groton Town Board meetings.

Bertozzi Farms Subdivision
Groton, MA
Project Manager for a peer review of a residential subdivision project at Amelia Way in Groton. Conducted site visits to confirm status of completed work, prepared bond estimates, prepared field reports, and reviewed as-built plans.

Rocky Hill Subdivision
Groton, MA
Project Manager for a peer review of a residential subdivision project located between Boston Road (Route 119) and Sandy Pond Road in Groton. Conducted site visits to monitor erosion and sedimentation controls, confirmed status of completed work, prepared bond estimates, prepared field reports, and reviewed as-built plans.

Music Center at Indian Hill
Groton, MA
Project Manager for a peer review of a music center located at 122 Old Ayer Road in Groton. Conducted site visits to monitor erosion and sediment controls, confirmed status of completed work, and prepared field reports.

Chamberlains Mill
Groton, MA
Project Manager for a peer review of a residential subdivision located at Chamberlains Mill Lane in Groton. Conducted site visits to monitor erosion and sedimentation controls, confirmed status of completed work, prepared bond estimates, and reviewed as-built plans.

New England Shirdi Sai Parivaar Temple
Groton, MA
Project Manager for a peer review of a temple located at 99 Shirdi Way off of Boston

Jared Gentilucci, PE, CPESC, LEED AP BD+C
Deputy Director of Civil Engineering

Relevant Projects – continued

Road (Route 119) in Groton. Conducted site visits to monitor erosion and sedimentation controls, confirmed status of completed work, reviewed modifications to plans and drainage calculations, and prepared review letters.

Consulting Engineering Services
Northborough, North Reading, Raynham, Weston, Norfolk, and Chelmsford, MA
Project Engineer for consulting engineering and design review services for projects in various communities. Assisted with review of site plans for residential and non-residential developments; Notices of Intent; and roadway, utility, Title 5 compliance, and stormwater management systems for compliance with standard engineering practices, constructability, and conformity to town, state, and federal regulations.


The Loop, Northborough, MA

The Loop
Northborough, MA
Project Engineer for a peer review of a 566,000-square-foot residential and retail project near the intersection of Route 9 and Route 20 in Northborough. Assisted with review of the 40B submittal, Notice of Intent, and associated plans and calculations. Addressed issues with the layout, grading, and utilities; stormwater runoff; outdoor lighting; open space standards; parking; and loading docks. Provided construction administration services to monitor erosion and sedimentation controls and installation of site work (utilities, drainage, roadways, parking lots, and curbing).


White Street Fire Station, Springfield, MA

White Street Fire Station
Springfield, MA
Project Engineer for civil engineering services for a new fire station. Services included site layout, grading, materials, planting, and utility design; stormwater management design; work associated with site LEED credits; preparation of a draft Stormwater Pollution Prevention Plan; permitting through the Springfield Water and Sewer Commission and Springfield Department of Public Works; and construction administration tasks. This project achieved LEED Gold certification.


Western Massachusetts Fire Training Academy, Springfield, MA

Western Massachusetts Fire Training Academy
Springfield, MA
Project Engineer for civil engineering services for a new fire training academy located in Springfield. Services included preparation of Division of Capital Asset Management and Maintenance (DCAMM) study phase documents, which include schematic site plans for three building options, stormwater design, rainwater harvesting analysis for water reuse for training exercises, and preparation of a life cycle cost analysis for the rainwater harvesting system.

Deborah M. Danik, PE, LEED AP BD+C
Vice President, Director of Civil Engineering



Years of Experience
- *20 in industry*
- *18 at Nitsch Engineering*

Registration
- *Massachusetts: Professional Engineer (Civil) #47098, 2007*
- *LEED Accredited Professional Building Design + Construction, 2008*
- *OSHA (10-hour) Certification, 2010*

Education
- *BS, Civil Engineering, University of Massachusetts, Amherst, 2002*

Professional Affiliations
- *American Society of Engineering Companies of Massachusetts (ACEC/MA), Engineering Excellence Awards Committee, Co-Chair*
- *Commercial Real Estate Development Association of Massachusetts (NAIOP/MA), Member*
- *Chi Epsilon, National Civil Engineering Honor Society, Member*
- *Tau Beta Pi, Engineering Honor Society, Member*

Deb has 20 years of experience in the civil engineering field, with an emphasis on designing urban sites, coordinating projects, integrating sustainable site practices, and resolving permitting issues in the City of Boston. Her project experience includes mixed-use and commercial developments, transportation-related projects, academic facilities, and providing review services in Massachusetts. She is very experienced in managing multiple projects to provide innovative civil engineering design services and is able to combine her technical and communication skills to successfully serve a number of clients.

Relevant Projects

Raynham Consulting Engineering Services
Raynham, MA
Project Designer for engineering reviews of definitive subdivisions and site plans to meet the Raynham Planning Board Rules and Regulations, zoning by-laws, and the Massachusetts Department of Environmental Protection (MassDEP) Stormwater Management Policy.

Reading Consulting Engineering Services
Reading, MA
Project Designer for engineering reviews of definitive subdivisions and site plans to meet the Reading Planning Board Rules and Regulations, zoning by-laws, and the MassDEP Stormwater Management Policy.

Fire Alarm Building, Fence and Vehicle Deterrent System
Boston, MA
Project Engineer for civil engineering services associated with the design and construction of a new fence and vehicle deterrent system in front of the City of Boston Fire Alarm Building located at 59 Fenway, near the intersection of Westland Avenue under a House Doctor contract with the Boston Public Facilities Department (BPFD). Prepared a site preparation/demolition plan and wall layout plan, designed the site wall and fence, and prepared a quantity/cost estimate. Coordinated with the structural engineer, electrical engineer, sub-surface utility engineer, and graphic designer.

Peters Park
Boston, MA
Project Engineer for civil engineering services associated with the first sanctioned dog park in the City of Boston. Services included utility design and permitting with the Boston Water and Sewer Commission (BWSC).

Emerald Necklace Visitor and Volunteer Center
Boston, MA
Project Engineer for civil engineering for the renovation of the historic H. H. Richardson building, built in the 1870s to regulate stormwater into the Fens, into the Emerald Necklace Visitor and Volunteer Center. Designed the site utilities and permitted the project with the Boston Conservation Commission, Boston Parks and Recreation Department (BPRD), Boston Planning and Development Agency (BPDA), Public

Deborah M. Danik, PE, LEED AP BD+C
Vice President, Director of Civil Engineering

Relevant Projects – continued

Improvement Commission (PIC), BWSC, and Zoning Board of Appeals Groundwater Conservation Overlay District.

Josiah Quincy Upper School/Boston Arts Academy
Boston, MA
Project Manager for site design for the combination of Josiah Quincy Upper School/ Boston Arts Academy in Boston. Prepared schematic design documents including performing a site visit; prepared a Schematic Layout Plan and a Schematic Utilities Plan; prepared Outline Specifications for civil/site work; and reviewed Schematic Design Plans with the Client.

Burke High School and Combined Library
Boston, MA
Project Engineer for the construction of a building addition at the community high school that serves the Dorchester, Roxbury and Mattapan areas of Boston. Designed the utilities, grading, and layout improvements for the site, and relocated the existing BWSC drain and sewer lines.

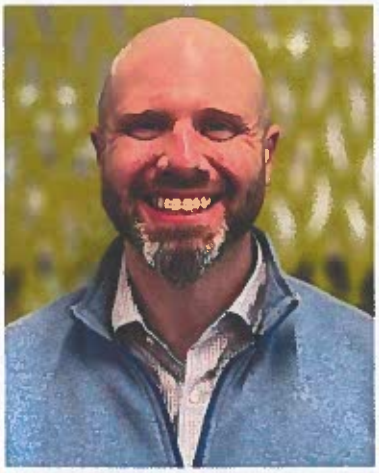
Overlook Terrace at Orient Heights
East Boston, MA
Project Manager for civil engineering services for the redevelopment of a Boston Housing Authority multi-family housing development consisting of 331 units. The housing development was replaedreplaced with 51 townhouses and mid-rise buildings. The 15-acre development contains new public space, a new public park, a community center, and management office. There are a total of 265 vehicle and 330 bicycle parking spaces. This project was partially funded through federal, state, and City of Boston sources. Conducted feasibility studies and analysis of the existing site. Performed site design services (grading, utilities, and layout design). Provided permitting services permitting with the BPDA, BWSC, PIC, and Boston Transportation Department (BTD).

Washington-Beech Housing, Phase I
Boston, MA
Project Engineer for civil engineering services for the redevelopment of the Washington-Beech housing development. The first phase added 100 new units to the property (in four townhouses and a midrise building) and created three new streets. Designed the site utilities, grading, and layout for Phase I, as well as two new public streets and one private way. Permitted the improvements and additions with the Boston Public Works Department (BPWD), BTD, BWSC, Boston Street Lighting Division, BPRD, and private utility companies. Developed the specifications and cost estimates for the project. Worked closely with the project team to address AUL concerns during the design and permitting process.


Overlook Terrace at Orient Heights, Boston, MA


Jackson Square, Boston, MA

Jeffrey T. Bandini, PE, PTOE
Senior Project Manager



Years of Experience
- *18 in industry*
- *9 at Nitsch Engineering*

Registration
- *Massachusetts: Professional Engineer (Civil) #49187, 2011*
- *Certified Professional Traffic Operations Engineer (PTOE), 2012*
- *OSHA (10-hour) Certified*

Education
- *BS, Civil and Environmental Engineering, University of Massachusetts Dartmouth, 2005*

Professional Affiliations
- *Southeastern New England Institute of Transportation Engineers (SENEITE), Awards & Scholarship Committee, Co-chair, 2023 - present*
- *Member of Institute of Transportation Engineers (ITE), Member, 2006 - present*
- *Member of Barnstable County Public Works Association (BCPWA), Member, 2018 - present*

Jeff has 18 years of experience as a transportation project manager and engineer. During this time, his experience includes managing and performing traffic impact studies for site development and roadway improvement projects; designing roadway segments, intersections, and roundabouts; and creating full engineering plan sets of roadway and intersection projects, including construction, signing/striping, signal, and traffic management plans. Jeff has conducted traffic analysis and timing determination of signalized intersections, including coordination; and he has performed highway design and engineering, including geometry, specifying signage, and quantity take-off estimates.

Jeff has an in-depth understanding of industry-standard and computer programs, including Civil 3D, AutoTURN; Synchro; and SIDRA. Jeff is familiar with the standards required by the ITE Trip Generation Manual; ITE Parking Generation Manual; A Policy on Geometric Design of Highways and Streets; Highway Capacity Manual; Manual on Uniform Traffic Control Devices (MUTCD); MassDOT Project Development & Design Guide; and the National Association of City Transportation Officials (NACTO) Urban Street Design Guide.

Relevant Projects

Peer Reviews
Various Locations, MA
Performed peer reviews of traffic reports developed by other consultants, checking for compliance with standard engineering practices, local regulations and policies, and State regulations.

Site Plan Peer Reviews
Dedham, MA
Project Manager for various site plan peer reviews in the Town of Dedham, Massachusetts. Scope included reviewing applicant submission materials for compliance with standard engineering practices and Town of Dedham regulations. Scope included coordinating with the Town of Dedham and Applicant during review process, compiling review letter and issues summary, presenting findings to the Dedham Planning Board, and negotiating appropriate Applicant mitigation on the Town's behalf. *Project experience with prior firm.*

275 Green Street Warehouse Peer Review
Wrentham, MA
Project Manager for peer review of 275 Green Street Warehouse in the Town of Wrentham, Massachusetts. Scope included reviewing applicant submission materials for compliance with standard engineering practices and Town of Wrentham regulations. Scope included coordinating with the Town of Wrentham and Applicant during review process, compiling review letter, presenting findings to the Wrentham Planning Board, negotiating appropriate Applicant mitigation on the Town's behalf, and assisting the Town on understanding the Massachusetts Department of Transportation (MassDOT) funding and design process. *Project experience with prior firm.*

Jeffrey T. Bandini, PE, PTOE
Senior Project Manager

Relevant Projects – continued

Centre Street Roundabout
Boston, MA
Senior Transportation Engineer for the reconfiguration of Centre Street Roundabout located in a densely populated neighborhood of Boston. To improve safety for pedestrians and bicyclists, and reduce traffic speed, designed improvements that reconfigured vehicle operation through the intersection, following standard guidelines for roundabout operation. Travel lanes were significantly reduced, and standard splitter islands were constructed at the intersection approaches to slow vehicle speeds and reduce crosswalk lengths. A large pedestrian plaza was created, including bike share kiosks, bicycle racks, benches, and trees.


Thurgood Marshall Middle School, Lynn, MA

Billerica High School
Billerica, MA
Senior Traffic Engineer responsible for providing traffic engineering services for proposed site improvements to the existing Billerica High School. Collecting bicycle and pedestrian volume data, and inventorying traffic control devices, traffic circulation, and access and egress. Developing a report based on findings, and information and comments provided by the School and the Town, that describes existing and proposed site improvements and methodologies.

Thurgood Marshall Middle School
Lynn, MA
Senior Traffic Engineer for traffic engineering services associated with the construction of a new 181,847-square-foot middle school. Evaluated existing site traffic conditions, collected traffic data, reviewed past studies, and inventoried traffic control devices. Prepared a report providing site improvements in regard to access/egress, site circulation, and impacts to adjacent roadways.

Dalton Street Bridge
Boston, MA
Transportation Engineer for the Dalton Street bridge replacement. Assisted with the preparation of traffic management plans (TMPs) for shifting the traffic under the bridge onto the Massachusetts Turnpike for the various stages of construction. Assisted with traffic signal design, traffic data collection and studies, preparation of traffic detour plans, traffic studies on the detoured routes, and roadway and transportation design.

City of Boston, Signalization of Five Intersections
Boston, MA
Transportation Engineer responsible for preparing the Functional Design Report (FDR) and analyzing five existing unsignalized intersections and providing the information necessary to provide traffic signal systems at each location, including traffic signal timing and ideal approach lane configurations.

Nathan L. Rosencranz, PE, SE_{IL}
Director of Structural Engineering



Years of Experience
- *18 in industry*
- *3 at Nitsch Engineering*

Registration
- *Massachusetts: Professional Engineer (Structural), #50905, 2014*
  - *Also PE in Connecticut, Florida, Illinois, and Georgia*
- *Federal Highway Association NHI Bridge Inspection Team Leader*
- *OSHA (10-hour) Certified*

Education
- *B.S., Civil Engineering (Structural), Columbia University, 2006*
- *B.A., Liberal Arts, Fairfield University, 2005*

Professional Affiliations
- *Structural Engineering Institute (SEI) Boston Chapter*
  - *Executive Committee Member, 2014-Present*
  - *Executive Committee Chair, 2018-2019*
- *Boston Society of Civil Engineers Section (BSCES/ASCE), Member, 2010-Present*
- *American Society of Civil Engineers (ASCE), Member, 2004-Present*

Nathan is a structural engineer with over 18 years of experience predominantly in bridge design and bridge construction engineering with a specialty in solving complex problems with innovative solutions. He has a history of doing this on both Design-Bid-Build and Design-Build projects. He has extensive experience working on complex bridges and utilizing accelerated bridge construction.

Nathan also has experience in bridge rating and inspection, building design, design of high mast light pole foundations, bridge rehabilitation, tunnel rehabilitation, dam rehabilitation, building rehabilitation, and analysis of communication towers.

Because of Nathan's extensive experience with both bridge construction and design build projects, he has a unique perspective which allows him to ensure that a design is not only adequate in its final state, but also constructable.

Relevant Projects

Belmont Community Path – Phase 1
Belmont, MA
Project Manager for the structural design aspects of the Belmont Community Path in the Town of Belmont. The path is a 2-mile segment of the Mass Central Rail Trail (MCRT), a bicyclist and pedestrian path that will ultimately extend 104 miles between Boston and Northampton. This segment of path is intended to provide a safe and accessible connection between the Belmont High School, Fitchburg Cutoff Path, the Clark Street Pedestrian Bridge, public transportation facilities, neighborhoods, and area businesses for community members and visitors to enjoy. Since the path will be located adjacent to the Fitchburg Line of the Massachusetts Bay Transportation Authority (MBTA) commuter rail, the design of the trail and associated connections requires close collaboration with the transit authority.

1167 Massachusetts Avenue Bridge Replacement
Arlington, MA
Project Manager for the development and structural design of a bridge superstructure replacement supported on the existing, modified substructure. Oversaw team responsible for performing an evaluation of the existing substructure to ensure capability of being reused. Provided guidance and performed QA/QC on design and coordination of the demolition of the bridge superstructure to ensure protection of the existing substructure to be reused. Provided guidance and performed QA/QC on design and bridge geometry calculations for the layout of the new superstructure and modifications to the existing substructure. Reviewed construction drawings and special provisions. Oversaw coordination of removal and replacement of existing utilities across the new bridge.

Summer Street Bridge Rating and Modifications, Parcel P
Boston, MA
Project Manager responsible for analyzing the effects of proposed modifications to an existing bridge superstructure. Oversaw load rating of the superstructure, cross girders, and concrete deck to examine the effects of the proposed modifications and

Relevant Projects – continued

ensure they would not result in posted load restrictions on the bridge; the rating was performed in accordance with the MassDOT Bridge Manual and the AASHTO Manual for Bridge Evaluation and was performed by modeling the six-span, continuous, curved, steel beam superstructure and cross girders in AASHTOware Bridge Rating software. Oversaw preparation of a Preliminary Structures report to describe the proposed modifications, present the findings of the load rating, evaluate the effects of the modifications, and provide recommendations. Oversaw design of the details for the demolition of the existing concrete sidewalks and barriers, and the connections of the proposed sidewalks, barriers, medians, curbs, mast arms, and other ancillary structures.



Belmont Community Path – Phase 1, Belmont, MA

World Trade Center Avenue Bridge Rating and Modifications, Parcel A2
Boston, MA

Project Manager responsible for the structural analysis and rating used to examine the effects of proposed modifications to an existing bridge superstructure. The analysis of the proposed modification included a rating of the bridge deck, superstructure, and substructure as well as a seismic analysis of the substructure for the design of a joint along a proposed building. 3D Finite element analysis of four-span continuous portion of bridge performed for distribution of dead and live loads to the beam members.

Rehabilitation of Existing Water Treatment Facility
Peabody, MA

Lead Structural Engineer responsible for the structural/facility design of rehabilitation of existing water treatment facility following a fire. Staged design to 1) Get the plant up and running 2) Increase capacity 3) Improve Administrative Area. Structural Design includes Curbs, Pads, A new mezzanine supported on reinforced concrete deck composite with metal deck on steel beams on steel columns with concrete foundations, a new floor to support offices and bathrooms supported on reinforced concrete deck composite with metal deck on steel beams on steel columns with concrete foundations, a reinforced concrete bulkhead to provide basement access, and an ADA compliant reinforced concrete access ramp. *Project experience with prior firm.*

Department of Public Works Garage Improvements
Lynnfield, MA

Senior Structural Engineer on team responsible for HVAC improvements at the town's DPW garage to improve air quality. Structural work included analysis of existing structures for proposed conditions and design of supplemental structural supports. Supplemental structural supports included steel beams, steel columns, reinforced concrete footings, metal deck roof opening reinforcement, and masonry wall penetration reinforcement. *Project experience with prior firm.*

Mark E. Violette, PLS
Deputy Director of Land Surveying



Years of Experience
- *40 in Industry*
- *10 at Nitsch Engineering*

Registration
- *Massachusetts: Professional Land Surveyor #40768, 1998*
- *Connecticut: Professional Land Surveyor #70481, 2018*
- *Transportation Worker Identification Credential (TWIC)*
- *OSHA (10-hour) Certified*

Education
- *AS, Applied Technologies, Central New England College, 1985*
- *Diploma in Architecture and Construction, Worcester Industrial Technical Institute, 1983*

Professional Affiliations
- *Central Massachusetts Association of Land Surveyors and Civil Engineers, President 2017 – Present*
- *Central Massachusetts Regional Planning Commission, Alternate Delegate 2017 – Present*
- *East Brookfield Planning Board, Chair 2000 – Present*
- *Massachusetts Association of Land Surveyors and Civil Engineers (Proprietors Council)*
- *National Society of Professional Surveyors, Member*

Mark has 40 years of experience in the land surveying field, including both field and management experience. He has managed public and private survey projects, including extensive work on a variety of building, utility, and highway and roadway projects. He is experienced in performing GPS, property line, ALTA/NSPS Land Title, Land Court, topographic, subdivision, construction, deformation monitoring, easement, photogrammetric, wetland delineation, and flood elevation surveys. Mark has a strong background in using a wide range of land surveying technologies and software to meet his clients' needs. He is currently serving as president of MALSCE's Central Massachusetts chapter, and received the 2015 Surveyor of the Year Award from MALSCE.

Relevant Projects

Holden Street, Drummond Avenue, and Shore Drive Intersection Improvements
Worcester, MA
Project Manager for land surveying services to support a roadway design and realignment of Shore Drive with Holden Street and Drummond Avenue. Services included verification of the topographic base plan, which was prepared by others and included checking survey controls, existing topographic information and roadway layout determination. Following the roadway realignment design, prepared new layout plans for temporary and permanent easement takings along with the preparation of taking documents.

Belmont Community Path – Phase 1
Belmont, MA
Project Manager for land surveying services to support the creation of the Belmont Community Path through the Town of Belmont. The path is a 2-mile segment of the Mass Central Rail Trail (MCRT), a bicyclist and pedestrian path that will ultimately extend 104 miles between Boston and Northampton. This segment of path is intended to provide a safe and accessible connection between Belmont High School, Fitchburg Cutoff Path, the Clark Street Pedestrian Bridge, public transportation facilities, neighborhoods, and area businesses for community members and visitors to enjoy.

Pleasant Street Bike and Pedestrian Improvements
Northampton, MA
Project Manager for land surveying services to support roadway and sidewalk improvements along Pleasant Street in the City of Northampton, Massachusetts. Performed street line and topographic survey of Pleasant Street between Hampton Avenue and Hockanum Road.

Mass Central Rail Trail, Great Meadows Bridge over Sudbury River
Sudbury and Wayland, MA
Project Manager for land surveying services for the 10-foot wide multi-use pathway stretching from Sudbury to Wayland. Performed a topographic, property line, railroad retracement, and utility survey.

Mark E. Violette, PLS
Deputy Director of Land Surveying

Relevant Projects – continued

Mass Central Rail Trail, Wayside Segment
Weston, MA
Project Manager for land surveying services for the reconnection of the Weston Rail Trail. Using a combination of traditional survey methods and Global Positioning System (GPS), performed a topographic, property line, railroad retracement, and utility survey for half of an acre of the site.



Pleasant Street Bike and Pedestrian Improvements, Northampton, MA

Cummins Highway
Boston, MA
Project Manager for land surveying services to support roadway reconstruction of approximately 5,000 linear feet of roadway. Obtained topographic, utility, and layout determination utilizing our Leica scanner for roadway surfaces. Supplemental data was collected with our Leica total station and a basemap was prepared for the Boston Transportation Department (BTD).



Mass Central Rail Trail, Great Meadows Bridge over Sudbury River, Sudbury and Wayland, MA

Roadway Improvements and Roundabout Design
Gardner, MA
Project Manager for land surveying services associated with the preparation of an existing conditions base plan showing topographic and property line information for roadway improvements and roundabout design in the Uptown Gardner Historic District. The base plan is used for roadway and geometry improvements to encourage slower and safer driving. To complete roadway sideline determination, the project required retracement of the existing mid-1800s street layouts.

Worcester South High School
Worcester, MA
Project Manager for land surveying services to support construction of the new 152,000-square-foot high school. Services include performing a property line, topographic, and utility survey of 40 acres and preparing a basemap to assist design professionals.



Worcester South High School, Worcester, MA

Marathon Elementary School
Hopkinton, MA
Project Manager for land surveying services in support of construction closeout documents to include verification of property lines, preparation of an As-Built topographic survey of 12 acres of the site, and incorporation of contractor's utility as-built. The as-built was done for the Hopkinton Planning Board and Hopkinton Conservation Commission for municipal review.

W. Edward Balmer Elementary School
Northbridge, MA
Project Manager for land surveying services to support construction of a new school. Performed a property line, topographic, and utility survey of 25 acres utilizing the drone, and prepared a basemap for design purposes.

LEC

WETLANDS WILDLIFE WATERWAYS



Richard A. Kirby

Senior Wetland Scientist

Rich manages, coordinates, and supervises projects in LEC's Wakefield and Worcester Offices. As a senior wetland scientist and regulatory specialist concentrating in wetlands ecology, stormwater management, water quality, and regulatory compliance, Rich's responsibilities have included the design, implementation, and supervision of wetland replication/ restoration areas and Buffer Zone improvements projects; consultation with project team members regarding project design, regulatory implications, and permitting strategy; preparation and submittal of environmental permit applications following federal state, and local statutes. Rich represents clients and conducts project presentations in public forums, and reviews resource areas delineations and permit applications on behalf of town Conservation Commissions.

EDUCATION

Boston University
Boston, Massachusetts
BS Biology

University of Massachusetts
Amherst, Massachusetts
Graduate Course Work,
Soil Sciences

CERTIFICATIONS

OSHA Hazwopper Certification

AFFILIATIONS

Society of Wetland Scientists

Association of Massachusetts Wetland Scientists

Massachusetts Association of Conservation Commissions

EMPLOYMENT

LEC Environmental Consultants, Inc.
Worcester, Massachusetts
1999-present

Town of Barnstable Natural Resources Division
Barnstable, Massachusetts
Natural Resource Officer/ Shorebird Specialist

Cape Code Museum of Natural History
Brewster, Massachusetts
Interpretive Naturalist

Compact of Cape Cod Conservation Trust, Inc.
Sandwich, MA
Research Assistant

SELECT REPRESENTATIVE PROJECTS

- Wetland Delineation and NOI Peer Review, Shea Street Solar Development, Fitchburg, MA
- Wetland Delineation Peer Review, 41 Ellen Road, Stoneham, MA
- ANRAD and Wetland Delineation Peer Review, 50 Fordham Road, Wilmington, MA
- NOI Peer Review, 79 Nichols Street, Wilmington, MA
- NOI Peer Review, Lowell/Birch/Fir/Alder/Hall Streets and March Road, Wilmington, MA
- NOI Peer Review, 800 Salem Street, Wilmington, MA
- NOI Peer Review, 116 Burlington Avenue, Wilmington, MA
- ANRAD Peer Review, 30 Upton Drive, Wilmington, MA
- ANRAD Peer Review, 11 Sprucewood Road, Wilmington, MA
- NOI and Wetland Delineation Peer Review, 201 Street/ Parcels A & B, Wilmington, MA
- Construction Supervision/SOOC Compliance, Weiss Farm, Stoneham, MA

REPRESENTATIVE PROJECT EXPERIENCE

NOI Peer Review, Riverfront Area Delineation—Wilmington, MA

In 2021, Mr. Kirby provided peer review services to the WCC for delineation of the Mean Annual High Water (MAHW) Line to Lubber Brook as it flows through an expansive wetland system. Mr. Kirby conducted an independent field review applying industry standards for delineation of wetland streams relying on Bankfull indicators, USGS StreamStats, and the Regional Curve data as multiple corroborating indicators. Mr. Kirby revised the boundary when inconsistent with these indicators, prepared a peer review report documenting his findings and rationale, and participated in several public hearings to present and discuss his findings. Subsequent to the WCC issuing an approval Order of Conditions, the project was appealed by a 10 citizens group, and in 2022 Mr. Kirby participated in DEP's Superseding Order of Conditions (SOC) review. The SOC was appealed by the same citizen group and in 2023 Mr. Kirby participated in the Office of Appeals and Dispute Resolution Final Decision process, which resulted in approval of the project and establishing Case Law relating to the methods used for MAHW delineation.

NOI Peer Review, ANR–Wilmington, MA

In 2024, Mr. Kirby provided peer review services to the Wilmington Conservation Commission (WCC) to review the boundaries of Bordering Vegetated Wetlands (BVW), and the MAHW Line to Maple Meadow Brook, and review Site Plans associated with a Notice of Intent (NOI) Application for infrastructure and site grading related to 8 Approval Not Required (ANR Lots). Mr. Kirby conducted an independent field review and in accordance with established Case Law applied industry standards for delineation of wetland streams relying on Bankfull indicators, USGS StreamStats, and the Regional Curve data as multiple corroborating indicators. Mr. Kirby revised the boundaries as appropriate, prepared a peer review report documenting his findings and rationale, and participated in several public hearings to present and discuss his findings. Mr. Kirby also recommended plan revisions to improve resource area protection, enhanced erosion control measures, modified an annual mowing program, and recommending native tree and shrub plantings along the Limit-of-Work line. Finally, Mr. Kirby reviewed and edited a Draft Order of Conditions, and recommended changes and improvements to the Special Conditions.

NOI Peer Review Solar Project, Fitchburg, MA

In 2023 and 2024, Mr. Kirby provided peer review services to the Fitchburg Conservation Commission (FCC) to review the boundaries of BVW for a large-scale solar array project. Mr. Kirby conducted an independent field review in accordance with the pertinent statutes and regulations in December of 2023. The wetland delineation review was particularly complex, with broad transitional zones separating obvious wetland and upland areas. These transitional zones contained 50%+/- wetland vegetation and intermittent hydric soils, and drainage patters were obscured by recently fallen leaves. Based on these challenges, Mr. Kirby deferred his review to June of 2024 when groundcover vegetation was more identifiable, and drainage patterns were more evident. As a result, the delineated BVW significantly increased in size, and four (4) Isolated Vegetated Wetlands also were delineated. Mr. Kirby prepared a Peer Review report to the FCC overviewing our findings, and presented his findings at a Public Hearing.

40B Development Construction Supervision, Stoneham, MA

Since 2022, LEC has been consulting with the Stoneham Conservation Commission during the construction of an Affordable Housing Development at a former farm operation. The project was denied by the Commission, but approved by MA DEP through issuance of a SOC. LEC conducts monthly Peer Review inspections to ensure proper function of erosion controls, and confirm adjacent properties are not adversely affected by site development. LEC also has provided consultation relative to general SOC compliance, and a pump that maintains water levels within the wetland adjacent to the development. Consultation often involves discussions with and consensus-building between the Commission, the Developer, and MA DEP.

VINCENT A. DiIORIO, INC.

CONSULTING ENGINEERS

89 Access Road, Suite 18

Norwood, Massachusetts 02062



FADI A. BARK , P.E.

SENIOR ELECTRICAL ENGINEER

Since being employed with Dilorio Inc., the company has steadily expanded its Commercial, Industrial, Retail and Academic projects in the New England area and abroad. In the field of Electrical Engineering since 1984, Mr. Bark's management abilities are demonstrated by the success of repeat clients that he has direct contact with. Fadi has helped expand the companies professional base by bringing on a wide range of process facilities type projects. Mr. Bark has held a series of increasingly responsible positions within Boston's top engineering firms.

PROFESSIONAL EXPERIENCE

SENIOR ELECTRICAL ENGINEER — 1990-1994
Process Systems International, Inc. Westborough, MA.

PROJECT ELECTRICAL ENGINEER — 1989-1990
Cannon Boston, Inc. Boston, MA

PROJECT ELECTRICAL ENGINEER — 1985-1989
Dilorio,Inc. Boston, MA

TEACHING ASSISTANT — 1983-1985
U.Mass at Dart mouth Dartmouth, Ma

EDUCATION

ELECTRICAL ENGINEERING M.S. E.E. — 1984-1988
University of Massachusetts at Dartmouth Dartmouth, MA

ELECTRICAL ENGINEERING B.S. E.E. — 1978-1982
University of Massachusetts at Dartmouth Dartmouth, MA

In 1993 Mr. Bark received his Professional Engineer's Registration in the Commonwealth of Massachusetts, was Project Manager and familiar with all phases of electrical Engineering. Along with his Massachusetts Registration Fadi has acquired Professional Registration in the following States; New York, Texas, Connecticut, New Hampshire and Rhode Island.

As a Member of the National Society of Professional Engineers, Massachusetts Society of Professional Engineers, The Electric Institute Mr. Bark stays involved and up-to-date on all current Engineering issues.

tel: (781) 255-9754 *fax:* (781) 255-9725 *email:* *vadjr@vadeng.com*



Shauna Gillies Smith

FASLA, LEED AP
Principal Ground Inc.

Harvard University Graduate School of Design
Master of Urban Design

University of British Columbia, Vancouver
Bachelor of Architecture

Queen's University
Bachelor of Arts in Economics

American Society of Landscape Architects

LEED AP

Licensure: MA, NH, CT, MI, ME

Boston Civic Design Commission
Commissioner

Boston Society of Architects
Board of Directors, 2016-2019

Architecture Boston Magazine
Contributing Editor, 2007-2013

Urban Design Committee
Co-Chair, 2011-2013

Selected Teaching Experiences:
Harvard Graduate School of Design,
2015-2012, 2009-2007

Rhode Island School of Design,
2011/2010/2000

Ground is certified
as a WBE in MA

ground

Shauna Gillies-Smith is the founding principal of Ground and oversees the design direction of all the firm's projects. Active in both professional and academic spheres, Gillies-Smith has taught landscape architecture design studios and technical courses at the Harvard Graduate School of Design, RISD, UBC, RPI, and Tulane.

Currently, Shauna serves as a Commissioner for the Boston Civic Design Commission and is committed to ensuring that each landscape project positively impacts the city's public realm. Previously, she served as a landscape architecture consultant for the City of Cambridge On-Call Urban Design Services, where she reviewed plans, prepared reports, and worked with a multi-disciplinary team to provide additional consulting and peer review services.

In addition to addressing exterior spatial, material, and planting design issues, Shauna's particular areas of expertise include resilience, universal access strategies, urban heat island mitigation, and stormwater management.

Selected Projects

On-Call Urban Design Services
Cambridge, MA

Winthrop Square
Plaza and Residential
Boston, MA

One Charlestown
Park and Multi-Family Residential
Boston, MA

Nubian Square
Boston, MA

Linden-Chambers Senior Housing
Needham, MA

Parcel 12
Boston, MA

Waterside Place Mixed Use Development
Boston, MA

Bromley Heath
Boston, MA

Parc Nouvelle
Natick, MA

Union Square Station Plaza
Multi-family Residential
Somerville, MA

Downer Avenue Park
Boston, MA

Mildred C. Hailey Apartments
Boston, MA

Tontine Crescent Plaza
Boston, MA

Drexel Village
Boston, MA

Peter Bulkeley Senior Housing
Concord, MA

Brockton Trinity Housing
Brockton, MA

Winchendon Park
Winchendon, MA

Selected Awards

2023	Waring School - Maine AIA Design Award
2022	Adams Branch Library - BSA Honor Award
2020	Jumping Fish Ecological Power Plant Park - BSA Honor Award
2019	Collaborative Learning and Innovation- BSLA Award of Merit
2019	Tontine Cresent Tactical Plaza- BSLA Award of Merit
2018	Central Park - BSLA Award of Merit
2017	WRAP Taunton- Paul & Niki Tsongas Award
2017	Keene State College-AIA NH Honor Award
2016	Center for Design and Media-BSA Award Education Facilites Design
2016	MassArt Tree House Residence- New England AIA Design Award
2015	MassArt Tree House Residence – ASLA Award of Merit
2013	Peter Bulkeley Terrace – AIA NE Award
2012	Tapestry Garden – BSLA Award of Merit
2012	Parc Nouvelle – BSLA Award of Merit
2012	LandWave – BSLA Award of Merit

List of Subconsultants

The Nitsch Team includes the following subconsultants:

- GROUND Inc., Landscape Architecture
- LEC Environmental Consultants, Inc., Environmental Consulting
- Vincent A. Dilorio, Inc., Electrical Engineering

Project Experience & References

Groton Consulting Review & Engineering Services, Groton, MA

Nitsch Engineering has enjoyed an on-going consulting relationship with the Town of Groton since 1989, and has provided services under a series of on-call contracts. Over the years, this has resulted in Nitsch providing review services on over 110 site plan and subdivision projects. In general, Nitsch's services have included:

- Reviewing site plans, preliminary and definitive subdivisions, Notices of Intent, and roadway and utility designs for constructability and conformity to Town and State regulations;
- Providing technical support at public hearings/meetings and site walks;
- Performing field observations to ensure conformance with construction standards and permits; and
- Preparing construction cost estimates for performance bonds.

Additionally, Nitsch has reviewed existing road conditions and recommended improvements to be constructed within a limited budget; revised the Subdivision Rules and Regulations with the Planning Board; prepared a Construction Appendix for use in all new roadway design and construction; and prepared Site Plan Checklists and Subdivision Checklists.

Client Reference
Takashi Tada, Land Use Director/Town Planner
Town of Groton
Planning Board
Town Hall, 173 Main Street
Groton, MA 01450
978-448-1105
ttada@grotonma.gov

Weston Consulting Review & Engineering Services, Weston, MA

Since 1995, Nitsch has provided the Town of Weston with a wide range of consulting engineering services, including preparing site plans for various types of developments; preparing Notices of Intent; and designing roadway, utility, and stormwater management systems for compliance with standard engineering practices, constructability, and conformity to Town, State, and Federal regulations. We review traffic and transportation issues to ensure that negative project impacts are mitigated, and conduct traffic signal inspections to determine system faults.

Nitsch has also assisted the Planning Board in developing sustainable roadway regulations and provides them with general engineering and technical assistance.

Client Reference
Imaikalani Aiu, Town Planner
Town of Weston Planning Board
Weston Town Hall
11 Townhouse Road
P.O. Box 378
Weston, MA 02493
781-786-5065
aiu.i@westonma.gov

Carlisle Peer Reviews, Carlisle, MA

For over 20 years, Nitsch Engineering has been providing peer review services of subdivisions at various locations for the Town of Carlisle. Our staff analyze drainage reports and verify that site plans meet the Town Zoning and By-Laws. We present information to the Planning Board and give recommendations, as needed, to resolve concerns expressed by the board. Some projects Nitsch Engineering has peer reviewed include: Russell Street, 570 West Street, River Road Elliot Farms Common Driveway, and Hanover Hill.

Client Reference
Julie Mercier, Town Planner
Town of Carlisle
Planning Board
66 Westford Street
Carlisle, MA 01741
978-369-9702
jmercier@carlislema.gov

Waltham Peer Reviews, Waltham, MA

Nitsch Engineering provided peer review services for various 40B projects in the City of Waltham. We reviewed stormwater design and conformance to both State and Local requirements for stormwater and layout provided review of traffic reports for each project site and traffic data, worked closely with the City Zoning Board of Appeals (ZBA) Administrator and the City Engineering Department on providing a comprehensive coordinated response to the Applicant's submittal documents, worked with the Applicant's Engineer to resolve comments and design issues between hearings, and attended hearings (virtually and in person) to discuss comments and responses to encourage an open dialogue between the ZBA and Applicant.

Projects varied in size, but were generally multi-family apartment complexes on small sites with stormwater, electric, gas, sewer, and water services to the buildings.

Client Reference
Pamela Doucette, Secretary for ZBA
City of Waltham
Legal Department
119 School Street
Waltham, MA 02451
781-314-3330
pdoucette@city.waltham.ma.us

Approach to Services & Project Delivery

The Nitsch Team supports the intentions of Conservation Commissions, Planning Boards, Boards of Health, Zoning Boards, Public Works Departments, Select Boards, and Development Commissions in ***conducting development reviews and providing design services as expeditiously and comprehensively as possible, to come to the best solution, to the extent feasible, for the community***. Our successful track record in performing hundreds of peer reviews for communities, agencies, and advocacy groups makes us extremely knowledgeable review processes. . Our experience covers a wide variety of projects, including Site Plan Review for commercial and multi-family developments, Definitive Plan Review for proposed residential subdivisions, Comprehensive Permit Review for affordable housing projects, and Notice of Intent and Stormwater Reviews for all types of projects. Future development in the Town of Southborough is expected to consist of similar projects and the need for peer review services in which the Nitsch Team is highly experienced. Many of our professional staff who have served as Planning Board and/or Conservation Commission members, including Senior Project Manager Jared Gentilucci for his Town's Conservation Commission, work closely with and for the public sector environment, and understand how time sensitive projects can be. We are experienced public speakers and can tactfully maneuver within the political environment created when multiple groups are involved in the review process at differing levels of expertise.

We understand that designing a site is not an exact science, and know that if you give a proposed site to three different engineers, you will get three different solutions. With that understanding, however, we understand that the important part of a review is checking for conformance with bylaws and regulations, and ensuring that standard engineering practices have been used appropriately.

Our in-house civil, traffic, and site structural engineers, and land surveyors have the experience necessary to successfully provide for the Town of Southborough's peer review needs. As required, we will supplement our review services with our environmental (LEC Environmental Consultants, Inc.), landscape architect (GROUND Inc.), and electrical engineering (Vincent A. Dilorio, Inc.) subconsultants. Our highly credentialed team will use applicable local regulations and general engineering and design practices to review projects. Some of these resources include: the Town of Southborough's Rules and Regulations, Zoning Bylaws, Special Permit and Stormwater Management Permit requirements, Stormwater and Erosion Control Rules and Regulations, Town's Wetlands Bylaw, and State and Federal rules such as the Massachusetts Department of Environmental Protection Stormwater Management Guidelines, The Wetlands Protection Act, and the Americans with Disabilities Act. We will also utilize nationally accepted standards, methods, and criteria for review including the Institute of Transportation Engineers (ITE) and the American Association of State Highway and Transportation Officials (AASHTO) design guidelines.

With our years of experience, we have developed a streamlined process for performing peer reviews tailored to each project depending on their size, complexity, and location. To give you an idea of our method, we have provided our Typical Review Process we use to manage and perform municipal peer reviews.

Typical Review Process

Once the Nitsch Team receives an assignment from the Town, we will immediately evaluate the application to determine whether the basic required documentation has been submitted, note what waivers if any are being applied for, and notify the Town if any documentation is missing. This reduces unnecessary review cycles and costs and allows the first review to be more comprehensive. In parallel with the Town established review schedule, as suggested by the Town's "Development Guide," the Nitsch Team will perform a site visit and an initial review of the Plans and detailed calculation data submitted by the Applicant. We will then communicate with the Town about our general findings and identify concerns, review technical analysis, identify additional mitigation for the site and

surrounding community that may not have been included, and provide advice on granting variances or waivers for certain issues. We will prepare a letter detailing our findings and submit it to the Town in advance of the public meeting date. This process allows for sufficient time to review the plans and calculations, and to prepare our report for the Town.

The Nitsch Team will be available to attend design meetings or public hearings to report our findings to the Town, the Applicant, and the Public, and support further meetings and reviews as necessary to support the project's full review. Generally, only the more complex projects require the Nitsch Team to attend subsequent meetings.

During meetings and hearings, we will take detailed notes, identifying the Town's and residents' concerns regarding the proposed development and design. These notes become a vital part of our subsequent review effort, including working with the Town with regard to the outstanding concerns and/or or relaying the concerns to the Applicant's engineers. Subsequent reports focus on these issues plus outstanding issues from our initial review.

Based on our experience, the Nitsch Team has found it is beneficial that the Town takes the lead in coordinating with the applicant during the peer review process. We recommend that dialogue between the Nitsch Team and the applicant or the applicant's engineer include a Town representative. In our experience, dialogue with the applicant's engineer centered on clarifying technical points raised during the review process can be an effective way to streamline the review process. Our work with the Town of Groton on several project applications has included collaboration with the applicant's engineer to clarify our comments, work together to come to an acceptable solution, and ensure local regulations are being met while considering the needs and concerns of the residents and community. This collaboration process often leads to a better final design.

As the review of a project progresses, the Nitsch Team will attempt to resolve outstanding technical issues by providing clear and concise commentary on the elements of the submittal. As issues are resolved, our review comments typically become fewer until they only include requests for variances or waivers.

After the Town issues approval for a project, the Nitsch Team is typically involved in several post-approval processes. These include checking for conformance with the Town's Conditions of Approval, performing construction observations, preparing construction bond estimates, and reviewing as-built plan/street acceptance plans.

Letter Report

Our letter reports will clearly list documents received and reviewed, including the title and date of plans and supporting documentation. Since there are often a number of regulation versions, our letter will also note the date of the zoning and subdivision regulations under which the application is being reviewed. This is an important piece of the report, especially if a Town decision gets appealed. We then divide the letter report into various appropriate sections or letters: zoning, subdivision regulations, stormwater management, sustainability, constructability, traffic, and items that may not be in the jurisdiction of the particular Board requesting the review, but are flagged by the Nitsch Team for the Town to discuss with other departments, such as the Board of Health and/or Conservation Commission.

Based on our experience providing technical review of projects, we have found that it is often more efficient to independently review each discipline, such as traffic or civil/site. Each discipline coordinates with the other; however, each produces a separate letter report. For example, the traffic review will only deal with the proponent's traffic engineer and may identify the off-site study area, while the civil/site review will only involve the civil engineers and may identify issues such as drainage that may drive the development or modification of the site plan. The

separate letter reports streamline the process and provide for a more efficient review.

Our letter(s) will be sent to the Town prior to the public hearing and will have our comments itemized for easy reference. With the Town's permission, we can coordinate with the applicant's engineer to help resolve issues in a timely manner. The initial comments will remain on subsequent letters in bold text with the new status listed underneath the original issue. Only when an issue has been resolved to the Nitsch Team's and the Town's satisfaction is the comment removed.

Proposed Billing Rates Fee Sheet & Structure

The Nitsch Team's proposed billing rates fee sheets and structure have been provided on the following pages.

Nitsch Engineering

2 Center Plaza, Suite 430
Boston, MA 02108-1928
T: 617-338-0063
F: 617-338-6472
www.nitscheng.com

Hourly Billing Rates (Version: August 26, 2024)

The hourly billing rates are subject to change as a result of changes in market conditions. The current hourly billing rates are, as follows:

Department: Civil, Planning, Transportation, Structural

Project Director	$295.00/hour
Senior Project Manager – Structural	$280.00/hour
Senior Project Manager	$270.00/hour
Project Manager – Structural	$245.00/hour
Project Manager	$235.00/hour
Senior Project Engineer – Structural	$235.00/hour
Project Engineer – Structural	$210.00/hour
Senior Project Engineer	$210.00/hour
Project Engineer	$190.00/hour
Senior Planner	$185.00/hour
Lead Transportation Designer	$175.00/hour
Planner	$175.00/hour
Senior Project Designer	$170.00/hour
Senior Planning Analyst	$165.00/hour
Project Designer	$155.00/hour
Planning Analyst	$150.00/hour
Project Technician	$135.00/hour
GIS Specialist	$125.00/hour
Administrative	$105.00/hour

Department: Land Survey

Senior Project Manager – Survey, PLS	$245.00/hour
Project Manager – Survey, PLS	$215.00/hour
Project Surveyor, PLS	$190.00/hour
Survey Project Coordinator	$170.00/hour
Survey Robotic Services	$170.00/hour
Senior Survey Technician	$160.00/hour
Survey Technician 3	$145.00/hour
Survey Technician 2	$130.00/hour
Survey Technician 1	$125.00/hour
Administrative	$105.00/hour

Other Services include:

Expert Witness	$390.00/hour

LEC

WETLANDS WILDLIFE WATERWAYS

Town of Southborough
Request for Proposal
On-Call Engineering Consultant/Peer Review Services

LEC 2024 Standard Rates By Staff

Consulting and Field Services:	Hourly Rate
Richard A. Kirby, Senior Wetland Scientist	$190.00
Andrea Kendall, Senior Environmental Scientist	$175.00
Tom Peragallo, Senior Soil/Wetland Scientist	$160.00
Sharon Sullivan, Permitting Technician	$80.00

LEC Environmental Consultants, Inc. www.lecenvironmental.com

12 Resnik Road Suite 1 Plymouth, MA 02360 508.746.9491	380 Lowell Street Suite 101 Wakefield, MA 01880 781.245.2500	100 Grove Street Suite 302 Worcester, MA 01605 508.753.3077	P.O. Box 590 Rindge, NH 03461 603.899.6726	680 Warren Avenue Suite 3 East Providence, RI 02914 401.685.3109
PLYMOUTH, MA	**WAKEFIELD, MA**	**WORCESTER, MA**	**RINDGE, NH**	**EAST PROVIDENCE, RI**

GROUND INC

BILLING RATE SCHEDULE

Billing rates are to remain constant through December 31st of each year. Services covered by this Agreement, which are incomplete, through no fault of Ground, as of December 31st in the year of the date of contract, shall be compensated at new rates established January 1st of the following year.

Principal	$ 225.00
Senior Landscape Architect	$ 185.00
Project Manager/ Senior Designer	$ 160.00
Designer	$ 135.00

VINCENT A. DiIORIO, INC.

Consulting Engineers

Vincent A. Dilorio, Inc. Billing Rates

$160.00 /hr for Engineer
$145.00/hr for Designer
$135.00/hr for Autcad Drafting

Sample Peer Review Letter

One the following pages we have provided a sample peer review letter that Nitsch Engineering prepared for the Town of Groton Planning Board for a Site Plan and Special Permit Review.

Nitsch Engineering

2 Center Plaza, Suite 430
Boston, MA 02108-1928
T: 617-338-0063
F: 617-338-6472
www.nitscheng.com

March 28, 2024

Groton Planning Board
c/o Mr. Takashi Tada
Land Use Director/Town Planner
Town of Groton
173 Main Street
Groton, MA 01450

RE: Nitsch Project #13346.28
797 Boston Road
Site Plan and Special
Permit Review
Groton, MA

Dear Planning Board Members:

Nitsch Engineering (Nitsch) has received and reviewed the following documents:

1. The Site Plan (the Plans) entitled "Site Plan for Proposed Age Restricted Housing Development, 797 Boston Road, Groton, MA" (18 sheets), dated February 16, 2024, and prepared by Howard Stein Hudson;
2. The Major Site Plan and Special Permits Applications, dated February 16, 2024, and prepared by Farrell & Robbins, P.C.;
3. The Architectural Plan Set, dated February 16, 2024, and prepared by The MZO GROUP;
4. The Architectural 3-D renderings, dated February 22, 2024, and prepared by The MZO GROUP; and
5. The Supplemental Data Report (Stormwater Report) for the Proposed Age Restrict Housing Development, 797 Boston Road, Groton, Massachusetts (52 sheets), dated February 16, 2024, and prepared by Howard Stein Hudson.

Nitsch has reviewed the Plans and supporting documents to determine conformance to the following:

1. "Zoning Bylaw", Chapter 218 from the Code of the Town of Groton, latest version; and
2. "Site Plan Review", Chapter 381, Part 5 from the Code of the Town of Groton, latest version.

Nitsch has also conducted a stormwater review of the project. Our comments on the stormwater design were provided under separate cover to the Earth Removal Stormwater Advisory Committee on March 18, 2024.

WAIVERS REQUESTED BY THE APPLICANT

The Applicant has not requested any waivers as part of their major site plan and special permits applications.

ZONING BYLAW

1. Section 218-6.2 states the maximum impervious coverage in the R-A district is 25%.

   The Applicant should confirm the proposed impervious coverage of the property. Based on the information provided in the Stormwater Report, it appears the proposed impervious coverage exceeds the maximum allowed.

2. Section 218-9.3.B.(4)(b) states outdoor lighting fixtures shall be the cutoff type, mounted no higher than 15 feet, oriented and shielded to avoid glare on adjoining premises.

   The Applicant should confirm all site lighting fixtures are cutoff type and the parking lot and driveway light pole heights are less than 15 feet.

3. Section 218-9.3.B.(4)(c) states to avoid traffic concern, any egress shall have at least 300 feet of visibility in each direction along state-numbered roads and at least 200 feet of visibility along other roads.

   The Applicant should provide sight distances at driveways as required by this Section.

4. Section 218-9.3.B.(4)(f)[3] states the design of grading shall minimize the volume of earth cut and fill, in general with no cut or fill greater than five feet.

   The Applicant should provide a cut and fill analysis to confirm the net amount of cut or fill proposed. The Plans appear to show no cuts or fills greater than five feet.

SITE PLAN REVIEW

5. Section 381-39.B. states the site plan application shall contain an existing condition plan that indicates all existing site features, including property lines, easements, buildings, parking lots, utilities (above and below ground), conservancy (wetlands), and topography.

   The Locus Map, Sheet C.3, includes some but not all this information. The Applicant should provide an existing condition plan meeting the requirements of this Section.

6. Section 381-39.E. states the site plan application shall contain zoning district boundary lines of the locus and all land within 200 feet of the parcel, including overlay districts.

   The Applicant should update the Plans to show all zoning district boundary lines and overlay districts, including the Water Resources Protection District.

7. Section 381-39.M. states the site plan application shall contain information on the location, size, and type of loading, storage, and service areas.

   The Applicant should provide information on how deliveries to the buildings will be made and where delivery and mail trucks will park.

8. Section 381-39.O. states the Planning Board may require an assessment of traffic impact and safety conditions performed by a professional traffic engineer. All plans shall indicate sight distances at proposed and existing driveway intersections within 200 feet of the site.

   The Applicant provided trip generation calculations for the proposed development. Per the Institute of Transportation Engineers Trip Generation Manual, 11th Edition, Nitsch concurs with these calculations. Nitsch defers to the Planning Board if a traffic study is required. The Applicant should provide sight distances as required by this Section.

9. Section 381-40.B.(2) states access road/parking shall be 0.5 footcandle minimum (maintained) and 30.0 footcandles maximum.

   The Plans indicate some sections of the driveways and parking lot have light levels less than the minimum allowed.

10. Section 381-40.B.(3) states walkway lighting shall be 1.0 footcandle minimum (maintained) and 30.0 footcandles maximum.

    The Plans indicate some sections of the walkways have light levels less than the minimum allowed.

11. Section 381-40.B.(4) states the plan shall indicate the light hours of operation, especially shut off times.

    The Plans should be updated to indicate site lighting hours of operation and shut off times.

12. Section 381-40.D.(5) states curbing shall be vertical granite at the access drive radii.

    The Plans should be updated to note vertical granite curb at the access drives and along public right-of-ways. The Plans currently call for sloped granite curb.

13. Section 381-40.D.(7) states curbing shall be placed at the edges of all surfaced areas and shall be vertical granite curb.

    The Plans should be updated to note vertical granite curb at the access drives and in the parking lot. The Plans currently call for sloped granite curb.

14. Section 381-40.D.(9)(b) states parking lot and access drive pavement shall consist of a 2-1/2 inch binder course and 1-1/2 inch top course.

    The Plans should be updated to note the required thickness for the parking lot and access drive asphalt binder course. The Plans currently call for 2 inches of asphalt binder course.

15. Section 381-40.D.(10) states all sidewalks shall be poured Portland cement concrete four inches in depth.

    The Plans should be updated to note concrete pavement for all sidewalk materials. The Plans currently call for asphalt pavement at sidewalks.

16. Section 381-40.E.(1) states service facilities such as dumpsters shall be screened around their perimeters.

    The Plans should be updated to include a detail for the dumpster pad and fence enclosure.

GENERAL COMMENTS

17. The Applicant may want to consider installing removable bollards at the ends of the porous pavement driveway, in addition to the already proposed signage, to prevent access to general vehicular traffic.

18. If sloped granite curb is used anywhere onsite, the detail should be updated to show finish grade at the top of the curb.

RECOMMENDATIONS

The Plans appear to conform to the Code, except as noted. The Applicant should revise and resubmit the applicable documents for review.

If the Planning Board has any questions, please let us know.

Very truly yours,

Nitsch Engineering, Inc.

Rones Lubin
Project Designer

Approved by:

Jared E. Gentilucci, PE, CPESC, LEED AP BD+C
Deputy Director of Civil Engineering

RL/jeg

P:\10000-14999\13346.28 797 Boston Rd PB\Civil\Project Data\Site Plan Review\13346.28-LT-RV-SITE PLAN-2024-03-28.docx

Evidence of Compliance with Insurance Requirements

Nitsch Engineering can comply with the Town of Southborough's insurance requirements as noted in the Request for Proposals. We have provided our Certificate of insurance on the following page.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 12/28/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: House Account	
Brown & Brown of Massachusetts, LLC 107 Audubon Rd Wakefield MA 01880	PHONE (A/C, No, Ext): (781) 245-5400	FAX (A/C, No): (781) 245-5463
	E-MAIL ADDRESS:	

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A :	The Continental Insurance Company	35289
INSURER B :	XL Specialty Insurance Company	37885
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

INSURED: Nitsch Engineering, Inc.
2 Center Plaza, Suite 430
Boston MA 02108

COVERAGES **CERTIFICATE NUMBER:** 24 GL/PL **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [X] PRO-JECT [ ] LOC [ ] OTHER:			7018064387	01/01/2024	01/01/2025	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 1,000,000 $ 15,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
A	AUTOMOBILE LIABILITY [X] ANY AUTO [X] OWNED AUTOS ONLY [X] SCHEDULED AUTOS [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			7018064938	01/01/2024	01/01/2025	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
A	[X] UMBRELLA LIAB [X] OCCUR [X] EXCESS LIAB [ ] CLAIMS-MADE DED [X] RETENTION $ 10,000			7018065104	01/01/2024	01/01/2025	EACH OCCURRENCE AGGREGATE	$ 11,000,000 $ 11,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N [N] If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		7018065118	01/01/2024	01/01/2025	[X] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000
B	Arch/Eng Prof Liability Including Pollution			DPR5022122	01/01/2024	01/01/2025	Per Claim Aggregate	5,000,000 5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

For Proposal Purposes

CERTIFICATE HOLDER

Nitsch Engineering, Inc.
2 Center Plaza Suite 430
Boston MA 02108

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Mission Statement

At Nitsch Engineering, we embrace our tagline, "Building better communities with you." This mantra goes beyond words on paper – it represents our commitment to building stronger and more resilient communities through client collaboration and advocacy.

We define ourselves by *why* we do what we do – to positively impact our clients, employees, and communities by conducting ourselves with integrity and focusing on our core values; paying close personal attention to the needs and goals of our clients and employees; modeling professional behaviors and standards; focusing on equity, diversity, inclusion, and belonging; embodying a high level of corporate citizenship; and demonstrating, at all times, a caring attitude.

Nitsch Engineering
Boston MA | Lawrence MA | Worcester MA | Washington DC | Richmond VA
617-338-0063 www.nitscheng.com info@nitscheng.com

INTEROFFICE MEMORANDUM

To: Select Board
cc: Mark Purple, Executive Administrator; Ryan Newell, Police Chief; Chris Leroy, Operations Supervisor
From: William J. Cundiff, P.E., DPW Superintendent
Date: 12/01/2024
RE: WINTER PARKING BAN 2024/2025

In Accordance with **§152-6 Removal of vehicles for snowplowing**[1] of the Town of Southborough Code Book, the Selectboard is requested to adopt the attached winter parking ban, effective between December 1, 2024 and March 15, 2025.

[1] **§ 152-6. Removal of vehicles for snowplowing.**
The Superintendent of Streets, or other officer having charge of the ways, shall be authorized, for the purpose of removing or plowing snow or of removing ice from any way, to remove or cause to be removed to some convenient place, including in such term any public garage, any vehicle interfering with such work, and the liability for the cost of such removal and the storage charges, if any, resulting therefrom shall be upon the owner of such vehicle.

TOWN OF SOUTHBOROUGH

OFFICE OF THE SELECT BOARD
TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662

WINTER PARKING BAN 2024/2025

Effective December 1, 2024, there will be no parking on any public way in the Town of Southborough from 12:00 midnight until 6:00 A.M. and furthermore, there will be no parking on any public way during any snowstorm in the Town of Southborough. Vehicles parked will be towed at the owner's expense (according to §152-6 of the Town's Code). **This Ban will be in effect from December 1, 2024 through March 15, 2025.**

Illegal parking during unusual storms occurring before or after the Ban will be dealt with according to Section 152-6 of the Code of the Town of Southborough which states:

"The Superintendent of Streets, or other officer having charge of the ways, shall be authorized, for the purpose of removing or plowing snow or of removing ice from any way, to remove or cause to be removed to some convenient place, including in such term any public garage, any vehicle interfering with such work, and the liability for the cost of such removal and the storage charges, if any, resulting therefrom shall be upon the owner of such vehicle".

SOUTHBOROUGH YOUTH AND FAMILY SERVICES

STRENGTHENING OUR COMMUNITY BY SUPPORTING ITS FAMILIES

November 25, 2024

To: Select Board
c/o Kathryn Cook, Chair

Cc: Mark Purple, Personnel Director/Town Administrator
Vanessa Hale, Assistant Town Administrator

Dear Select Board Members,
The Youth and Family Services (YFS) department has recently conducted two rounds of interviews for the vacant Program Coordinator position. As the YFS Director, I am writing to express my support for the appointment of candidate, Emily Brideau, for the position. Ms. Brideau possesses the qualifications, experience, and dedication necessary to excel in this role and contribute meaningfully to the Southborough community.

Ms. Brideau holds a master's degree in public health and her professional experience includes a focus on upstream prevention in critical areas such as mental health, substance use, and public housing. Ms. Brideau demonstrates a passion for public facing work and improving health outcomes for vulnerable populations. Her experience working within government offices on projects such as need assessments, outreach and marketing campaigns, and policy work, make her an ideal candidate for this position. In addition to her educational and professional background, Ms. Brideau is well-regarded for her ability to think critically, her collaborative spirit, high levels of organization, responsiveness to feedback, and a commitment to her own professional growth and development as well as that of the organization she works for.

I am confident that Ms. Brideau's skills and dedication will have a meaningful impact in this role and contribute to the advancement of Southborough's health and wellness priorities. Thank you for considering this recommendation.

Sincerely,

Sarah Cassell

Sarah Cassell, LMHC, MCCS
Director
Southborough Youth and Family Services

21 Highland St Southborough, MA 01772
Phone: (508) 481-5676 Fax: (508) 983-7753
www.southboroughma.gov/197/Youth-Family-Services

Emily Brideau

[redacted] | Boston, MA

Public health professional passionate about bringing social determinants to the forefront of policymaking, healthcare, and public interventions. Interested in utilizing the lens of public health to communicate policy issues effectively and promote public trust in government and health-related agencies and organizations.

EDUCATION

BOSTON UNIVERSITY SCHOOL OF PUBLIC HEALTH — **Boston, MA**
Master of Public Health: Health Policy and Law | GPA: 3.97 — **September 2021 - August 2023**

Select course deliverables:

Needs Assessment of Brookline Housing Authority (BHA) Public Housing (Class-Wide Project)

- Performed an in-depth search on demographics and health status of BHA residents and the town of Brookline
- Developed a survey and conducted qualitative interviews to understand resident's public housing experience
- Presented a report and recommendations to BHA officials to aid in targeted public housing improvements
- Focused on issues, such as safety and loneliness, that elderly residents face to tailor housing to their needs

Social Media Campaign: Increasing Narcan Use for Opioid Overdose (Group Project)

- Identified and characterized opioid overdose and Narcan use as a public health issue in Boston's South End
- Developed a targeted campaign for Boston's South End residents to acquire and get trained to use Narcan
- Designed and created website, graphics, and social media accounts to disseminate information to our audience

Policy Change Recommendation to Aid Unhoused Youth in Los Angeles (L.A.) (Group Project)

- Reviewed data on L.A.'s housing crisis and identified unhoused youth as underrepresented in county-level policy
- Synthesized a policy change to subsidize building of affordable housing in areas with high youth homelessness
- Testified in support of our policy in a mock legislative hearing to highlight feasibility and projected impact

UNIVERSITY OF ROCHESTER — **Rochester, New York**
B.S. Biology, Concentration in Molecular Genetics — **September 2013 - May 2017**

PROFESSIONAL EXPERIENCE

Massachusetts House of Representatives — **Boston, MA**
Legislative Aide — **November 2023 – January 2024**

- Provided constituent services and general outreach and tracked communications in an internal database
- Responsible for social media and website communications that share updates and opportunities with the district

Massachusetts State House — **Boston, MA**
Intern - Joint Committee on Mental Health, Substance Use, and Recovery — **June 2023-August 2023**

- Drafted a policy memo addressing xylazine contamination, proposing legislative and financial solutions
- Created a substance use disorder resource guide that included an explainer, resources, and actions taken by M.A.
- Assisted in preparing for and conducting public hearings and listening sessions put on by the Joint Committee

Boston University School of Public Health — **Boston, MA**
Teaching Assistant - *Leadership and Management for Public Health* — **September 2022 - December 2022**

- Mentored a group of 20 students, assisting and guiding them with projects, written work, and presentation skills

Obsidian Therapeutics — **Cambridge, MA**
Research Associate (RA)|Senior RA - *In vivo* Pharmacology — **June 2018 – July 2020|July 2020 - July 2021**

- Created study plans for and executed *in vivo* tumor efficacy and PK/PD studies to test novel cell therapies
- Analyzed large data sets and communicated findings in small group and companywide settings
- Led and developed cross-functional project team meetings to ensure project deadlines were met

Intellia Therapeutics — **Cambridge, MA**
Research Associate, *In vivo* Pharmacology — **June 2017 - May 2018**

- Conducted mouse *in vivo* studies testing CRISPR-Cas9 drug formulations for the lead TTR liver amyloidosis project

Emily Brideau

[redacted] | Boston, MA

Public health professional passionate about bringing social determinants to the forefront of policymaking, healthcare, and public interventions. Interested in utilizing the lens of public health to communicate policy issues effectively and promote public trust in government and health-related agencies and organizations.

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Obsidian Therapeutics — **Cambridge, MA**
Research Associate (RA)|Senior RA - *In vivo* Pharmacology — **June 2018 – July 2020|July 2020 - July 2021**

- Created study plans for and executed *in vivo* tumor efficacy and PK/PD studies to test novel cell therapies
- Analyzed large data sets and communicated findings in small group and companywide settings
- Led and developed cross-functional project team meetings to ensure project deadlines were met

Intellia Therapeutics — **Cambridge, MA**
Research Associate, *In vivo* Pharmacology — **June 2017 - May 2018**

- Conducted mouse *in vivo* studies testing CRISPR-Cas9 drug formulations for the lead TTR liver amyloidosis project

TOWN OF SOUTHBOROUGH

RECREATION DEPARTMENT
SOUTHBOROUGH RECREATION · 21 HIGHLAND ST. · SOUTHBOROUGH, MASSACHUSETTS 01772
(508) 229-4452 · FAX (508) 229-7969
HTTPS://SOUTHBOROUGH.RECDESK.COM

November 25, 2024

Attn: Southborough Select Board

CC: Recreation Commission

Mark Purple, Town Administrator

RE: Donation Acceptance

The Recreation Department has received two generous donations for our Summer Concert Series and funds to purchase two new pottery wheels from the Southborough Community Foundation. We would also like to acknowledge and thank the Southborough Community Foundation for providing us with these very generous donations. I am writing to request the acceptance of the amounts listed below to be deposited into the Recreation Donation account:

Name	Amount
Summer Concert Series	$2,000
Pottery Wheels	$2,000
TOTAL	**$4,000**

If you have any questions, please do not hesitate to reach out to my office at 508-229-4452 or tfarley@southboroughma.org

Sincerely,

Travis Farley

Recreation Director

Town of Southborough

Town of Southborough's Use of ARPA Funds

Project Status as of

11/30/2024

Total Allocated to Southborough under the American Rescue Plan Act (ARPA) 3,051,240.93

	Encumbered	Total Proj Spending / Enc	Balance as of: 11/30/2024	Loc	Comments
ADA upgrades- Fac related	-9,927.41	-26,595.01	23,404.99	925	Encumbered and remaining to spent by 12/6/2024
Consultant	-1,440.00	-7,200.00	0.00	122-570	100% Encumbered
Senior Center Additional Space/ Town House Plantings	-49,760.00	-334,806.87	0.00	908	100% Encumbered
Southborough Trail Enhancements	-5,808.10	-11,252.31	1,247.69	906	Project is ongoing return remaining 12/3/2024
Peninsula Trail	-68,384.54	-99,340.05	5,197.45	914	Project is ongoing return remaining 12/3/2024
Town House Furniture Replacement	-7,739.10	-16,361.28	3,638.72	921	Encumbered and remaining to spent by 12/6/2024
Planning Project Assistance	-7,550.00	-13,300.00	0.00	924	100% Encumbered
Funding for new sidewalk program (458,000 engineering for Parker, Richards and Wo	-362,350.12	-508,000.00	51,453.00	928	Funds will be encumbered by 12/6/2024
DPW Crewcab	-93,391.70	-95,000.00	0.00	931	100% Encumbered - Vehicle & Accessories on Order
Woodward A/C	-50,000.00	-50,000.00	0.00	933	100% Encumbered
Family and Youth Survey	-20,000.00	-20,000.00	0.00	935	100% Encumbered
Atwood Testing	-961.83	-85,000.00	0.00	937	100 % Encumbered
DPW Trailer	-125,000.00	-125,000.00	0.00	939	100 % Encumbered
Fire Alert System Upgrade	-18,092.80	-72,368.33	2,631.67	940	Encumbered and remaining to spent by 12/6/2024
WIFI Upgrades PH 2	-78,787.92	-78,787.92	6,212.08	941	Encumbered and remaining to spent by 12/13/2024
Townhouse Parking Lot Repairs	-19,200.00	-19,200.00	45,993.13	943	To be contracted by 12/6/2024
Central St Sinkhole Engineering		-24,357.70	0.00	944	100% Spent
Fire Equipment	-20,883.15	-24,357.71	0.00	945	100 % Encumbered
Police Equipment	-23,089.85	-23,089.85	1,267.86	946	Encumbered and remaining to spent by 12/6/2024
TOTAL	-962,366.52	-2,910,194.34	141,046.59		

Funds to be returned 12/3/2024:		
Trail Enhancements	1,247.69	(906)
Penninsula Trail	5,197.45	(914)
Total	6,445.14	

Summary as of 11/30-2024	
ARPA Grant Allocation	3,051,240.93
Projects Voted	(3,051,240.93)
Funds Available	0.00

TOWN OF SOUTHBOROUGH

DEPARTMENT OF PUBLIC WORKS
147 CORDAVILLE ROAD · SOUTHBOROUGH, MASSACHUSETTS 01772-1802 * (508) 485-1210 · FAX (508) 983-7754

Mr. Chris Payant
DPW Director
131 Oak Street
Dept. of Public Works
Westborough, MA 01581

Ms. Kerry Reed, P.E.
DPW Director
83 Wood Street
Hopkinton, MA 01748

November 15, 2024

RE: Commonwealth Community Compact Regionalization Grant
Shared Use Equipment Inter-Municipal Agreement

Dear Mr. Payant and Ms. Reed,

I want to express my gratitude for your support and valuable input during our application to the Commonwealth of Massachusetts Community Compact Cabinet (CCC) Efficiency and Regionalization (E&R) Grant. This application sought funding for the purchase of a pipe camera inspection kit, and I am pleased to share that the Commonwealth awarded the Town of Southborough a grant of $110,000.00. As agreed, Westborough and Hopkinton have committed to participating in this initiative, enabling all three communities to equally share this equipment.

We have been coordinating with Chadwick-BaRoss under their Sourcewell Contract (Westborough ID: 109721, Hopkinton ID: 43840, Southborough ID: 77433) to procure the equipment. As of June 12, 2024, the total value of the proposed package is $142,873.00. This leaves a balance of $32,873.00, which will be equally shared among the three towns, amounting to $10,957.67 per community. The detailed proposal from Chadwick-BaRoss is attached for your review.

In addition, Town Counsels from each municipality collaborated to develop the enclosed Inter-Municipal Agreement (IMA), which outlines the responsibilities associated with this shared equipment. Please forward the IMA to your respective Select Boards for approval and signature. Once executed, kindly return a signed copy to me, after which I will provide a fully executed copy for your records.

Your assistance throughout this process has been greatly appreciated. We look forward to continuing our partnership and to utilizing the new pipe camera inspection kit for the benefit of our communities.

Very truly yours,
Department of Public Works

William J. Cundiff, P.E.
Superintendent

cc: M. Purple, Town Administrator

EXECUTIVE OFFICE FOR ADMINISTRATION & FINANCE
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE - BOSTON, MA 02133
(617) 727-2040

MAURA T. HEALEY
GOVERNOR

KIMBERLEY DRISCOLL
LIEUTENANT GOVERNOR

MATTHEW J. GORZKOWICZ
SECRETARY

March 28, 2024

Dear Mark Purple,

It is with great pleasure that we inform you that the Town of Southborough has been awarded a $110,000 grant through the Community Compact Cabinet's Efficiency and Regionalization (E&R) grant program. Once again, this grant program for Fiscal Year 2024 was highly competitive. Your application was chosen because it clearly met the program's overarching goal of driving the implementation of regionalization and other efficiency initiatives that allow for long-term sustainability.

Congratulations on participating in the E&R grant program and other Community Compact Cabinet programs focused on Best Practices and IT initiatives, as these programs all help municipalities spur continued success. We are pleased to see communities taking advantage of the benefits the Community Compact Cabinet program offers.

Attached are the grant documents that must be completed to ensure the funds are delivered to your community. This documentation should be sent to Jennifer McAllister (communitycompact@dor.state.ma.us) at the Division of Local Services as soon as possible, but no later than **April 19, 2024**.

Congratulations and thank you, again, for your tireless work to serve your community.

Sincerely,

Kimberley Driscoll

Kim Driscoll
Lieutenant Governor

Matthew J. Gorzkowicz

Matthew Gorzkowicz, Secretary
Executive Office for Administration and Finance

15 Katrina Rd.
Chelmsford, MA 01824

June 12, 2024

William J. Cundiff, P.E.
DPW Superintendent
147 Cordaville Road
Southborough, MA 01772
Email: WCundiff@SouthboroughMA.com
Office: 508-485-1210
Mobile: 508-561-1100
Fax: 508-983-7754

Sourcewell Quote:

#E-RX-SYS-Truck-Basic-21-HD Standard ROVVER X Truck System (6"- 12" pipe) HD System includes VC500 Controller with Vision Report Software installed, RAX300 Automatic Cable Reel with 300M (1000ft) cable, wireless remote controller, reel mounting frame, cable cleaner for RAX300 mainline reel, emergency stop cable, RX130 Quick Change version crawler with 3 sets of rubber wheels for 6" to 12" pipe diameter. RCX90 pan, tilt, zoom camera, Pressurization Kit, and Wincan VX entry license. **$93,111.00**

#E-564-0900-04 Elevator Kit **$17,483.00**

#E-559-3900-00 HD Auxiliary Light with Backeye Camera **$5,184.00**

4) #E-080-0711-00 Medium Aggressive PVC Wheels **$2,642.00**

4) E-080-0706-00 Medium Grease Wheels **$1,545.00**

4) #E-080-0704-02 XL Rubber Wheels **$2,300.00**

#E-000-0035-00 Top Manhole Roller **$472.00**

#E-000-0036-00 2" Tiger Tail **$84.00**

Outpost Portable Enclosure w/ Generator $16,772.00

Monitor $1,280.00
Shipping $2,000.00

Total: $142,873.00

Clarifications And/or Exceptions:

- This quote is valid for 30 days.
- Equipment will be inspected & tested at Chadwick-BaRoss before delivering to customer.
- Price includes One day of training.

Thank you for your interest in our product line.

Best Regards,

Matt Kennedy

AGREEMENT FOR
SHARED EQUIPMENT BETWEEN MUNICIPALITIES

This Intermunicipal Agreement ("Agreement") is made on this _____ day of _____, _____ ("Effective Date"), pursuant to M.G.L. Chapter 40, Section 4A and is exempt from M.G.L. Chapter 30B. This Agreement IS MADE FOR THE MUTUAL PUBLIC INTEREST OF THE PARTICIPATING MUNICIPALITIES. The purpose of this Agreement is to provide for the purchase and joint use of a pipe inspection camera and associated equipment among the several participating municipalities (collectively, the "Municipalities" or "parties") who have executed this Agreement by the Municipalities' respective Select Boards. The participating Municipalities are Southborough, Hopkinton, and Westborough (sometimes referred to individually herein as a "Municipality" or "party").

TERM
This Agreement shall be in effect for a period of twenty-five (25) years following the Effective Date, subject to the termination rights of each participating Municipality as provided herein.

EQUIPMENT
The Equipment covered by this Agreement ("Equipment") is a Pipe Inspection Camera and associated equipment, all as further described in the attachment hereto and made part of this Agreement by reference.

DESIGNATED REPRESENTATIVES
Each Municipality's Select Board shall designate in writing no more than two (2) authorized representative(s) ("Designated Representatives") to carry out the duties of this Agreement and to provide any necessary consent or vote required by this Agreement. The Designated Representatives shall meet on an as needed basis and in accordance with the Open Meeting Law to the extent applicable.

LEAD MUNICIPALITY
The Town of Southborough shall be the legal owner of the Equipment, and shall act as Lead Municipality for the term of this Agreement. During extended periods of nonuse, the Equipment shall be properly stored by the Lead Municipality. The Lead Municipality shall maintain ownership and title of the Equipment throughout the term of this Agreement.

COSTS AND CHARGES
The costs associated with the purchase, operation, maintenance and use of the Equipment are covered by this Agreement and shall be shared equally among the participating Municipalities in accordance with the terms of this Agreement. Such costs shall be paid for by the Lead Municipality and charged to the participating Municipalities as set forth in the Agreement. Charges shall be reasonable and routine for such equipment, and include costs of purchase, maintenance, repair, software upgrades, insurance, and minor incidentals.

The Lead Municipality shall purchase the Equipment upon execution of this Agreement, and each Municipality shall submit payment to the Lead Municipality of one third (1/3) of the initial purchase

and reasonable routine maintenance costs of the Equipment upon submission of a receipt and request for payment in accordance with the provisions of this Agreement.

The Lead Municipality shall provide a written invoice to the other participating Municipalities for the ongoing repair and maintenance of the Equipment, ***as needed,*** which shall describe the nature and corresponding amount of such routine repair and maintenance items. Any such invoice shall be issued within sixty (60) days of the repairs or maintenance so invoiced. The undisputed amount of such invoices shall be due and payable within 30 days of receipt. All payments due hereunder are subject to the appropriation and availability of funds.

A Municipality that fails to appropriate sufficient monies to meet the obligations set forth by this Agreement at any time throughout the term of this Agreement, may be declared in default of this Agreement and may be terminated from participation of the same pursuant to the Termination and Default provisions, below unless otherwise cured within thirty (30) days of receipt of written notification of such alleged default.

ADDITIONAL MUNICIPALITIES

This Agreement may be amended by a majority vote of each of the Select Boards of the Municipalities then participating to include additional Municipalities, provided that each such additional Municipality obtains the necessary prior approval and complies with all the terms and conditions of this Agreement.

AMENDMENTS

Any change, amendment, or subsequent alteration to this Agreement shall be in writing, approved by a majority vote of each of the Select Boards of the Municipalities to be effective.

TERMINATION AND DEFAULT

Each Municipality may terminate its participation in this Agreement at any time with or without cause, as provided in M.G.L. Chapter 40, Section 4A, so long as at least sixty (60) days prior to its termination it gives written notice to each remaining participating Municipalities.

A participating Municipality may be declared in default of this Agreement by a majority of the Designated Representatives of the remaining Municipalities if that Municipality has materially breached this Agreement and may be terminated as a participating Municipality by a majority vote of each of the remaining Municipalities' Select Boards as set forth herein. The terminated Municipality shall be invoiced for any outstanding debts incurred prior to termination and shall pay in accordance with the provisions of this Agreement to the extent funds are available and shall have no further obligation or liability hereunder.

MAINTENANCE AND REPAIRS ON THE EQUIPMENT

Only personnel deemed qualified by the Lead Municipality's Public Works Superintendent shall perform maintenance and repairs on the Equipment. All such maintenance and repair of the Equipment shall be first approved in writing by each of the Designated Representatives of the other Municipalities, such approval not to be unreasonably withheld or delayed. If invoices submitted to the Municipalities are consistent with the approval granted herein, a municipality is precluded from later disputing said invoices. There shall be a Use Log to remain with the Equipment, which shall be kept up to date at each

use, and which shall be available to all Municipalities. If, while in the use and custody of a Municipality, negligence on the part of that Municipality leads to costly repairs, then it shall be the responsibility of that Municipality to pay for such repairs. If the incident is covered in part by insurance, it shall be that Municipality's responsibility to pay the deductible, and any other charges not covered by the insurance.

If repairs result from general use of the Equipment, and not from the Lead Municipality's failure to perform its obligations hereunder or the negligence of a particular Municipality, then the participating Municipalities will divide the repair cost equally.

The Designated Representatives shall, by majority vote, determine whether a particular Municipality has engaged in negligence, based on the following definition:

> "Negligence," without qualification, is failure of a responsible person, by omission or action, to exercise degree of care, which, in the discharge of duty, a person of *ordinary* caution should exercise.

The Lead Municipality shall keep records available for inspection by the other Municipalities as to the repair and maintenance of the Equipment. A Municipality shall not perform any repairs or replacements in excess of $250 without written authorization from each of the Designated Representatives of the remaining Municipalities.

INSURANCE

The Equipment shall at all times that this Agreement is in effect be adequately insured for fire, theft, damage, or injuries to person or property and all other liability. Cost of this insurance shall be divided equally among the Municipalities. The Lead Municipality shall be responsible for securing insurance covering the equipment. Limits of such coverage shall be determined by the Lead Municipality subject to revision by a vote of the participating Municipalities.

As required by M.G.L. Chapter 40, Section 4A, all Equipment and employees of a participating Municipality shall be deemed to be in the service of that Municipality when engaged in or performing any service under this Agreement. Each participating Municipality represents that an employee assigned by it to operate the Equipment is adequately trained to perform such operation and has all the current necessary permits and licenses to do so. All claims for workers compensation or-similar benefits made by said employees shall be the sole responsibility of the Municipality by which such employees are employed.

LIABILITY

Pursuant to MGL c. 40, s. 4A, each municipality shall be liable only for the acts and omissions of its own employees and not for the employees of any other municipality or agency in the performance of this Agreement and only to the extent provided by the Massachusetts Tort Claims Act, M.G.L. c. 258, and irrespective of the nature of the claim. By entering into this Agreement, the Municipalities have not waived any governmental immunity or limitation of damages which may be extended to them by operation of law. This paragraph shall survive the termination or expiration of this Agreement.

DISPUTE SETTLEMENT

In the event any disputes or questions arise between the parties as to the interpretation of the terms of the Agreement of the satisfactory performance by any of the parties of their respective responsibilities provided for in the Agreement, a meeting shall be held promptly between the parties, attended by individuals with decision-making authority regarding the dispute, to attempt in good faith to negotiate a resolution of the dispute.

If, within thirty (30) days after such meeting, the parties have not succeeded in negotiating a resolution of the dispute, and have not otherwise agreed unanimously to extend negotiations beyond 30 days, they agree to submit the dispute to non-binding mediation and to bear equally the costs of such mediation. The parties will jointly appoint a mutually acceptable mediator, seeking assistance in such regard from a local mediation service.

The parties agree to participate in good faith in the mediation and negotiations related thereto for a period of 30 days, or a longer period if by unanimous written consent of the parties. If the parties are not successful in resolving the dispute through mediation, then any party may initiate litigation upon ten (10) days written notice to other parties.

Nothing in this Section shall limit or delay the exercise of any right, power or authority of the towns under any statute, regulation, ordinance or by-law, or require the delay of any filing or claim which must be asserted to preserve any rights of the parties. Notwithstanding the foregoing, any party may submit a dispute arising hereunder immediately in a court of competent jurisdiction located in the Commonwealth of Massachusetts.

SCHEDULE OF USE

The Designated Representative of each participating Municipality shall agree to a written schedule or system for use of the Equipment, including emergency use. During the first year of this Agreement, each participating Municipality will use the Equipment for a set period of time; in future years, the schedule will be set so as to accommodate, to the greatest extent possible, each participating Municipality's demonstrated need for use of the Equipment. Each Municipality shall be responsible to arrange transport of the Equipment to its community and to cover any costs associated with its transport. Each Municipality will be able to use the Equipment each season of each year. The schedule or systems may be amended in writing from time to time by a unanimous written consent of each of the Designated Representatives.

END OF AGREEMENT AND DISPOSAL OF EQUIPMENT

Upon conclusion of this Agreement or disposal of the Equipment, any balance remaining in the Repair and Maintenance Account shall be divided equally among the Municipalities currently participating. If the useful life of the Equipment is realized before the end of the term of this Agreement, upon a majority vote of the Designated Representatives, the Lead Municipality shall declare the Equipment as surplus, and may sell, auction or otherwise dispose of the Equipment by appropriate means. Any proceeds from the sale of the Equipment shall be divided equally among the participating Municipalities and this Agreement shall automatically terminate upon disposition of the same.

GOVERNING LAW
This Agreement shall be governed by, construed, and enforced in accordance with the laws of the Commonwealth of Massachusetts.

HEADINGS
The paragraph headings herein are for convenience only, are no part of this Agreement, and shall not affect the interpretation of this Agreement.

NON-DISCRIMINATION
Neither the Lead Municipality nor the Municipalities shall discriminate against any person because of race, color, religious creed, national origin, gender, ancestry, sexual orientation, age, handicap, gender identity, genetic information, military service, or any other protected class under the law with respect to admission to, access to, or operation of its programs, services, or activities.

SEVERABILITY
If any section, subsection, sentence, or clause of this Agreement shall be adjudged illegal, invalid or unenforceable such illegality, invalidity, or unenforceability shall not affect the legality, validity, or enforceability of the Agreement as a whole or of any section, subsection, sentence, or clause hereof not so adjudged.

NOTICES
Any notices, bills, invoices, or reports required by this Agreement shall be sufficient if sent by the parties via United States mail, postage paid, to:

MUNICIPALITY:	Southborough
CONTACT:	William J. Cundiff
ADDRESS:	147 Cordaville Road
CITY, ST, ZIP:	Southborough, MA 01772-1802

MUNICIPALITY:	Westborough
CONTACT:	Christopher Payant
ADDRESS:	131 Oak St
CITY, ST, ZIP:	Westborough, MA 01581

MUNICIPALITY:	Hopkinton
CONTACT:	Kerry Reed
ADDRESS:	83 Wood Street
CITY, ST, ZIP:	Hopkinton, MA 01748

COMPLETE AGREEMENT
This Agreement and any attachments hereto constitutes the entire Agreement between the Municipalities concerning the subject matter hereof, superseding all prior agreements and understandings. There are no other agreements or understandings between the Municipalities concerning the subject matter hereof. Each Municipality acknowledges that it has not relied on any representations by any other Municipality or by anyone acting or purporting to act for another Municipality or for whose actions any other Municipality is responsible, other than the express, written representations set forth herein.

COUNTERPARTS
This Agreement may be executed in counterparts by each Municipality and so executed shall constitute one complete Agreement.

WITNESS OUR HANDS AND SEALS as of the first date written above.

Town of Southborough: Signatures of Select Board

Katheryn Cook, Chair	Date
Andrew Dennington, Vice Chair	Date
Al Hamilton	Date
Marguerite Landry	Date
Sam Stivers	Date

Designated Representatives: William J. Cundiff, P.E.

Christopher Leroy

Town of Westborough: Signatures of Select Board

Patrick Welch, Chair	Date
Ian Johnson, Vice Chair	Date
Allen Edinberg	Date
Sean Keogh	Date
Shelby Marshall	Date

Designated Representatives: Christopher Payant

Town of Hopkinton: Signatures of Select Board

Brian Herr, Chair	Date
Mary Jo LaFreniere, Vice Chair	Date
Shahidul Mannan	Date
Joe Clark	Date
Amy Ritterbusch	Date

Designated Representatives: Kerry Reed, P.E.

Lead Town - Dept. Head

Signature	*Print Name*	*Date*

Appropriation of Funds:

Town Accountant	*Print Name*	*Date*

Approved as to Form:

Town Counsel	*Print Name*	*Date*

RECEIVED
By Town Clerk/amb at 1:26 pm, Jan 14, 2025

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Tuesday, December 17, 2024 6:00 PM
Location: McAuliffe Hearing Room, Town House, 17 Common Street, Southborough, MA
Present: Kathryn Cook, Andrew Dennington, Sam Stivers, Marguerite Landry and Al Hamilton. Also present: Town Administrator Mark Purple and Assistant Town Administrator Vanessa Hale

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Chair Kathy Cook called the meeting to order at 6:01 PM.
Ms. Cook announced that the Tree Hearing with the Planning Board and Tree Warden designee Chris Leroy that was previously scheduled for tonight in the McAuliffe Hearing Room at 6:30 PM would take place virtually at 6:30 PM.

II. Public Comment

There was no public comment.
The Board recessed at 7:00 PM and resumed meeting at 7:06 PM, at which time they moved to Scheduled Appointments c.

III. Scheduled Appointments

a. 6:00 PM – Police Department appointments/promotions

i. Jonathan Paiva as Police Officer

Police Chief Newell introduced Mr. Jonathan Paiva to the Board and recommended Mr. Paiva for the position of Police Officer.

ii. Adalberto Lopez-Aponte as Police Officer

Police Chief Newell introduced Mr. Lopez-Aponte to the Board and recommended Mr. Lopez-Aponte for the position of Police Officer.
Mr. Dennington moved to appoint Mr. Paiva and Mr. Lopez-Aponte to the positions of Police Officers in the Southborough Police Department. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Mr. James Hegarty, Town Clerk, administered the Oath of Office to Mr. Paiva, as a probationary police officer with the Southborough Police Department. Town Clerk Hegarty administered the Oath of Office to Mr. Lopez-Aponte, as a probationary police officer with the Southborough Police Department.

iii. Jeff Norton as Police Sergeant

Chief Newell introduced Detective Jeff Norton to the Board and recommended him for the position of Sergeant with the Southborough Police Department. Mr. Dennington moved to appoint Detective Norton to the position of Police Sergeant. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Town Clerk Hegarty administered the Oath of Office to Jeff Norton as Police Sergeant with the Southborough Police Department. Sergeant Norton's son Wyatt performed the pinning ceremony.

iv. Michael Whelan as Police Lieutenant

Chief Newell introduced Sergeant Michael Whelan to the Board and recommended him for the position of Lieutenant with the Southborough Police Department. Mr. Dennington moved to appoint Sergeant Whelan to the position of Lieutenant. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Town Clerk Hegarty administered the Oath of Office to Michael

Whelan as Police Lieutenant with the Southborough Police Department. Lieutenant Whelan's father performed the pinning ceremony.

The Board recessed at 6:16 PM and resumed the meeting at 6:25 PM.

b. Department Accomplishments for Calendar 2024

The Board recited Town department accomplishments as follow: Mr. Dennington: Facilities Department, Fire Department and the Economic Development; Mr. Stivers: Council on Aging/Senior Center, Police Department and Building Department; Mr. Hamilton: Recreation Department, Technology and Select Board/Town Administrator; Ms. Landry: Health Department, Accounting Department and Library; and Ms. Cook: Conservation Department, Youth and Family Services, Planning Department and Department of Public Works. Ms. Cook thanked the Board for a successful year.

Ms. Cook moved to Reports at this time.

Joint Meeting with Advisory Committee

Mr. Andrew Pfaff called the Advisory Committee meeting to order at 7:07 PM. Members present: Andrew Pfaff, Marci Jones Salow, Howard Rose, Barry Rubenstein and Larry Samberg. Present via ZOOM: Tim Martel and Adam Nodiff.

Mr. Jason Malinowski, Chair of the Neary Building Committee (NBC), called the NBC meeting to order at 7:07 PM. Members present: Jason Malinowski, Roger Challen, Denise Eddy, Kathy Cook, Andrew Pfaff and Mark Davis. Absent: Chris Evers. Ex-Officio members present: Brian Ballantine, Keith LaVoie, Greg Martineau, Rebecca Pellegrino, Mark Purple and Stephanie Reinhorn. Absent: Steve Mucci and Kathleen Valenti. Also present was Jim Burrows from Skanska, as Owner's Project Manager (OPM) and Kate Bubriski, Larry Spang and Katy Lillich, all from Arrowstreet, as Project Designer.

Ms. Chelsea Malinowski, Chair of the School Committee, called the School Committee meeting to order at 7:09 PM. Members present: Roger Challen. Members present via ZOOM: Chelsea Malinowski and Laura Kauffmann.

Ms. Cook explained that tonight's discussion would cover four areas: 1) the process; 2) the site; 3) educational benefits; and 4) finances. Additionally, she stated that DPW Superintendent Bill Cundiff and Tim Thies from Pare Engineering, the Town's water consultant, were present. She also stated that public comment would take place after the project presentation and the Capital Improvement & Planning Committee's presentation, as they are interrelated.

c. Neary Building Committee – Project presentation

The Process: Mr. Malinowski shared the Neary Building Project Overview with the Board, Advisory Committee and public. He described the Massachusetts School Building Authority (MSBA) process and stated that the NBC considered a base repair of the current building, along with twelve other options. Mr. Malinowski shared that the NBC focused its efforts on three options: Option 1: Base repair of current building; $64 million dollars – grades 4 and 5; Option 2: Addition/renovation – grades 2-5; and Option 3: New Construction – grades 2-5. He stated the NBC is recommending Option 3. Mr. Rubenstein asked what the greatest unknown is with Option 3. Mr. Spang stated that the soil/site is the greatest unknown for option 3. Ms. Jones Salow asked what the reimbursement rate would be for Option 1. Mr. Burrows stated the State reimbursement number would be approximately 27%. She asked if enrollment projections support building a new school. Superintendent Martineau stated that, for the next ten years, Southborough's enrollment numbers plateau but do not decrease.

The Site: Mr. Theis, whose firm has been monitoring the landfill for the last five years, described the history and current status of the landfill. He stated that, at this time, the landfill appears to be very stable. Ms. Cook asked how Neary School came to be built near the landfill. Mr. Mark Davis stated

that the site was donated to the Town. Mr. Malinowski clarified that the soil in the landfill is not structurally stable and so it was determined that the school should be built on the site of the current Neary School. Mr. Spang stated that a vapor remediation system would be part of the project design for mitigation. Mr. Davis stated he was comfortable with the project design relative to the landfill and soil mitigation. He suggested that three additional testing wells be installed next to the school to provide comparison monitoring with existing wells around the site. Superintendent Cundiff stated that he believes the gas issue has been addressed. Additionally, he believes the ground water issue has been addressed, as the new school's water is supplied from the MWRA. Mr. Hamilton asked about the extent of the groundwater contamination. Mr. Theis stated that mapping has not occurred beyond the landfill wells. Ms. Landry asked about the life span of a vapor barrier. Mr. Spang stated that he would investigate and provide an answer to the question. Ms. Jones Salow asked if the current school is built on a slab and has there been any evidence of groundwater infiltration. Mr. Spang stated that the current school is built on a slab and the proposed school would be, as well. He stated that there has been no evidence of groundwater infiltration. Mr. Samberg asked if there was any data on the long-term behavior of capped landfills. Mr. Theis stated that the practice of capping has been used for approximately 30 years, the age of the landfill being discussed. He added that decomposition slows over time.

Educational Benefits: Superintendent Martineau stated that the proposed building is designed for 50 years of use. He also stated that district educators worked with stakeholders to develop the educational plan during the feasibility phase and noted that the educational plan drives the design of the proposed new building. Superintendent Martineau, Dr. Reinhorn, Ms. Pellegrino and Mr. LaVoie presented the educational plan and its benefits. Superintendent Martineau shared the design plan of the building. Mr. LaVoie shared the preliminary relocation plan while the new building is under construction. Mr. Hamilton challenged the NBC to provide clear data related to the cost savings to the Town. Ms. Jones Salow asked what spaces would be available for public use during evenings and weekends. Superintendent Martineau stated that the gymnasium and cafetorium would be available for public use during evenings and weekends. Mr. Rose asked that opportunities for reconfiguration be considered in the design process. Mr. Samberg echoed Mr. Hamilton's comments on costs. Mr. Samberg also asked about the square foot/per student cost and how it compares to schools of similar size built in the State. Mr. Pfaff stated he would share that information with Mr. Samberg and noted that while the cost is on the higher side, it is not the highest in the State. Mr. Nodiff recommended that the NBC provide greater detail on the sustainability aspects of the project. Mr. Nodiff also asked why there was no auditorium in the proposed project. Mr. Pfaff stated that auditoriums are not reimbursable by the MSBA program.

The Board recessed at 8:57 PM and resumed meeting at 9:08 PM.

Finances: Ms. Cook stated that the total project cost is estimated to be $113.6 million dollars. She stated the State reimbursement is expected to be $31.8 million dollars, leaving the total cost to Southborough at $81.8 million dollars. She stated that the cost per square foot to build the school is $1,140 dollars and the tax increase for a home valued at $900,000 is expected to be $1,207 dollars per year. Ms. Cook stated that on April 30, 2025 the MSBA would make its decision to approve the project. Ms. Cook stated that two votes are required: May 10, 2025 (Special Town Meeting vote) and May 13, 2025 (Town ballot question vote). Mr. Burrows stated that costs would be re-evaluated to see if any further savings could be achieved prior to the final submission to the MSBA. Mr. Pfaff added that the Committee continues to research any available grants to further reduce the cost of the project. Mr. Samberg asked if this amount of debt could affect the Town's bond rating. Mr. Pfaff replied that it could. Mr. Rose asked about the percentage of contingency costs in the project. Mr. Burrows stated that the contingency for construction costs is 2.5% and the contingency for soft costs is 1.5%. Mr. Rose asked about LEED certification. Ms. Bubriski stated that the project is being designed to capture the maximum reimbursement from the State regarding LEED certification, net-

zero design and air quality. Ms. Jones Salow asked about the reimbursement rate for Option #2. Mr. Burrows stated that Option 2 does not have a 39% reimbursement rate, adding that all project costs would need to be evaluated to determine the reimbursement rate. Mr. Hamilton stated that his primary concerns are the following: the impact of the project on seniors, the impact to the Town's finances and the risks associated with interest rates and potential tariff rates. Mr. Dennington asked what would happen if Town Meeting does not approve the project. Mr. Malinowski stated that funding must be secured within 180 days of the MSBA approval on April 30, 2025 and he described the Town approval process.

d. Capital Improvement & Planning Committee – FY26 Capital recommendations

Mr. Malinowski did not call a meeting to order, as a quorum was not present. He shared the FY26 list of Capital Requests for Appropriation and stated that, for the next five years, the Town has previously approved capital debt-funded expenditures of $2-2.9 million dollars. He then shared a slide of total debt service for the next ten years, which included previously approved projects and proposed capital projects at full cost (assuming no reimbursements or other funding sources), noting the proposed list had not yet been vetted.

Ms. Cook moved to public comment on the project at this time. Ms. Betsy Rosenbloom, 5 Strawberry Hill Road, asked if any additional monies are needed for Finn, other than the roof. Mr. Malinowski stated that more public input is needed to make that determination. Ms. Patricia Burns-Fiore, 10 Winter Street, asked a series of clarifying questions about the project and the debt service information. Ms. Burns-Fiore stated that she feels her tax bracket is underrepresented in the decision-making process and she cannot afford the tax implications of this project, or other future capital projects, without an increase in the tax base. Mr. Eric Glaser, 13 Skylar Drive, asked about the dollar per square foot for Option 2. Ms. Cook clarified that the NBC looked at both a base repair and renovation of the school. She stated that the renovation was slightly more expensive than the proposed project. Mr. Glaser asked if an application for a base repair of approximately $64 million dollars could be submitted to the MSBA. Mr. Malinowski stated that the MSBA process dictates that the current application process runs its course and stated that if the Town wanted to submit another application for the Neary School, it would be considered after other projects currently before the MSBA. Mr. Malinowski also stated that, as part of the MSBA process, several iterations of configurations were considered. Ms. Joanne Pierson, 101 Newton Street, stated that she believes the essential question for decision-making should have been "what can people in Town afford?" She stated that she believes teachers are more important than buildings to the educational experience and she would like to see the Town pursue a school that everyone in Town can afford. Mr. Rob Laurenson, 132 Marlborough Road, asked what happens if nothing is done. Mr. Malinowski stated that safety issues would need to be funded immediately (roof, windows, fire suppression). Ms. Cook added that the building would need to be made ADA compliant. Mr. Dennington asked about the timeline for a new MSBA application, should the Town not approve the current proposal. Mr. Malinowski stated that the timeline is approximately four years. Ms. Cook clarified that in order to receive the MSBA grant, only one project could be considered. Mr. Tim Fling, 18 Main Street, asked if numbers could be provided for a phased approach to the necessary upgrades, should the Town vote no on the project. Mr. Malinowski stated that phasing the base repair would not address the immediate safety concerns, would ignore the educational plan and would not allow for economies of scale in savings. He stated he believes the $64 million figure is accurate for the base repair. Mr. Fling stated that he would like to see the Town increase its tax base prior to undertaking this project. Mr. Fling asked what contingencies are in place if there is an increase in student population and how many students could be accommodated. Mr. Spang stated that classrooms could be added to the rear of the building and that the MSBA process requires that the design accommodate this possibility. He stated he would obtain the data on the number of students that could be accommodated. Mr. Malinowski stated that the contingency plan includes Woodward School. Ms. Kristin LaVault, 12

Southwood Drive, requested that the School Committee address teacher salaries and pay rates for substitute teachers prior to addressing building concerns.
Mr. Malinowski moved to adjourn the NBC at 10:33 PM. Mr. Challen seconded the motion. The motion was unanimously approved (6-0-0).
Ms. Malinowski moved to adjourn the Southborough School Committee at 10:32 PM. Mr. Challen seconded the motion. The motion was unanimously approved (3-0-0).

The Board recessed at 10:33 PM and resumed meeting at 10:36 PM.

e. Brian Ballantine – Fiscal Year 2026 Budget

i. Update on Department submissions

Mr. Ballantine shared the first iteration of the budget with the Board and the Advisory Committee and stated it includes all department requests. He stated the report also includes preliminary numbers for the School Department, both for K-8 and Algonquin. He stated that there is an additional $800,000 dollars in Free Cash that is not listed on the report at this time and suggested discussions on where to apply those funds take place later in the budget process. He stated there might be a discussion on Local Receipts later in the budget process and that preliminary information on Local Aid would be forthcoming sometime in January. Mr. Ballantine stated that the report includes a slight value shift of 4%. He also stated that no Community Preservation Act (CPA) funds are included in the report and it only includes previously approved capital projects. He noted that an override is part of the first iteration. The Board and the Advisory Committee discussed the override process.

ii. Advisory & Select Board liaisons

The Board and the Advisory Committee discussed liaisons for the FY26 budget cycle and agreed to the following: Police: Ms. Landry, Mr. Dennington and Mr. Rose; Fire: Ms. Cook and Mr. Samberg; Capital: Mr. Hamilton and Mr. Pfaff; DPW: Mr. Stivers and Ms. Jones Salow; and Schools: Mr. Stivers, Mr. Rubenstein and Mr. Pfaff.

iii. January 25, 2025 budget summit

Mr. Purple requested that Superintendent Martineau be added to the agenda on January 25th. He also requested that Technology be removed from the agenda. Ms. Cook stated that the departments taking part in the January 25th budget summit are as follows: Police, Fire, Capital Improvement and Planning Committee; DPW and the School Department.

Mr. Pfaff moved to adjourn the Advisory Committee at 10: 53 PM. Mr. Rose seconded the motion. The motion was unanimously approved (5-0-0).
Ms. Cook moved to the Consent Agenda at this time.

IV. Reports

a. Chair's Report

Ms. Cook reported that she, Town Administrator Mark Purple and Advisory Chair Andrew Pfaff met with Harvard regarding increasing Harvard's PILOT (Payment In Lieu of Taxes) payments to the Town. She reported that Harvard has agreed to increase this year's payment to $50,000 and will increase subsequent yearly payments by 2.5% each year. She also reported that Harvard has agreed to store Town documents at its depository.

b. Members' Reports

i. Metropolitan Area Planning Council (MAPC) Technical Assistance Program (TAP) application

Mr. Dennington reported that he and Assistant Town Administrator Vanessa Hale, EDC Coordinator Leah Emerson and Planning Board member Marnie Hoolahan had successfully submitted an

application for a MAPC TAP grant for zoning on Route 9 and are awaiting information on any potential award. He also reported that on December 16th, he and Ms. Emerson met with Westborough's Planning Director regarding a potential collaboration on a regional One Stop grant application for a Route 9 Corridor study. Mr. Dennington reported that discussions are ongoing and a decision on a joint application would be made in January, prior to the February Expression of Interest deadline.

ii. Update on Chestnut Hill Farm return to farming

Mr. Hamilton reported that he met with the Trustees, neighbors, the Conservation Commission and the Open Space Preservation Commission on the matter. He stated that the plan is to find someone to lease the land from the Trustees and operate a farm in compliance with the Conservation Restriction (CR) in place.

c. Town Administrator's Report

i. RECC update

Mr. Purple reported that, last week, an update on the status of the RECC was held in Westborough. He reported that meetings would be held on a rotating basis in Westborough, Grafton and Southborough unless there is a need to meet on-site in Westborough. He reported that the Executive Committee is discussing the Executive Director position and is reviewing a job description, compensation and contract related to the position.

Ms. Cook moved to II. - Public Comment at this time.

V. Consent Agenda

a. Approve Open Session Meeting Minutes: December 3, 2024

Mr. Stivers requested to hold Consent Agenda item "a." Mr. Stivers had scrivener's changes to the minutes. Ms. Cook moved to approve Consent Agenda item "a", as amended. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

b. Open Warrant for April 7, 2025 Annual Town Meeting
c. Accept electric bike donation from Timothy and Courtney Moller to the Police Dept.
d. Accept $100 donation from Richard Sullivan to the Police Dept.
e. Approve NECC Payment in lieu of Taxes of $52,036
f. Declining the Right of First Refusal on Affordable Unit at 16B Stockwell Lane

Ms. Cook moved to approve Consent Agenda items "b", "c", "d", "e" and "f." Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

V.* Other Matters *(Board may vote)

VI. Public Comment

There was no public comment.

VIII. Adjournment

Mr. Dennington moved to adjourn the meeting at 10:55 PM. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

Upcoming Meetings	
January 7, 2025	*Januray 21, 2025*

Respectfully submitted,

Bridgid Rubin, Recording Secretary

List of Documents referred to at the December 17, 2024 SB Meeting:

- Letter from Police Chief Ryan Newell, dated December 17, 2024, RE: Appointment of Officer Jonathan Paiva
- Letter from Police Chief Ryan Newell, dated December 17, 2024, RE: Appointment of Officer Adalberto Lopez-Aponte
- Letter from Police Chief Ryan Newell, dated December 17, 2024, RE: Appointment of Sergeant Jeffrey Norton
- Letter from Police Chief Ryan Newell, dated December 17, 2024, RE: Appointment of Lieutenant Michael Whalen
- Budget Notes, dated December 17, 2024
- Draft FY26 Budget for Ongoing Deliberation
- Letter from Police Chief Ryan Newell, dated December 11, 2024, RE: Acceptance of Electric Bicycle Donation
- Letter from Police Chief Ryan Newell, dated December 11, 2024, RE: Acceptance of $100 Donation from Richard Sullivan
- Letter from Michael S. Downey, dated December 4, 2024, RE: Acceptance of $52,036 PILOT payment from New England Center for Children
- Open Session Meeting Minutes: December 3, 2024

Town of Southborough, MA
Meeting of the Select Board
December 17, 2024 6:00 PM
McAuliffe Hearing Room
Town House, 17 Common Street, Southborough, MA

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://ma-southborough.civicplus.com/674/Virtual-Meetings

I. **Call Meeting to Order**

II. **Public Comment**

III. **Scheduled Appointments** ***(Board may vote)***
- a. 6:00 PM – Police Department appointments/promotions
  - i. Jonathan Paiva as Police Officer
  - ii. Adalberto Lopez-Aponte as Police Officer
  - iii. Jeff Norton as Police Sergeant
  - iv. Michael Whelan as Police Lieutenant
- b. Department Accomplishments for Calendar 2024
  Joint Meeting with Advisory Committee
- c. Neary Building Committee – Project presentation
- d. Capital Improvement & Planning Committee – FY26 Capital recommendations
- e. Brian Ballantine – Fiscal Year 2026 budget
  - i. Update on Department submissions
  - ii. Advisory & Select Board liaisons
  - iii. January 25, 2025 budget summit

IV. **Reports**
- a. Chair's Report
- b. Members' Reports
  - i. Metropolitan Area Planning Council (MAPC) Technical Assistance Program (TAP) application
- c. Town Administrator Report
  - i. RECC update

V. **Consent Agenda**
- a. Open Warrant for April 7, 2025 Annual Town Meeting
- b. Accept electric bike donation from Timothy and Courtney Moller to the Police Dept.
- c. Accept $100 donation from Richard Sullivan to the Police Dept.
- d. Approve NECC Payment in lieu of Taxes of $52,036
- e. Declining the Right of First Refusal on Affordable Unit at 16B Stockwell Lane

VI. **Other Matters** ***(Board may vote)***

VII. **Public Comment**

VIII. **Adjournment**

Kathryn M. Cook Chair

UPCOMING MEETINGS

January 7, 2025 *January 21, 2025*

Southborough Police Department
32 Cordaville Road
Southborough, Massachusetts 01772
508-485-2121 Fax 508-485-4634

Ryan M. Newell
Chief of Police

Sean P. McCarthy
Lieutenant

To: Honorable Select Board

From: Chief Ryan M. Newell

Subject: Appointment of Probationary Officer Jonathan Paiva

Date: December 17, 2024

Dear Select Board Members:

Please consider my request to appoint Mr. Jonathan Paiva as a Probationary Officer with the Town of Southborough, effective December 17, 2024. Mr. Paiva is a resident of Westborough, MA, and is currently working as a Full-time Police Officer for the Town of Bolton (4 years). He has obtained both his Bachelor's Degree and his Master's Degree in Criminal Justice from Fitchburg State University, and is also fluent in Portuguese.

Mr. Paiva's will be starting at the Step Four Pay Rate of the FY23-FY25 Collective Bargaining Agreement with Local 167 ($30 per hour).

Please feel free to contact me with any questions or concerns you may have.

Thank you.

Respectfully,

Ryan M. Newell
Chief of Police
Southborough Police Department
32 Cordaville Road
Southborough, MA. 01772
Tel: (508) 485-2121 FAX: (508) 480-0161

Southborough Police Department
32 Cordaville Road
Southborough, Massachusetts 01772
508-485-2121 Fax 508-485-4634

Ryan M. Newell
Chief of Police

Sean P. McCarthy
Lieutenant

To: Honorable Select Board

From: Chief Ryan M. Newell

Subject: Appointment of Probationary Officer Adalberto Lopez-Aponte

Date: December 17, 2024

Dear Select Board Members:

Please consider my request to appoint Mr. Adalberto Lopez-Aponte as a Probationary Officer with the Town of Southborough, effective December 17, 2024. Mr. Aponte is a resident of Worcester, MA, and is currently working as a Full-time Police Officer for Holy Cross College Police Department. He graduated from the Quinsigamond Community College MPTC Police Academy in May of 2022, and obtained his Associate's Degree in Criminal Justice from Quinsigamond Community College. Off. Aponte is also bilingual and is fluent in both English and Spanish.

Mr. Aponte will be starting at the Step Four Pay Rate of the FY23-FY25 Collective Bargaining Agreement with Local 167 ($30 per hour).

Please feel free to contact me with any questions or concerns you may have.

Thank you.

Respectfully,

Ryan M. Newell
Chief of Police
Southborough Police Department
32 Cordaville Road
Southborough, MA. 01772
Tel: (508) 485-2121 FAX: (508) 480-0161

Southborough Police Department
32 Cordaville Road
Southborough, Massachusetts 01772
508-485-2121 Fax 508-485-4634

Ryan M. Newell
Chief of Police

Sean P. McCarthy
Lieutenant

To: Honorable Select Board
From: Chief Ryan M. Newell
Subject: Appointment of Sergeant Jeffrey Norton
Date: December 17, 2024

Dear Honorable Select Board:

Please consider my recommendation to appoint Officer Jeffrey Norton to the position of Police Sergeant within the Southborough Police Department. The position will be available after Sgt. Michael Whelan is promoted to the open Lieutenant position within our department. The position was advertised internally, following the guidelines set in the department's Promotions policy, as well as the promotion guidelines established in the Collective Bargaining Agreement with Local 167. Per the CBA, a Sergeant candidate list was established from results of the Sergeant promotional process. Off. Norton successfully completed a full Assessment Center, Promotional Board Interview, and came out of the promotional process as the third highest scoring candidate (just behind Sgt. Steve Neivert and Sgt. Thomas Rock- who have already been promoted). Jeff is a resident of Gardner, MA. He obtained a Bachelor's Degree from Johnson and Wales University and is currently a full-time Police Officer for the Town of Southborough. Previously, Jeff was a full-time Communications Officer for the Southborough Police Department. He has been working for the Southborough Police Department since his appointment to the Dispatcher position in May of 2019. During his time with our department, he has held many specialty assignments within our department, and is currently the full-time Detective for the SPD (please see attached resume' for full list of specialty assignments).

His appointment would be of great benefit to the Southborough Police Department in filling a very important supervisory position.

The recommended pay rate would be $37.05 per hour (Step 6 in the Local 167 CBA) due to his training and previous work experience.

Please feel free to contact me with any questions or concerns that you may have.
Thank you.

Respectfully Submitted,

Ryan M. Newell

Chief Ryan M. Newell

Southborough Police Department

32 Cordaville Road
Southborough, Massachusetts 01772
508-485-2121 Fax 508-485-4634

Ryan M. Newell
Chief of Police

Sean P. McCarthy
Lieutenant

To:	Honorable Select Board
From:	Chief Ryan M. Newell
Subject:	Appointment of Lieutenant Michael Whelan
Date:	December 17, 2024

Dear Select Board:

Please consider my recommendation to appoint Sgt. Michael Whelan to the position of Police Lieutenant within the Southborough Police Department. The position became available after Town Meeting voted to fund the requested position at the Special Town Meeting in September of this year. The position was advertised internally, and one applicant (Michael Whelan) applied. Sgt. Whelan successfully completed an internal promotion process that involved a full review of his experience & qualifications; a full review of his Annual Evaluations; a promotional board interview consisting of a panel of three (3) area Police Chiefs; and a formal interview process involving myself and Southborough Town Administrator Mark Purple. Sgt. Whelan passed every promotional board interview with a perfect score from all of the involved Assessors.

Michael is a resident of Northborough, MA., and holds a Bachelor of Science Degree in Criminal Justice from the University of Hartford. He is currently a full-time Police Sergeant for the Town of Southborough, and has been working for the department since his appointment to a full-time police officer position in 2011 (13 years). He was promoted to Sergeant in January of 2020 and became the department's Communications Supervisor; functioning as the direct Supervisor for the six (6) full-time Communications Officers in the department. He is also an Alpha Team Leader for the CEMLEC Regional SWAT Team, which serves approximately 70+ towns in central Massachusetts.

His appointment would be of great benefit to the Southborough Police Department in filling a very important administrative position. His start date in this new position will be determined shortly after successful completion of a number of screening checks and based on the Board's approval. I will be reviewing the Police Lieutenant Policy Statement with Sgt. Whelan [attached to this memo] before his appointment, which delineates certain benefits agreed upon between the Select Board and the employee that carry over from the union contract (Local 167) and establish the wages, benefits, and terms & conditions of employment for the Police Lieutenant.

The recommended pay rate would be $51.10 per hour (Schedule A, Grade A-8 of the SAP) due to his training and previous work experience.

Please feel free to contact me with any questions or concerns you may have.

Respectfully Submitted,

Ryan M. Newell

Chief Ryan M. Newell

BUDGET NOTES

Free Cash:

Available:	2,536,158
Draft #1 operating use:	-1,733,000
Remaining for reserve/capital:	**803,158**

Local Receipts: Added 110,000

Local Aid: Added 98,380 (2.5%)

Town Department Budgets:

Increase of 8.82%

Drivers:

- Police: 6 new staff (4 on 7/1/25 and 2 on 1/1/26)
- Fire: 1 New Deputy Chief
- EDC: EDC Coordinator now Full Time
- COA: Additional part time hours (not voted as of meeting)

School Budgets:

All initial estimates – Guidance was given for Regional (may be lower if E/D applied)

Benefits:

Includes health, dental, unemployment, retirement assessment, workers compensation policy

- Initial draft increase of 11.4%
  - New employees requested
  - Preliminary active and senior renewal rates for next year are high
  - Ongoing high Regional retirement assessment per schedule

Debt:

Includes new debt for Breakneck Hill, DPW equipment (□pprox.. 330K) – will be revised prior to ATM

Capital:

Increase of approximately 2.3M

FY2026 - DRAFT FOR ONGOING DELIBERATION

12/12/2024		FY2024	FY2025	FY2026	
Fiscal Year					
LEVY		50,172,301	52,147,244	54,062,823	3.7%
2 1/2		1,254,308	1,303,681	1,351,571	3.7%
NEW GROWTH		720,635	611,898	450,000	-26.5%
LEVY		**52,147,244**	**54,062,823**	**55,864,394**	**3.3%**
DEBT-CAP EXEMPT		1,932,522	1,917,820	1,898,920	-1.0%
TOTAL LEVY LIMIT		**54,079,766**	**55,980,643**	**57,763,314**	**3.2%**
TAX RATE		**13.91**	**13.81**	**15.16**	**9.74%**
ASSESSED VALUE		3,566,871	3,788,329	3,946,415	4.2%
CERTIFIED FREE CASH		1,602,386	2,339,466	1,733,000	-25.9%
LOCAL RECEIPTS		4,208,600	4,488,600	4,598,600	2.5%
COMM. PRESERV. FUNDS		919,243	1,380,654	0	-100.0%
LOCAL AID		3,771,119	3,935,183	4,033,563	2.5%
OTHER AVAILABLE		1,379,488	1,444,561	1,290,989	-10.6%
TOTAL OTHER REVENUES		**11,880,836**	**13,588,464**	**11,656,152**	**-14.2%**
TOTAL REVENUE		**65,960,602**	**69,569,107**	**69,419,465**	**-0.2%**
		2024 RECAP	**2025 RECAP**	**2026 RECAP**	
OTHER		983,607	1,515,422	453,928	-70.0%
STATE- COUNTY CHARGES		234,445	270,886	270,886	0.0%
OVERLAY		446,742	454,996	450,000	-1.1%
TOTAL CHARGES		**1,664,794**	**2,241,304**	**1,174,814**	**-47.6%**
TOWN					
TOWN BUDGET		14,108,403	15,129,349	16,463,697	8.8%
EMPLOYEE BENEFITS		4,275,591	4,682,027	5,133,197	9.6%
LEASE DEBT G-FUND		35,659	55,114	55,114	0.0%
GEN. LIABILITY INSURANCE		153,770	175,601	171,616	-2.3%
BUDGET ARTICLES		313,000	416,115	413,755	-0.6%
DEBT & INTEREST		1,825,245	1,943,665	1,909,697	-1.7%
CAPITAL ARTICLES		1,222,621	883,743	3,220,577	264.4%
TOTAL TOWN		**21,934,290**	**23,285,614**	**27,367,653**	**17.5%**
SCHOOL					
SCHOOLS BUDGET		32,448,469	34,338,758	36,210,153	5.4%
EMPLOYEE BENEFITS		5,158,458	5,601,425	6,320,753	12.8%
GEN. LIABILITY INSURANCE		230,656	263,401	257,424	-2.3%
DEBT & INTEREST		59,350	174,786	136,350	-22.0%
TOTAL SCHOOL		**37,896,933**	**40,378,370**	**42,924,680**	**6.3%**
TOTAL EXPENDITURES		**61,496,016**	**65,905,288**	**71,467,147**	**8.4%**
LEVY BALANCE		**4,464,586**	**3,663,819**	**-2,047,682**	

957,500.00	Avg House Value FY25
13,521.06	FY25 Taxes
997,458.54	Avg House Value FY26
15,117.26	FY26 Taxes
1,596.20	**Dollar increase**
11.81%	**% increase**

*Each 1,000,000 spending/revenue =1.87% cha

Free cash Analysis

2,536,158	START
(1,733,000)	10 YEAR AVERAGE is 1,733,0
803,158	**REMAINING**

FY2026 ATM April 2025	FY 24 APPROVED	FY 25 APPROVED	FY 26 REQUESTED	% Chg From FY25	
100-199 GENERAL GOVERNMENT					
114 MODERATOR	100	100	120	20.00%	
121-129 Executive					
121 ELECTED SELECTBOARD	4,000	4,000	4,000	0.00%	
122 SELECTBOARD	482,263	491,135	509,801	3.80%	
131-149 Financial Administration					
131 ADVISORY COMMITTEE	5,250	5,250	5,250	0.00%	
132 RESERVE FUND	180,000	180,000	180,000	0.00%	
135 TOWN ACCOUNTANT	172,164	177,214	188,308	6.26%	
136 AUDIT	46,000	45,550	54,575	19.81%	
140 ELECTED ASSESSORS	2,250	2,250	2,250	0.00%	
141 ASSESSORS	259,861	284,325	303,526	6.75%	
145 TREASURER/COLLECTOR	259,534	298,530	311,912	4.48%	
151-159 Operation Support					
151 TOWN COUNSEL/153 SP LEGAL	135,000	147,375	149,000	1.10%	
152 PERSONNEL BOARD	14,875	14,875	14,875	0.00%	
154 MUNICIPAL TECH COMMITTEE	1,500	1,500	1,500	0.00%	
155 INFORMATION TECHNOLOGY	569,009	621,269	655,476	5.51%	
159 OTHER OPERATION SUPP.	541,531	524,253	534,325	1.92%	
161-169 Licensing & Registration					
160 ELECTED CLERK	96,570	101,916	107,012	5.00%	
161 TOWN CLERK	224,297	323,052	289,235	-10.47%	
171-179 Land Use					
171 CONSERVATION COMMISSION	138,827	143,169	157,710	10.16%	*Added hours
175 PLANNING BOARD	187,911	197,884	207,267	4.74%	
176 ZONING BOARD OF APPEALS	12,896	29,731	31,134	4.72%	
177 OPEN SPACE	5,000	5,000	5,000	0.00%	
191-199 Other					
182 ECONOMIC DEVELOPMENT	41,581	71,185	78,091	9.70%	
192 FACILITIES DEPARTMENT	660,108	692,033	721,529	4.26%	
193 ADA COMMITTEE	2,500	2,500	2,500	0.00%	
TOTAL GENERAL GOVERNMENT	**4,043,027**	**4,364,096**	**4,514,396**	**3.44%**	
200-299 Public Safety					
210 POLICE DEPARTMENT	2,422,334	2,574,768	3,148,968	22.30%	*Added +6
218 COMMUNICATIONS	395,803	554,891	558,023	0.56%	
220 FIRE DEPARTMENT	2,538,740	2,642,876	3,069,521	16.14%	*Deputy Staff to 5
241 BUILDING DEPARTMENT	179,073	188,059	200,498	6.61%	
291 EMERGENCY MANAGEMENT	14,560	16,060	16,310	1.56%	
292 ANIMAL CONTROL OFFICER	30,359	30,359	30,966	2.00%	
TOTAL PUBLIC SAFETY	**5,580,869**	**6,007,013**	**7,024,286**	**16.93%**	
400-499 Public Works					
420,430,490 DPW	2,706,191	2,848,109	2,902,846	1.92%	
TOTAL PUBLIC WORKS	**2,706,191**	**2,848,109**	**2,902,846**	**1.92%**	
500-599 Human Services					
510 ELECTED BOH SALARIES	450	450	450	0.00%	
512 BOARD OF HEALTH	275,224	284,218	294,352	3.57%	
541 COUNCIL ON AGING	388,491	413,239	452,758	9.56%	*PT hours added 1/2 year - pending vote
542 YOUTH COMMISSION	283,486	337,300	350,665	3.96%	
543 VETERANS SERVICES	35,600	39,700	41,700	5.04%	
TOTAL HUMAN SERVICES	**983,251**	**1,074,907**	**1,139,925**	**6.05%**	
600-699 Culture and Recreation					
610 LIBRARY	624,447	654,951	684,380	4.49%	
630 RECREATION	166,268	179,273	189,614	5.77%	
691 HISTORICAL COMMISSION	1,000	1,000	4,250	325.00%	
692 MEMORIAL DAY	3,350	0	0	100.00%	
671 S-BOROUGH CULTURAL ARTS	0	0	4,000	100.00%	
TOTAL CULTURE & RECREATION	**795,065**	**835,224**	**882,244**	**5.63%**	
TOTAL TOWN	**14,108,403**	**15,129,349**	**16,463,697**	**8.82%**	
300-399 Education					
300 ELECTED SCHOOL COMM	500	500	500	0.00%	
301 SOUTHBOROUGH SCHOOLS	23,064,418	24,258,964	25,471,912	5.00%	
302 ALGONQUIN	8,508,457	9,011,804	9,642,630	7.00%	
ALGONQUIN EXEMPT/NON EXEMPT DEBT	393,796	504,095	504,095	0.00%	
304 ASSABET	436,423	517,861	543,754	5.00%	
305 NORFOLK COUNTY AGRIC.	44,875	45,534	47,262	3.79%	
TOTAL EDUCATION	**32,448,469**	**34,338,758**	**36,210,153**	**5.45%**	
TOWN 900-999 Unclassifed					
910 EMPLOYEE BENEFITS-Town	4,275,591	4,682,027	5,133,197	9.64%	
910 EMPLOYEE BENEFITS-School	5,158,458	5,601,425	6,320,753	12.84%	
TOTAL UNCLASSIFIED BENEFITS	**9,434,049**	**10,283,452**	**11,453,950**	**11.38%**	
945 GENERAL LIABILITY INS.-Town	153,770	175,601	171,616	-2.27%	
945 GENERAL LIABILITY INS.-School	230,656	263,401	257,424	-2.27%	
TOTAL LIABILITY INSURANCE	**384,426**	**439,002**	**429,040**	**-2.27%**	
710 RETIREMENT OF DEBT-Town	965,116	1,136,464	1,157,547	1.86%	
710 RETIREMENT OF DEBT-School	50,000	110,000	110,000	0.00%	
751 INTEREST ON DEBT-Town	857,579	806,201	750,950	-6.85%	
751 INTEREST ON DEBT-School	9,350	64,786	26,350	-59.33%	
700 CONTINUING DISCLOSURE	2,550	1,000	1,200	20.00%	
TOTAL DEBT SERVICE GEN FUND	**1,884,595**	**2,118,451**	**2,046,047**	**-3.42%**	
GRAND TOTAL	**58,259,942**	**62,309,012**	**66,602,887**	**6.89%**	
12/12/24 2:53 PM					

CAPITAL AND BUDGET ARTICLES
GENERAL FUND

FY2026 CAPITAL G-FUND	Art #	Requested Amount	NOTES
RECREATION MAINTENANCE ARTICLE		25,000.00	
CAPITAL MAINTENANCE FUND		100,000.00	
FACILITIES: DPW ROOF		65,000.00	
FACILITIES: FLAGG SCHOOL		175,000.00	
FACILITIES: DPW OVERHEAD DOOR		250,000.00	
FACILITIES: TOWN HOUSE HVAC		450,000.00	
FIRE: MEDICAL EQUIPMENT		25,000.00	
DPW: FRONT END LOADER (50) (2001)		257,000.00	
DPW: UTILITY DUMP (39) (2010)		100,000.00	
DPW: SERVICE/DUMP (GROUNDS) (77) (2009)		103,658.00	
DPW: ASPHALT HOT BOX TRAILER		24,614.00	
DPW: 36" DOUBLE DRUM ROLLER		17,500.00	
DPW: HYDRAULIC AERATOR ATTACHMENT		19,251.00	
DPW: FLINK 8' WIDE TAILGATE SPREADER		18,500.00	
DPW: BRINE TANK		35,000.00	
DPW: ROADWAY MAINTENANCE & SIDEWALKS		400,000.00	
DPW: CENTRAL STREET SINKHOLE		300,000.00	
DPW: STORMWATER MANAGEMENT		68,000.00	
DPW: RECTANGULAR RAPID FLASHING BEACONS VARIOUS LOCATIONS		300,000.00	
DPW: PIPE CAMERA KIT		11,000.00	
SCHOOL: FINN CLASSROOM FLOOR REPLACEMENT		45,000.00	
SCHOOL: WOODWARD TECH INFRASTRUCTURE/EQUIP.		25,000.00	
SCHOOL: WOODWARD ADDITION OF AIR CONDITIONING		TBD	
SCHOOL: TROTTIER TECH INFRASTRUCTURE/EQUIP.		60,000.00	
SCHOOL: TROTTIER A/C WINDOW UNITS		130,000.00	
SCHOOL: TROTTIER REPLACE STAGE CURTAINS/UPDATE RIGGING		55,000.00	
POLICE - CRUISERS (2)		161,054.00	
TOTAL		**3,220,577.00**	

FY2026 BUDGET ART. G-FUND	Art #	Requested Amount
APPROPRIATE TO OPEB TRUST		250,000.00
ENGINEER AND CONSULTANT FUNDS		30,000.00
INSURANCE DEDUCTIBLE INSURANCE		25,000.00
RETIREMENT FUNDS		20,000.00
SALARY STUDY P-BOARD		TBD
TOTAL		**325,000.00**

FY2026 LEASE DEBT G-FUND	Art #	Requested Amount
LEASE: DPW DIESEL YEAR 5 OF 7		10,622.00
LEASE: DPW HOOK TRUCK YEAR 5 OF 7		25,037.00
POLICE TASER LEASE YEAR 3 OF 3		19,455.00
TOTAL		**55,114.00**

NON TAX LEVY ARTICLES

FY2026 AMBULANCE FUND	Requested Amount
LEASE: FIRE CH VEHICLE YEAR 5 OF 7	8,422.00
LEASE: FIRE AMBULANCE YEAR 5 OF 5	57,191.00
FIRE: FIREFIGHTING GEAR	40,000.00
TOTAL	**105,613.00**

FY2026 WATER CAPITAL & LEASE	Requested Amount
LEASE: DPW DIESEL YEAR 5 OF 7	10,622.00
LEASE: DPW HOOK TRUCK YEAR 5 OF 7	9,105.00
UTILITY DUMP (39) (2010)	100,000.00
PICK-UP DIESEL (SERVICE BODY) (WATER) (32) (REPLACING 201	80,046.00
ASPHALT HOT BOX TRAILER	10,549.00
36" DOUBLE DRUM ROLLER	7,500.00
LOOP AT FISHER/PRESIDENTIAL DESIGN	105,000.00
LYNBROOK MAIN REPLACEMENT	351,000.00
VARIOUS MAIN IMPROVEMENTS	250,000.00
TOTAL	**923,822.00**

FY2026 REQUESTED BOND PROJECTS		Requested Amount	
NEARY NEW BUILDING	STM	81,600,000.00	*NET
WILLOW STREET CULVERTS AND SINKHOLE		3,075,000.00	
JOHN AND MITCHELL STREETS - SINKHOLE		900,000.00	
TROTTIER ROOF REPLACEMENT		5,800,000.00	
		-	
TOTAL		**91,375,000.00**	

FY2026 CPA FUNDED	Requested Amount
TBD	TBD
	-
TOTAL	**-**

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Tuesday, December 3, 2024 6:30 PM
Location: McAuliffe Hearing Room, Town House, 17 Common Street, Southborough, MA
Present: Kathryn Cook, Andrew Dennington, Sam Stivers, Marguerite Landry and Al Hamilton. Also present: Town Administrator Mark Purple and Assistant Town Administrator Vanessa Hale

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order

Chair Kathy Cook called the meeting to order at 6:30 PM.

II. Public Comment

There was no public comment.

III. Scheduled Appointments *(Board may vote)*

a. Diana Wainrib – Resources for immigrant families

Ms. Diana Wainrib, 25 Pinehill Road, appeared before the Board to discuss recent efforts to assist immigrant families through the Westborough Southborough Neighborhood Support Team. Ms. Wainrib shared a presentation of the group's efforts over the last year. Ms. Wainrib asked the Board to assist in finding approximately 1,000 square feet of space in Southborough, either first floor or elevator accessible, for storing clothing and other items to help immigrant families. She also asked that the Board consider the Senior Center and Southborough Youth and Family Services as resources for efforts to assist immigrant families. Ms. Cook asked Ms. Wainrib to detail her request in a letter to Mr. Purple for consideration by the Town. Mr. Stivers suggested Ms. Wainrib contact local storage facility businesses as a potential option for storage.

b. DPW – Proposed Mailbox Damage Reimbursement Policy

DPW Superintendent Bill Cundiff appeared before the Board on the matter. He shared the proposed Mailbox Damage Reimbursement Policy with the Board. He stated that the policy is intended to provide guidelines for this shared responsibility between the public and the Town and that the goal is to protect the Town while also protecting the homeowner's investment. He also stated that many surrounding communities have adopted this type of policy. Ms. Cook suggested and DPW Superintendent Cundiff agreed that Section 3(c) be changed to reflect that, if damage occurs by a business under contract by the Town, the DPW would assist the homeowner in making a claim to the contractor. The Board discussed the W-9 included in the proposed policy. Ms. Cook agreed to further investigate the W-9 matter. Ms. Landry asked how contractors view the policy. DPW Superintendent Cundiff stated that contractors support this policy, as it limits their exposure. Mr. Hamilton moved to accept the policy, with Ms. Cook's amendment stated above. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

Ms. Cook moved to Other Matters (b) at this time.

IV. Reports

a. Chair's Report

Ms. Cook requested that the December 17th Board meeting begin at 6:00 PM, due to the number of items on the agenda, and the Board agreed. She reviewed the agenda items for the December 17th

meeting. She also noted that on January 25, 2025, the Board and the Advisory Committee would hold their yearly budget summit, as part of the budgeting process.

i. Neary School Building Committee update

Ms. Cook reported that the Neary School Building Committee would make a comprehensive presentation on the Neary School project at the December 17th Board meeting.

b. Members' Reports

i. Wastewater treatment

Mr. Hamilton reported that he, along and Mr. Stivers, DPW Superintendent Cundiff and Brian Shea, met with Weston and Sampson to understand the issues related to wastewater treatment and explored potential options for the Town to consider. He stated they discussed surface discharge versus ground discharge and discussed needed facilities. Mr. Hamilton stated next steps would include: 1) meeting with the Massachusetts Department of Environmental Protection (DEP) to discuss their perspective and requirements in building a wastewater treatment facility for the Route 9 corridor; and 2) meeting with affected stakeholders along the Route 9 corridor to obtain their feedback. He stated the group would continue to meet to explore options and issues relative to wastewater treatment along Route 9.

ii. Old Burial Ground care

Ms. Landry stated that a structure/process needs to be created to address work orders, general caretaking and occasional restoration in the Old Burial Ground. She stated that, on December 17th, she would meet with Sally Waters, Historical Commission Chair Kevin Miller, Chris Leroy and DPW Superintendent Cundiff to discuss a structure/process. DPW Superintendent Cundiff stated that routine maintenance could be paid for through the DPW's operating budget. Mr. Stivers stated that the Board of Commissioners of Trust Funds had recently approved up to $5,000 in tree work in the Old Burial Ground and may have some additional funds available.

c. Town Administrator's Report

Mr. Purple reported that the draft Sidewalk Accessibility Report, developed by BETA Group, is available for review on the DPW's webpage. He stated that the Town would publicize the report and request public feedback. DPW Superintendent Cundiff stated he hopes to receive public feedback within the next two weeks. Mr. Stivers stated that this report is an important step in data collection for the Town for planning and investment purposes.

Mr. Purple reported that final numbers for the year's golf season have been received. He reported that the Golf Course generated $782,171 in total revenue and that $112,434.20 has been returned to the Golf Revolving Fund. He also reported that there was an increase of 2,000 rounds of golf over last year. Mr. Purple provided an update on the golf irrigation project and stated that the project would likely be completed in the late April/early May timeframe. Ms. Cook suggested the Golf Committee provide an update to the Board on their work in early 2025.

i. RECC update

Mr. Purple stated that this matter would be on each Board agenda going forward. He also stated that, as of this evening, the IMA would be executed by all parties. Mr. Purple reported that the governing board's priorities include executing a lease, hiring an executive director and obtaining recognition by Worcester County Retirement for employment matters, including benefits. He stated that the Owner's Project Manager (OPM) would provide a draft for the next round of grant funding from State 911, which will include IT services, at the governing board's next meeting. He also reported a community update would be provided by the OPM and sub-contractors later this month. Mr. Purple reported that the towns of Millbury, Northborough, Upton and Hopedale have been approached about joining the MetroWest RECC. The Board asked questions about and discussed the status of the building.

Ms. Cook reported that she received a text today from Atlantic Management Corporation, based in Framingham, informing her that they had acquired the property at 32 Coslin Drive and she noted that

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this is the property where the Town's tower is located. She stated Atlantic Management Corporation is excited about the prospect of developing the area.

V. Consent Agenda

a. Approve Open Session Meeting Minutes: November 19, 2024
b. Appoint Alternate Building Inspector(s)

Mr. Lund stated that the individuals proposed for approval tonight are alternate members and would be called upon in the event Building Commissioner Lund and Inspector Novak are unavailable. Mr. Stivers moved to appoint Michael Giampietro and Peter Tartakoff as Alternate Building Inspectors. Mr. Hamilton seconded the motion. The motion was unanimously approved (5-0-0).

Ms. Cook moved to Reports at this time.

c. Calendar 2025 License Approvals (Wine & Malt; All Alcohol; Common Victualer; Class I, II and II Auto)

Mr. Stivers requested to hold Consent Agenda item "c." Mr. Stivers asked if all paperwork and payments were in order for the licenses. Mr. Purple reported that inspections are ongoing and should be concluded in the near future. He also stated that licenses would not be released until all matters are in order. Mr. Purple acknowledged Ms. Melanie Otsuka for her efforts in managing the license approval process.

d. Award contract for On-Call Engineering Services
e. Approve 2025 Winter Parking Ban
f. Appoint Program Coordinator to Youth and Family Services
g. Accept $4000.00 donation from the Southborough Community Foundation; $2,000 to Summer Concert Series; $2,000 to fund pottery wheels

Ms. Cook moved to approve Consent Agenda items "a", "c", "d", "e", "f" and "g." Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

VI. Other Matters *(Board may vote)*

a. Review ARPA funding and allocations

Ms. Cook moved to remove $1,247.69 from the Southborough Trail Enhancements category and $5,197.47 from the Peninsula Trail category and place $6,445.14 in the General Tax Relief ARPA category. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0). Ms. Cook moved to allocate $6,445.14 from the General Tax Relief category to the Fire Department Equipment category. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

b. Approve Intermunicipal Agreement (IMA) for Utility Pipe Camera

DPW Superintendent Cundiff stated that the Town was awarded a Commonwealth Community Compact grant in the amount of $110,000 dollars for a utility pipe camera system, which would assist in all aspects of road repairs. He stated he worked with Town Counsel to create a shared equipment agreement for use of the camera system with Hopkinton and Westborough. He noted that Westborough has signed the IMA and that he expects Hopkinton to do so this evening. He stated that the cost of the camera system under review is approximately $143,000 dollars. He stated that the IMA defines the terms of use and shares the additional cost of the system under review. Ms. Cook asked where the Town's portion of additional cost (approximately $11,000) would come from. DPW Superintendent stated that the funds would come out of the DPW's FY25 budget. The Board discussed the regional approach to this matter and other State grants. Mr. Dennington stated that there are discussions with Westborough and the Planning Board to apply for a One Stop grant for a regional Route 9 corridor study, noting that regional grants are generally received favorably by the State. Mr. Stivers moved to approve the proposed IMA. Mr. Dennington seconded the motion. The motion was unanimously approved (5-0-0).

c. Delegation of Tree Warden authority to Tree Warden designee

Ms. Cook stated that Town Counsel has opined that the Board can delegate the Tree Warden authority to Mr. Chris Leroy, who is currently the Tree Warden designee. She stated that, going forward, Mr. Leroy would conduct tree hearings with the Planning Board. She clarified that, when the State House of Representatives and Senate approves the Special Act passed at the 2024 Town Meeting, the Board would vote to appoint Mr. Leroy as Tree Warden. Mr. Stivers moved to approve the delegation of Tree Warden authority to Mr. Chris Leroy, the Tree Warden designee. Mr. Dennington seconded the motion. The motion was unanimously approved (5-0-0).

Ms. Cook moved to Consent Agenda items "b" and "d." Building Commissioner Chris Lund appeared before the Board to answer questions on Consent Agenda items "b" and "d."

d. Assign members to negotiate successor Police Chief contract

Mr. Stivers moved to appoint Mr. Dennington to negotiate the draft Police Chief contract on behalf of the Board. Ms. Landry seconded the motion. The motion was unanimously approved (5-0-0).

VI. Public Comment

There was no public comment.

VIII. Adjournment

Mr. Hamilton moved to adjourn the meeting at 7:44 PM. Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0).

Upcoming Meetings	
December 3, 2024	*December 17, 2024*

Respectfully submitted,

Bridgid Rubin, Recording Secretary

List of Documents referred to at the December 3, 2024 SB Meeting:

- Notice of Public Hearing for the proposed Mailbox Damage Reimbursement Policy
- Proposed draft Mailbox Damage Reimbursement Policy, with attachments
- Open Session Meeting Minutes, dated November 19, 2024
- Letter from Christopher Lund, dated November 26, 2024, RE: Appointment of Alternate Building Commissioners, with attachments
- List of 2025 Annual License Renewals
- Email Communication from Melanie Otsuka, dated December 3, 2024, RE: On-Call Engineering Services, with attachments
- Email Communication from William Cundiff, dated December 1, 2024, RE: Winter Parking Ban 2024/2025, with attachment
- Memorandum from Sarah Cassell, dated November 25, 2024, RE: Emily Brideau-Program Coordinator Position, with attachment
- Memorandum from Travis Farley, dated November 25, 2024, RE: Donation Acceptance
- Town of Southborough Use of ARPA Funds, dated November 30, 2024
- Letter from William Cundiff, dated November 15, 2024, RE: Commonwealth Community Compact Regionalization Grant Shared Use Equipment Inter-Municipal Agreement, with attachments

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SOUTHBOROUGH POLICE DEPARTMENT

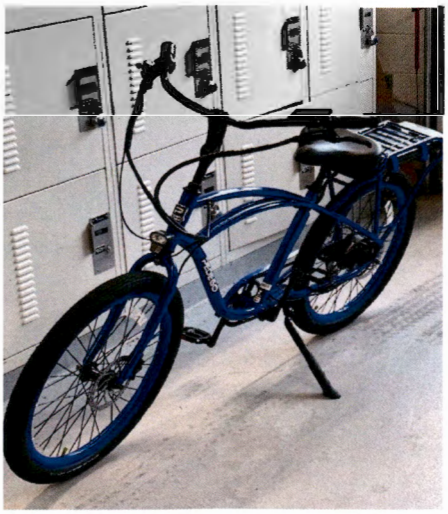
CHIEF OF POLICE

Ryan M. Newell
32 Cordaville Road
Southborough, MA 01772
508-485-2147
rnewell@southboroughma.com

December 11, 2024

Dear Select Board members,

A donation of an electric bicycle was made to the Southborough Police Department from residents Timothy and Courtney Moller, and there was no designated item marked for specific use of the bicycle. The approximate value of the electric bicycle is $2000.00.



The Southborough Police Department appreciates the Moller's donation and would like to accept this donation in order to establish a department bicycle that could be utilized during town events (parades, Heritage Day, Summer Nights, and other Community events). Having this bicycle available for community events would greatly benefit our Community Policing program, as it would be taking an officer out of a cruiser and making that officer more easily approachable and available to the public.

I am asking that the Select Board to please accept this donation on behalf of the Southborough Police Department at your next scheduled meeting (December 17, 2024).

If you need anything further from me, please just let me know. Thank you.

Respectfully,

Ryan M. Newell
Chief of Police
Southborough Police Department

SOUTHBOROUGH POLICE DEPARTMENT

CHIEF OF POLICE

Ryan M. Newell
32 Cordaville Road
Southborough, MA 01772
508-485-2147
rnewell@southboroughma.com

December 11, 2024

Dear Select Board members,

A donation check was received at the Southborough Police Department for $100 from resident Richard Sullivan, and there was no designated item marked for specific use.

The Southborough Police Department appreciates Mr. Sullivan's donation and would like to deposit this donation into the Police Gifts Donation account. Town Accountant Carla McAuliffe has been notified of this donation, as well.

I am asking that the Select Board to please accept this donation on behalf of the Southborough Police Department at your next scheduled meeting (December 17, 2024).

If you need anything further from me, please just let me know. Thank you.

Respectfully,

Ryan M. Newell
Chief of Police
Southborough Police Department

The New England Center
for Children®
Autism Education and Research

December 4, 2024

Mark J. Purple
Town Administrator
Town of Southborough
17 Common Street
Southborough, MA 01772-9109

Dear Mr. Purple,

Enclosed please find a check in the amount of $52,036.00 which represents half of our voluntary contribution in lieu of taxes to the Town of Southborough.

We look forward to a continued positive relationship with the town.

Very truly yours,

Michael S. Downey
Chief Financial Officer

MD:mk
Enc.

www.necc.org
508.481.1015
33 Turnpike Road
Southborough, MA 01772

RECEIVED
By Town Clerk/amb at 2:42 pm, Jan 14, 2025

TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Tuesday, December 30, 2024 8:00 A.M.
Location: Remote through Zoom
Present: Kathryn Cook, Andrew Dennington, Sam Stivers, Marguerite Landry and Al Hamilton. Also present: Town Administrator Mark Purple and Assistant Town Administrator Vanessa Hale

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
https://www.southboroughtown.com/remotemeetings

I. Call Meeting to Order
Chair Kathy Cook called the meeting to order at 8:00 A.M.

II. Approve renewal of Class II Auto Dealer License: CAC Auto Group Boston, LLC, 206 Turnpike Road
Mr. Dennington made a motion to approve the renewal of the Class II Auto Dealer License for CAC Auto Group Boston, LLC at 206 Turnpike Road. Ms. Landry seconded. The motion passed unanimously (5-0-0) by roll call vote: Landry, aye; Stivers, aye; Hamilton, aye; Dennington, aye; Cook, aye. Mr. Purple confirmed that the Board will need to sign the license this week.

At 8:02 A.M. Ms. Cook made a motion that the Board enter into Executive Session pursuant to Open Meeting Law (Chapter 30A Section 21 (a)(1)) and not return to open session- To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual. Mr. Dennington seconded the motion. The motion passed unanimously (5-0-0) by roll call vote: Landry, aye; Stivers, aye; Hamilton, aye; Dennington, aye; Cook, aye. Mr. Purple confirmed that the Board will need to sign the license this week.

Upcoming Meetings	
January 7, 2024	*January 21, 2024*

Respectfully submitted,

Katie Barry, Business Administrator

List of Documents referred to at the December 30, 2024 SB Meeting:
- Class II License Application: CAC Auto

Town of Southborough
Select Board

APPLICATION FOR LICENSE RENEWAL

CALENDAR YEAR 2025

PLEASE PROVIDE ALL REQUESTED INFORMATION AND MAKE NECESSARY CORRECTIONS

Business Name: CAC Auto Group Boston LLC

Address: 206 Turnpike Road

Owner/Manager's Name: Mingyu Sun

Mailing Address: 206 Turnpike Road, Southborough, MA 01772
(PO Box or Residence)

Contact Email Address: cacautogroupboston@gmail.com Phone: 508-481-9400

LICENSE DUE FOR RENEWAL: Class II Auto Dealer (PROOF OF BOND IS REQUIRED)
FEE: $100

PLEASE READ AND SIGN BELOW

Pursuant to Massachusetts General Laws Chapter 62C §49A I certify, under the penalties of perjury, that to the best of my knowledge and belief, have filed all State and local tax returns and paid all State and local taxes under the law.

Federal Identification #

Mingyu Sun
Please PRINT name of individual or corporate officer

OR:

[redacted]
Social Security #

Mingyu Sun
SIGNATURE of individual or corporate officer

In order to be considered for renewal of the license listed above, please return with the following no later than **November 15, 2024 at Noon**, to **Select Board Office, 17 Common Street, Southborough MA 01772:**

1) Completed Application for License Renewal;
2) Appropriate fee*;
3) Workers' Compensation Insurance Affidavit, completed and signed; and
4) Workers' compensation insurance policy declaration page, if applicable.
5) Hours of Operation Form

***Make checks payable to the Town of Southborough**

Any tax or fees due the Town must be paid in full prior to license renewal.